Management

General

PLANNING

Regional

Handbook

Specific Projects

Unit Classification & Naming

Systemwide

California State Parks

Planning Division

April 2010

Planning Handbook

April 2010

This *Planning Handbook* includes new and revised guidelines that have been made to the originally published *Planning Handbook* dated February 2002. These revisions are the result of a continuing effort by staff of the Planning Division, General Plan Section, State Parks headquarters divisions, and service centers. The development of this handbook is an on-going process that will improve information and guidance to planning teams and others preparing planning documents. It provides a continuing focus on the need to clarify planning processes. Throughout this document, sections headed "Supplemental Efforts" identify further additions and improvements to the *Planning Handbook* that should be completed when staff time is available in the future.

This document will be maintained by the California State Parks General Plan Program Manager and updated as necessary with input and participation by State Parks staff and with direction from the Planning Policy and Programming Committee (PPPC). The *Planning Handbook* is also posted on the Department's Intranet website (http://isearch.parks.ca.gov/), State Parks Planning Division Internet website (http://www.parks.ca.gov/?page_id=795), and will be updated periodically as revisions become necessary or additional guidelines are prepared.

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California State Parks Mission

To provide for the health, inspiration and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

CALIFORNIA STATE PARKS

Planning Handbook

April 2010

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CALIFORNIA STATE PARKS

Planning Handbook

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Preface

In the summer of 1994, the Department's Planning Policy and Programming Committee (PPPC) appointed a 10-person General Plan Improvement Team (GPIT) to: 1) examine the manner in which the Department prepared unit-level general plans; and 2) provide recommendations for changes in the planning process and the resultant state park general plans.

Changes were needed to more readily respond to perceptions that the general plans took too much time to prepare, were too long, too detailed, and too constraining in their content. The GPIT goal was to create a new process and new standards for general plan preparation.

The GPIT met periodically over the next three years. The team systematically examined the current approach to general plan preparation in order to determine how to achieve their goal. In April 1999 the Department accepted the proposed document (*Planning Handbook*, published in 2002). The Department's continued planning efforts have provided additional insights and information that were considered during subsequent general plans, which largely form the basis for this 2010 *Planning Handbook*.

Following the summary and analysis of the unit's natural, cultural and recreation resources, the general plan document provides a guiding vision for the unit. It gives broad guidance to the management that would best protect the park's resources and make them available for appropriate public enjoyment and use. The general plan will provide a roadmap and focus on the unit's critical planning short term and long-range issues rather than provide a comprehensive study. More detailed planning for the unit, for the management of certain resources such as a trail system, or the development of specific facilities or programs, will be the subject of separate, more specific studies, management plans, feasibility studies and environmental impact analyses.

The recommendations of the GPIT were not confined solely to alterations in the general plan, its various components and its preparation. The team also recommended adjustments in other aspects of the Department's overall planning system (see Figure 1, Planning Structure Diagram). Three major adjustments are worth noting:

- Due to the simplification, brevity and vision-orientation of the new type of general plan, subsequent and more specific unit-level management plans have a greater importance.
- As broad guidance to general planning, the study and development of a guiding framework of systemwide planning and policies has greater importance.
- It was emphasized that the initiation, development, and upkeep of unit data files is necessary to serve both the on-going park management and as a major factor in reducing the amount of resource inventory work that precedes the preparation of a general plan.

Comments and feedback regarding this 2010 *Planning Handbook* are encouraged. Please contact the Planning Division at (916) 653-9901 or the General Plan Program Manager at generalplan@parks.ca.gov.

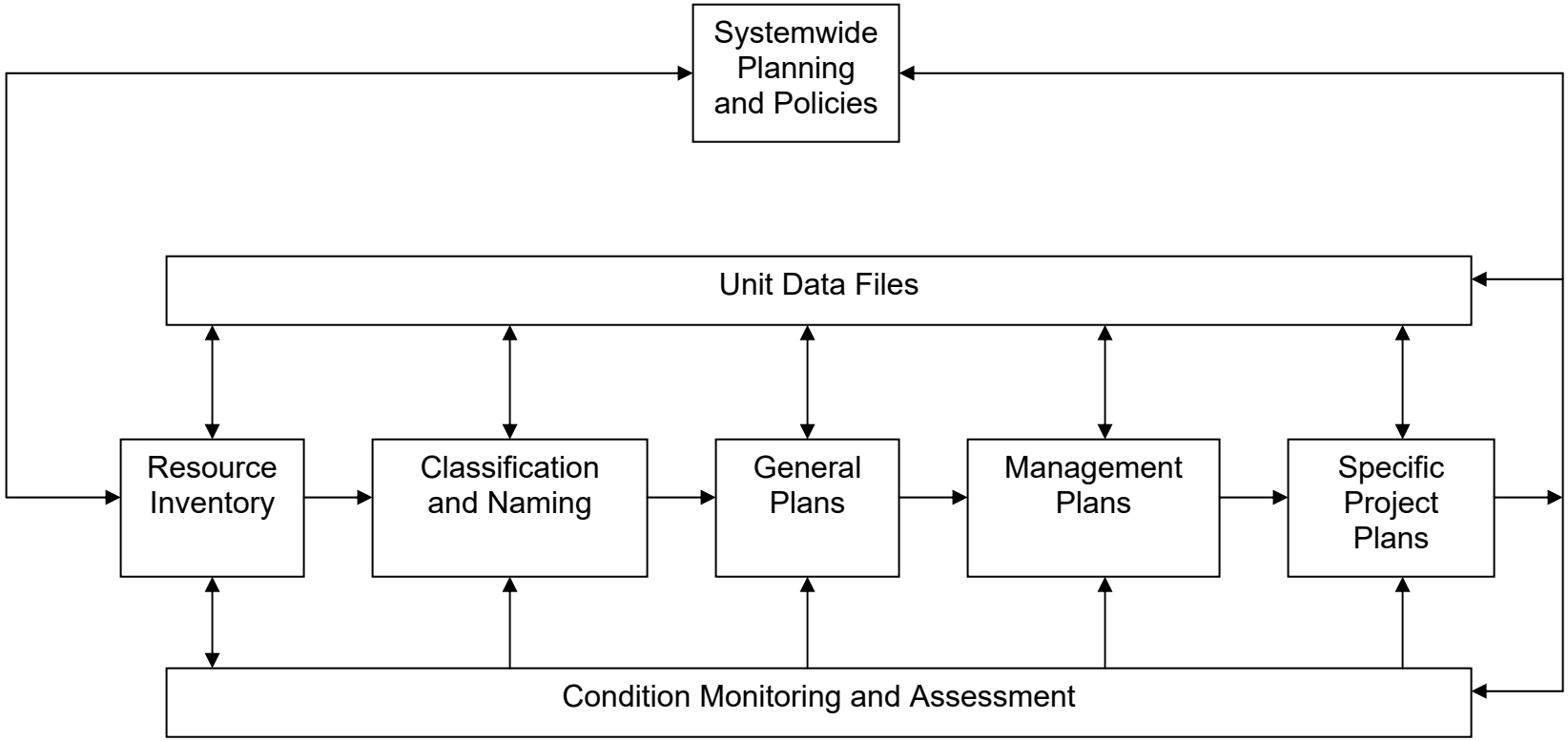
Department Planning Structure

Planning Structure Overview

There are eight broad planning components which encompass the range of planning needs of the Department, as shown in Figure 1 - Planning Structure Diagram. They are Systemwide Planning and Policies, Unit Data Files, Resource Inventory, Classification and Naming, General Plans, Management Plans, Specific Project Plans, and Condition Monitoring and Assessment.

The following diagram describes the relationships among these various planning components. It should be noted that the components are somewhat flexible and do not always occur in a linear process.

Figure 1: Planning Structure Diagram



Definition of Planning Components

Systemwide Planning and Policies: Systemwide planning refers to any long-range, management-level planning beyond the scope and scale of a single unit or District. Systemwide planning typically addresses issues and trends, opportunities, stakeholders, needs and deficiencies, roles and responsibilities, or actions and opportunities for the entire State Park System.

Unit Data Files (UDF): The UDF is the working file that contains an organized body of information about a unit and references the location of other pertinent information about the unit. It acts as an organized collection of both unit data and the status of current issues.

Resource Inventory: The resource inventory is an ongoing inventory of resource information for the unit – including natural, cultural, and interpretation resources, facilities, and infrastructure. This inventory is continuously updated as surveys are revised and/or competed and information is compiled.

Classification and Naming: The classification system for state parks is established by the Public Resources Code (PRC) Section 5019.56-5019.68 (see Appendix A) and provides for a unit's designation as one (or more) of several unit types. Classification provides the broadest management guideline for a unit. The classification and naming process consists of identifying the unit's primary values and intended purpose based on review and evaluation of Departmental goals, systemwide plans and policies, and the unit's data file. Classification documents are informational documents for public review and comment. They are accompanied by a classification and naming recommendation to be considered for approval by the California State Park and Recreation Commission (Commission).

General Plans: The general plan is the primary management document for a unit, defining a framework for resource stewardship, interpretation, facilities, visitor use, and operations. General plans define an ultimate purpose, vision, and intent for unit management through goal statements, guidelines, and broad objectives, but stop short of defining specific objectives, methodologies designs, and timelines on how and when to accomplish these goals. General plans are considered a project for the purposes of CEQA, and are required by law (PRC Section 5002.2) before any permanent commitment of the unit resources is made (see Appendix B).

Management Plans: Management plans define the specific objectives (such as timelines, resources, and outcomes), methodologies and/or designs of how management goals will be accomplished. Occurring on an as-needed basis, they are typically focused on specific management topics, park areas, goals, or issues (see Appendix C).

Specific Project Plans: Specific project plans are the detailed implementation plans needed to accomplish specific project(s) or management plan(s).

Condition Monitoring and Assessment Program: Unit-specific monitoring plans are developed to assess the status and condition of a park's resources and facilities and the effectiveness of management actions. This information describes the important components of a specific park that need to be monitored with respect to stated

management goals, priorities, and issues and also specifies what, how, and when to inventory, monitor, and assess each component.

Planning Structure

When a new unit is added to the State Park System, the collection of information (data) precedes any planning and analysis efforts (see Figure 1). The Unit Data File (UDF) is the repository or link to unit information. The systemwide planning and policies component is used with the information in the UDF and resource inventory to support and direct the unit classification and naming component. After a park is classified, a general plan is prepared for the unit. After a unit's general plan is completed and approved, various management plans and feasibility studies may be developed which provide direction on particular resources, issues or programs. Specific project plans specify the detailed information necessary to implement projects such as a trail addition, watershed restoration effort, facilities development, or historic landscape restoration. To further guide project design, visitor capacity determinations, environmental impact assessment, and mitigation, the Department's Condition Monitoring and Assessment program provides information on baseline resource conditions and initiates a program for monitoring changes and determining appropriate management actions.

Other Planning Paths

The standard planning path discussed above is typical, but it is not followed in all planning situations. Some management plans can be prepared without benefit of an existing general plan and some specific project plans can be prepared for immediate public use or interim facilities without an approved classification, general plan, or management plan. However, there are times when environmental law and the PRC dictate when the standard path must be followed.

Data Feedback

The major planning components (Resource Inventory, Classification and Naming, General Plans, Management Plans, and Specific Project Plans) continually provide information to the UDF. This data file also contains information from other planning efforts.

Systemwide and Regional Planning and Policies

Definition and Scope

Systemwide Planning

Systemwide planning refers to any long-range, management level planning beyond the scope and scale of a single unit or district. Systemwide planning will typically address issues, trends, opportunities, challenges, constraints, needs and deficiencies (gap analyses), roles and responsibilities, anticipated time lines, actions and opportunities for the entire California State Park System (or beyond the State Park System). Systemwide planning may focus on one or more of the core elements of the State Park System, i.e., natural resources, cultural resources, recreation, interpretation/education, facilities, operations, public safety, and visitor services. Typically, systemwide planning has a 15 to 20-year horizon. Examples of systemwide planning include:

- Bioregional Studies
- California History Plan
- California Outdoor Recreation Plan (CORP) (including Public Opinions and Attitudes on Outdoor Recreation in California)
- California Recreation Policy (5-year horizon)
- Economic Impact Studies (including Study of the Economic Value of Outdoor Recreation in California – available late 2010)
- Feasibility Studies (acquisition and development)
- State Park System Plan
- Statewide Trails Plan
- Strategic Initiatives
- State Park Visitor Survey Report

Regional Planning

Regional planning may encompass several units, an entire park district, or parts of two or more districts. Regional plans may be geographically focused such as coastal units, desert units, or the Sierra region. Regional plans could also be based on a specific classification such as historic units or underwater parks. By focusing on the relationship among units, regional plans facilitate coordination, provide greater consistency, create economic efficiencies, and allow for increased effective management of the State Park System. Through regional planning, the allocation of staffing and funding is addressed in multi-unit coordination. Regional planning creates greater efficiencies in general planning by considering priorities between units, such as the coordination of interpretive media for several units that are linked thematically or geographically. Examples of regional plans may include:

- Central Valley Vision

- Native Grasslands Restoration Plan
- Natural Communities Conservation Plans
- Prescribed Fire Management Plan
- Habitat Conservation Plans
- Recreation Assessments

Guidelines/Level of Detail

The level of detail is often determined by the complexity of the park's issues, regulatory actions, statutes, challenges, opportunities and/or policies addressed. Systemwide and regional plans are intended to be a roadmap for future operations and management and not intended to provide specific unit direction. As with every 'living' planning document, variations in scope, purpose and direction are provided by the Director, the executive staff, and the District Superintendent.

Timing and Circumstances

Systemwide and regional planning should be done on an on-going basis and actively pursued by the Department. While it is often done far in advance of unit-specific planning, it may be issue-driven and pursued as needed. Agency policy and regulations are updated and made available as soon as they are approved.

Approvals

Dependent upon subject matter, the Director or Planning Division Chief (Chair of PPPC) approves systemwide plans and policies.

Supplemental Efforts

Systemwide / Regional Planning and Policies. Future guidance included in this *Planning Handbook* should include policy references, legal requirements, process steps and timelines, staff responsibilities, and processes for Department review and approvals. The Department will expand this section and provide additional information and guidance as necessary or when resources become available.

Unit Data File

Definition and Scope

The UDF is considered the working file that contains an organized body of information about a park unit, and references the location of other relevant information. It acts as an organized collection of park unit data, the status of current issues, and operational challenges. This file contains information about a unit's acquisition and history (including maps, deeds, and photographs); natural, cultural, and recreation resources; user demographics and diversity; visitor use patterns and services, such as concession operations; recreation opportunities; land uses; facilities; conflicts; and key issue papers. The UDF includes much of what has been traditionally referred to as the unit's comprehensive Resource Inventory. The UDF does not necessarily contain a summary of the information or documentation of any data evaluation or analysis, but may reference the complete files contained in other locations. In addition to its value to the general plan process, this comprehensive collection of information is a valuable asset to planning and management efforts.

Currently, park unit information is not located in one central location. Information can be found at the park unit, district office, central records, service centers, the Department's archives in headquarters, the Park Infrastructure Database (PID), the Computerized Asset Management Program (CAMP) for facilities, resources, and interpretation, and in the digital documents catalog (UDF Catalog) located on the Department's intranet website: http://nscgisweb01/website/udf/SearchMetadata.aspx.

Guidelines/Level of Detail/Updates

Department standards, district priorities, and the availability of resource information and staff shape the level of detail found in the UDF. Focused efforts will be directed to meet the information requirements necessary to proceed with a general plan as well as to fill critical information gaps identified by the Resource Inventory and Monitoring Program. More discussion regarding the application of the UDF is provided in the section titled General Plan Process (Pre-planning Phase). An example UDF Matrix (Inventory Checklist) is provided in Appendix F, which can be adapted to determine the inventory work needed prior to preparing a general plan.

The data in this file is continuously updated. Data collection efforts, plans, projects, reports and scientific investigations, visitor use surveys, facilities inventory, resource monitoring programs, resource management projects, CEQA review, consultant contracts, and the focused efforts of technical teams contribute information to the UDF.

Timing and Circumstances

As a working file, information provided to the UDF is a continuous process. The UDF often begins far in advance of unit-specific planning, and continues after specific planning documents have been completed. Information gathered for the unit and filed in the UDF may be issue-driven, researched, and compiled as needed.

Approvals

Since this is a dynamic, working collection of information, formal approval is not needed for individual unit data files. However, peer review is encouraged and additions, deletions, and corrections to data will be made only by authorized staff.

Resource Inventory

Definition and Scope

The resource inventory is a working file or document that contains the most current resource information about a park unit. It contains park unit resource data, and may also include the status of current issues, operational challenges, data evaluation and analysis, and recommendations for future management and resource protection. The resource inventory is typically comprised of a unit's natural and cultural resources, but can also be focused information on recreation resources and opportunities, visitor demographics and diversity; visitor use patterns and services, (such as concession operations), and park facilities.

The resources inventory information is formally compiled and documented during the unit classification and naming process and also during general planning. In addition to its importance to general planning, this resource information is a valuable asset to planning and management efforts and should be updated regularly.

It is desirable and recommended that a substantial amount of the resource inventory is completed before a general planning effort begins. This forms the basis for evaluating resource management issues and establishes the sensitivities, constraints, and opportunities for planning purposes. The resource inventory is also considered the baseline data that is evaluated when preparing EIRs for general plans. However, if this inventory and site work is done too far in advance, it may be necessary to conduct additional field investigations to update resource data.

Regular funding is needed for park staff, districts, and others to perform condition assessments and conduct site investigations for documenting and evaluating significant park resources. The use of skilled volunteers may save money and offer opportunities for public involvement, but this approach requires developing standards, direct supervision, and training by qualified Department specialists. The resource inventory should be funded separate from the general plan and scheduled a year in advance, when possible.

Guidelines/Level of Detail

The type of planning process and final document, Department standards, funding, priorities, and the availability of resource information and staff shape the level of detail found in the resource inventory. Focused efforts will be directed to meet the information requirements necessary for a classification and naming document and to proceed with a general plan. A more detailed inventory is necessary for management plans and site-specific plans.

Timing and Circumstances

As a working file, information collected for the resource inventory through research and site surveys is a continuous process and should be updated by subject matter experts.

The resource inventory should begin in advance of general planning, and continue after specific planning documents have been completed. Information gathered for the unit and will be issue-driven, researched, and compiled as needed.

Approvals

As a dynamic collection of information, formal approval is not necessary for the resource inventory; however, peer review is encouraged. Additions, deletions, and corrections to data will be made only by authorized staff.

Classification and Naming Process

The following section describes key process actions required, or intended, in naming and classifying a unit of the California State Park System.

Classification Policy

Following the acquisition or transfer of property to California State Parks for inclusion into the State Park System, the Department will provide the Commission with a recommendation regarding the unit's permanent name and classification. Once acquired, the property becomes the responsibility of the Department to manage for its protection of resource values, and in many cases, provide access for public use. The need for resource inventories and unit classification is necessary to properly identify and guide management of appropriate visitor activities within the Department's guidelines for natural, cultural, and recreational resource management. Before classification, the park property is not referred to as a "unit" of the State Park System. Use the property name only on maps and public information.

1. Identify Significant Natural, Cultural and Recreational Resources

When the property is transferred to State ownership, Department staff receives access permission to begin on-site surveys, assessments, inventories and resource studies. Generally, this is the first opportunity to identify and determine the significant natural and cultural sites and potential recreation opportunities. Knowing the significant values and sensitivities of the natural, cultural, and recreational resources, as well as the historical uses of the land, guides Department planning staff in determining the appropriate unit classification. This level of resource inventory is intended to provide a broad understanding of the significant resource values and is not a detailed accounting of all sites and features.

2. Prepare Inventory of Features (Resource Summary)

The Inventory of Features (Resource Summary) document summarizes the significant resource values of the park property and is the culmination of the initial research and site investigations. This inventory will satisfy the requirements of the PRC Section 5002.1 (below) and must be included in the document package submitted to the Commission for its consideration when classifying (or reclassifying) a unit.

> PRC Section 5002.1. Prior to the classification or reclassification of a unit of the state park system into any of the categories specified in Article 1.7 (commencing with Section 5019.50) of this chapter, the department shall prepare an inventory of the unit's scenic, natural, and cultural features, including, but not limited to, ecological, archaeological, historical, and geological features. The inventory shall be submitted by the department to the State Park and Recreation Commission for its consideration when classifying or reclassifying a unit.

3. Evaluate Natural, Cultural, Recreational and Interpretive Opportunities

An analysis of the opportunities to provide outdoor recreation facilities for future park visitors and to interpret and protect natural and cultural resources should be identified. These opportunities should expand on the purpose of the unit while addressing how the unit will serve the people of California and what constraints or challenges may exist.

4. Recommend Unit Classification

Following the initial investigations and preparation of the property's Inventory of Features, Department staff (usually District or Division staff, such as the Planning Division) will evaluate the information and suggested alternative classifications and make a recommendation for unit classification. Sections 5019.50 – 5019.74 of the PRC should be consulted in making a determination of the appropriate unit classification. This staff recommendation is submitted to PPPC with the Inventory of Features (Resource Summary) for review, comment, and recommendation to the Director. Districts will often hold a public meeting (optional) to obtain public input and feedback from the local community on the possible classification and name for the park property.

It is important to note that classification of internal units or "sub-units" (Cultural Preserve, Natural Preserve, State Recreation Area, or State Wilderness) may be proposed at any time following the unit classification through a similar administrative process. Generally, sub-classifications are identified and proposed during the preparation of a general plan and require a more detailed resource inventory in order to determine resource significance and appropriate boundaries. In such cases, the resource summary in the general plan document (and any supplemental resource materials prepared during the planning effort) serve as the proposed sub-unit's Inventory of Features.

5. Recommend Unit Name

Frequently, units are given a name to which they have been accustomed due to location, association, history, and general usage. Occasionally, land will be acquired into the State Park System having deed restrictions, easements, or naming requirements. Typically, staff will recommend alternative names for consideration, indicating the preferred alternative and providing justification for the preferred name. Refer to the California State Park and Recreation Commission Statements of Policy, Policy II.2 - Classification and Naming Units, Features, Groves, and Trails of the State Park System, found on the State Parks web site under State Park and Recreation Commission, Authorities and Responsibilities of the Commission: http://www.parks.ca.gov/default.asp?page_id=933.

6. Select Preferred Name and Unit Classification

The Director is responsible for selecting and recommending the preferred name and unit classification based on PPPC review and executive staff recommendations. The Inventory of Features (Resource Summary) and the Department's recommendation for naming and classification are forwarded to the Commission for their consideration and

approval. This classification proposal shall include a discussion of alternatives that were considered and a map depicting the unit boundary and acreage involved.

7. Submit Proposed Classification to the State Park & Recreation Commission

The Commission is responsible for classifying units in the State Park System. The classification document will be submitted with a letter of transmittal, or staff report, to the Commission for review prior to the scheduled hearing date. The classification document will include the Inventory of Features (Resource Summary) along with the recommended unit name and justification for classification and designation.

Units that have been classified by the Commission as a State Marine Preserve, State Marine Park, or a State Marine Conservation Area are not “official” until a concurrent resolution for the same unit classification has been approved by the California Fish and Game Commission (see the Marine Managed Areas Improvement Act of 2000, PRC Section 36700-36900).

8. Conduct Naming and Classification State Park & Recreation Commission Hearing

The Department will provide proper public notice and make a presentation on the resource, interpretive, and recreational values and classification proposal at a scheduled public hearing of the State Park and Recreation Commission allowing the public an opportunity to provide testimony on the unit classification and name.

Per PRC Section 5002.3, a public hearing shall be scheduled and noticed by the State Park and Recreation Commission to consider each matter of classification or reclassification of a unit. Notice of the hearing shall be posted per the requirements of PRC Section 5002.3. The content of such a notice shall substantially comply with the requirements of Section 11346.5 of the Government Code. Copies of the Department's Inventory of Features (Resource Summary) with the recommendation and justification for name and classification shall be made available to the public at the Department's appropriate district offices on the last date of publication of the notice.

9. Notify Department Divisions of the State Park and Recreation Commission’s Action

Following the Commission’s approval, the project manager shall submit proper notice to all Department divisions and appropriate agencies regarding this action, indicating the name and unit classification. This important step will place the new name and classification into the Department records for accounting and management programs. The appropriate departmental recipients of this notification include, at a minimum, the Administrative Services Division, Park Operations, Legal Office, Planning Division, Acquisition and Real Property Services Division, Communications Office, Central Records, Department Archives, and the District office where the unit is located.

10. Collect and Publish Materials

The General Plan Section of the Planning Division will publish and distribute the classification document, which includes the following items: cover, Commission resolution, Inventory of Features (Resource Summary), and the transmittal letter/staff report. The materials for those units which have been classified as State Marine Preserve, State Marine Park, or a State Marine Conservation Area will include the concurrent resolution reflecting the action taken by the Fish and Game Commission if that has occurred. To ensure easy access to these materials, copies of the final naming and classification document are distributed to the following:

- Archaeology, History, and Museums Division Library (1 copy)
- Central Records (1 copy)
- Department Archives (1 copy)
- District where the unit is located (1 copy)
- Interpretation and Education Division Library (1 copy)
- Natural Resources Division Library (1 copy)
- Northern Service Center Library (2 copies)
- Off-Highway Motor Vehicle Recreation Division (1 copy)
- Planning Division Library (2 copies)
- Southern Service Center Library (1 copy)
- Department's Internet web page for specific unit

General Plans

Introduction

A state park unit general plan directs the long-range management, development, and operation of a California state park by providing broad policy and program guidance. This guidance is essential to the Department's managers, staff, and stakeholder groups and is of value to those organizations and individuals that have a substantial interest in the California State Park System. For information on general plans in progress, and downloadable approved general plan documents, visit the Planning Division web page at www.parks.ca.gov/?page_id=795 or contact the General Plan Program Manager.

General Plan Purpose and Scope

Purpose

The general plan is the primary management document for each unit of the California State Park System, defining a park's primary purpose and establishing a management direction for its future. By providing a clear purpose and vision, guidance on long and short-term goals, and guidelines, the general plan defines the broadest management framework possible for a unit's feasibility and program development, ongoing management, and public use. This framework is intended to guide day-to-day decision-making and serve as the basis for developing focused feasibility and management plans, specific project plans, and other management actions necessary to implement the goals of the general plan.

A general plan is required by law prior to any substantial development of facilities and, with the environmental analysis, serves as a programmatic Environmental Impact Report (EIR). The general plan is considered a project for the purposes of CEQA. The general plan is based on an analysis of information contained in the UDF and additional information gathered during the planning effort. It is also based on systemwide planning and policies and input received from the public and other agencies through a public involvement process.

Public Resources Code Section 5002.2 requires that a general plan be prepared prior to the development of new facilities that may result in the permanent commitment of a resource of the unit. Any development is subject to the requirements of CEQA (Division 13, PRC Sections 21000-26000).

The Department previously considered general plans to have a 15 to 20 year planning horizon or lifespan. Under the current planning structure of broad, goal-oriented general plans and subordinate, more focused management plans, general plans are no longer thought of as having expiration dates or a finite life span when they would be considered invalid. General plans are reconsidered for amendments or revisions when circumstances and needs dictate, such as additional land acquisitions and/or substantial development considerations that were not addressed in the general plan or evaluated during the general plan process. Because of the broader scope and focus on purpose and direction, they will likely be more enduring and are expected to be more adaptable

to changing circumstances and visitor needs. The goals will be constant while the specific approaches for implementing those goals may change with new technology or visitor needs.

Philosophy of General Planning

General planning is holistic in approach, considering both internal and external influences, the multiple aspects of the Department's mission, divisions and sections, and the inherent resource values and facilities of the unit. General planning considers the unit within the larger context of the State Park System, using and referencing systemwide plans already in place. General planning considers the unit's context within surrounding state parks and federal, state and local public lands. Regional planning, land uses, needs and interests of the public, and local, regional, and private recreational opportunities and services are also considered. General planning always includes a public involvement process.

Level of Detail

The level of detail in general plans is shaped by the PRC, CEQA requirements, the *Planning Handbook*, and park unit project agreements. The general plan Project Agreement represents a joint strategy between the general plan planning team and PPPC for each general plan, which describes staffing, funding, schedule, and product expectations. It also highlights major issues Department management wants addressed in the general plan.

Scope

The general plan is primarily a "goal-based," as opposed to an "objective-based," document. General plan goals and associated guidelines define an ultimate purpose and intention for park managers and system operators, but stop short of defining a specific accomplishment and timeframe for accomplishing those goals.

- **Goal** refers to a general, overall, and ultimate purpose, aim or intent toward which management will direct effort. Goals are not necessarily measurable except in terms of the achievement of component objectives that are involved in the attainment of the goal.
- **Guideline** refers to a general set of parameters that provide direction for accomplishing goals. These are the strategies used to achieve the goal.
- **Objective** refers to a specific statement of expected accomplishment or desired future condition within the context of achieving a broader goal. Objectives are achievable, and where possible, measurable and time specific.

Depending on the resources and the particular planning issues, the scope of the general plan may include specific objectives and examples of desired outcomes or how goals and guidelines will be accomplished. Specific objectives and strategies may also be developed when needed in subsequent planning components, such as management plans or specific project plans.

Figure 2 – Clarifying the Scope of Planning Documents demonstrates the differences in scope and detail between general plans and management plans/specific project plans.

PLANNING DOCUMENT	SCOPE
General Plan	***Why*** The purpose of the plan ***What*** The type of plan proposed ***Where*** Management zones, land use areas ***Who*** The audience, especially as it relates to recreation and concession components of a specific park, and also as broad guidance for resource managers. Examples include visitors, recreation users, staff, volunteers, stakeholder groups, adjacent property owners, and other agency partners.
Management Plan / Specific Project Plan	***Why*** The purpose of the plan ***What*** Specific type, size, shape ***Where*** Site-specific ***How*** Methods, design ***When*** Specific time schedule

Figure 2: Clarifying the Scope of Planning Documents

The level of specificity should be generally the same in most unit general plans, answering "*why*, *what*, *where* and *who*" type questions. The details can vary with the complexity of the unit resources and planning issues. More specific planning questions on how or when proposals will be implemented are usually discussed in management or specific project plans, but they are occasionally included in a general plan to further clarify the intent or to resolve conflicting planning goals.

The integration of planning activities at more than one level (e.g., general planning and management planning) may be necessary to meet management's needs, interests, and directions. However, the level of detailed planning and design in a management plan is typically not included as part of the general plan document.

The charts on the following pages (Figure 3 – General Plan Detail) provide examples of the level of detail appropriate for each component of the Department's planning structure, including general planning, management planning, and specific project planning.

Figure 3: General Plan Detail - Examples

Examples illustrating the type of information that should be included in General Plan documents	
Unit Purpose Statement	**Purpose:** The purpose of Short Trees State Park is to preserve and make available to the people for their inspiration, enlightenment, and enjoyment, in an essentially natural condition, the outstanding scenic features and natural values of the forested canyon, redwood groves, and unique sandstone formations located in the unit. This unit presents the best examples in northern California of these geologic formations, together with visitor opportunities for viewing, interpretation, and education.
Unit Vision Statement	**Vision:** Short Trees State Park is a place of spectacular scenic beauty - a natural area unencumbered by human habitation or visual intrusions. It offers to visitors of all ages and abilities access to the heart of the park to walk among unique geological formations, experience the magnificent presence of ancient redwoods, and hear the thunderous sound of water falling over steep canyon walls. It is a place for visitors to seek personal renewal and gain inspiration from nature.
Parkwide Goals and Guidelines	**Natural Resource Examples:** **Goal:** Preserve and protect the prime natural and scenic resources of the unit – the ancient redwood groves growing along canyon bottoms, the significant geological sandstone cliff formations, and expansive ridge top vistas. **Guideline:** Manage these resources for their perpetuation in an essentially natural condition while providing opportunities for visitor awareness and enjoyment. **Guideline:** Implement a program of active resource management to perpetuate these values including the protection of natural hydrologic processes, ecological restoration, and control of non-indigenous plant and animal species.
	Cultural Resource Examples: **Goal:** Maintain and interpret the campground facilities built in 1935 by the Civilian Conservation Corps (CCC). These features provide a rustic and historical character to the park and represent a distinct architectural style and the historic accomplishments of the CCC. The intent of management is to maintain these qualities and provide interpretation and education of their significance. **Guideline:** Preserve the historic record of all CCC features in the unit. View each of the features (structures and campground facilities) as part of a larger and more significant whole to maintain the character they give to the park and to maintain the integrity of historical preservation.

	Recreation Examples: **Goal:** Provide park visitors with high quality outdoor recreational opportunities (day use and overnight) that are directly related to the unit's inherent natural and cultural values. **Guideline**: The park's diverse scenery, from heavily shaded forest understory, to open canyon vistas, to ridge top panoramas, provides outstanding opportunities for trail recreation. Provide a variety of trails to allow visitor access to the four prime resource areas of the unit - Big Creek, Lover's Ridge, Little Creek, and Mule Flat. **Guideline:** Provide a system of increasingly larger loop trails away from core public use areas to offer a range of experiences to visitors of various abilities.
	Interpretation and Education Examples: The **primary interpretive theme** is: Humans and natural forces have interacted here over time, continuously using, changing, and redefining the landscape's inherent values. The **interpretive period** for the unit covers the flow of history extending from the earliest known human occupation to the present. **Guideline:** Emphasize the values of the old growth redwoods and the important role of the CCCs in park development.
Area-Specific Goals and Guidelines	**Natural Resource Examples:** There are impacts to riparian areas along Little Creek originating from logging activities outside the unit. These impacts are likely to continue to threaten or damage park values. **Goal:** Take a proactive role to protect the unit from damaging impacts. Participate in local and regional planning and decisions and develop watershed restoration to minimize impacts that have degraded natural values. **Guideline:** Manage the Big Creek redwood forest (in the core of the prime resource area) toward a natural condition while allowing pedestrian access and interpretation. **Goal:** Maintain a natural primeval feel and appearance of the redwood forest, maintain the fragile understory vegetation, and minimize the appearance of a trampled and worn look. **Guideline:** Minimize intrusions such as signs and fences, while providing access and preventing off trail use. Use interpretation to enhance the visitor's appreciation and protection of resources.

	Cultural Resources Examples: The Warden's Cottage, built by the CCC, is an excellent example of park rustic architecture and has retained its exterior integrity, while much of the historic fabric of the interior has been lost. The building's location adjacent to Big Creek redwood forest provides the best opportunity for indoor interpretive exhibits and programs. **Goal:** Maintain the historic integrity of the structure's exterior and immediate surroundings and adapt the interior for visitor use and interpretation. **Guideline:** Rehabilitate this historic structure according to the *Secretary of the Interior's Standards for the Treatment of Historic Properties* for appropriate adaptive uses.
	Recreation Examples: **Goal:** Provide multiple forms of recreational trail access and opportunities in the Big Creek redwood forest that supports its naturalness natural and primeval qualities. **Guideline:** Locate a ridge-top trail and overlook in the Lovers' Ridge Area to give trail users the feeling that they are immersed in wilderness. **Guideline:** Design trails and staging areas in the Lovers' Ridge Area to enhance the visitor's experience of the natural environment. Minimize visual impacts from other park facilities.
	Interpretation and Education Examples: **Primary Theme:** Timber cutting brought changes to the land that eventually spurred park creation and restoration. **Guideline:** Interpretation at the Little Creek Area will show how people have used, influenced change and, in time, restored this fragile area. **Guideline:** Integrate the goals of interpretation and resource management in the Little Creek Area by providing first-hand opportunities for visitors to experience past and on-going ecological restoration.
	The following items should NOT be included in General Plan documents:

	Management Plans: The Little Creek Watershed Management Plan is prepared which identifies and prioritizes specific areas of the creek for restoration, develops the methodology, and outlines potential funding. A Trail Management Plan is prepared. The plan identifies trail corridors to and around the Lovers' Ridge Area along with trail staging areas. It also identifies appropriate types and levels of trail use. In addition, it coordinates with the Interpretive Plan goals for this area, as well as for the entire unit. An interpretive plan is prepared which defines an interpretive program for the Two Forks portion of the Little Creek Area. The program's primary focus is on the rich legacy of CCC features. Plan proposals include exhibit panels identifying and interpreting the areas CCC structures and the development of an interpretive walking trail. **Project Plans:** Plans and specifications for the 4-mile Lovers' Ridge Trail and Overlook are prepared to guide construction by a volunteer trail building crew. Construction drawings and specifications are prepared for the development and installation of interpretive panels and a trail in the Two Forks area.
Examples for a State Historic Park	
Unit Purpose for SHP	**Purpose:** The purpose of Brock Mansion SHP is to provide visitors an opportunity to view the mansion and grounds as they appeared during the Brock period of ownership, 1868 to 1882, and to tell the story of this extraordinary Californian. The mansion and grounds represent how Governor Marshall Brock and his family developed and lived in this historic property and how his governorship and business played a significant role in California's history. The architectural type, style, and age of the mansion have no comparison in California and has a remarkable integrity of historic fabric for the period.
Unit Vision for SHP	**Vision:** The Brock Mansion is a historic place in California providing an opportunity for visitors to immerse themselves in a distinctive period of California history surrounded by authentic furnishings and artifacts that give a sense of place and history. Many Californians and foreign visitors of all ages and backgrounds visit the mansion to experience the interpretive exhibits and tours and to participate in special events or living history programs.

	Cultural Resource Examples	Interpretation and Education	Recreation Examples
Parkwide Goals and Guidelines	**Goal:** The Brock Mansion retains a high degree of historic fabric. The architectural and structural qualities will be considered during development and maintenance of the building to achieve the desired uses while causing minimum disturbance to historic fabric.	**Goal:** Interpretation at Brock Mansion SHP will expand visitor awareness, understanding, and appreciation of the mansion and significance of Marshall Brock in California and U.S. history. Interpretation is essential in providing the quality park experience.	**Goal:** Enhance visitor enjoyment and appreciation through participation in activities associated with the unit's primary resources. **Guideline:** Provide day use facilities such as picnic tables and benches for the visitor to enjoy as well as for special events the park may host.
		The **primary interpretive period** is the period of Marshall Brock's governorship, 1868-1876. The **secondary interpretive period** is the life of Marshall Brock dating from birth through education, personal development, and business and civic activities after political office.	
	Goal: Preserve and restore the Brock Mansion and provide special events, interpretation, sales, and public use facilities within the mansion. **Guideline:** Restoration and use will be guided by historical significance. For example, highest quality restoration and public access control will be in the areas of greater historical significance. A greater degree of public use and interpretation will be in areas of lesser historical		

	significance.		
	Guideline: Restore the exterior of the main structure as closely as possible to the building's appearance around 1876. **Guideline:** Restore the interior of the main structure to the Brock period, 1868 to 1882. Historic fabric from that period will not be significantly altered or removed to accommodate uses.	**Primary Theme**: The Brock Mansion is a symbol of political authority, wealth, and power in mid 19th-century California.	
	A large number of original furnishings of the Brock Mansion have been obtained and preserved by the Department. These artifacts will be crucial to the process of accurately restoring house museum rooms and creating interpretive exhibits. **Guideline:** Use the unit's purpose, vision, primary interpretive themes, the Scope of Collections Statement, and the Museum Collections Management Handbook, Vol. II to guide appropriate acquisitions at Brock Mansion SHP. **Guideline:** Do not acquire materials that are not appropriate for interpretation at the unit or of minimum public benefit.	Purchasing a publication or a replica artifact can be an important aspect of reinforcing a visitor's experience to the mansion or pursuing a deeper knowledge of the unit's themes. **Guideline**: Provide a sales room or area within the mansion. Sales items should have a direct relationship to the mansion and its history.	

	[Map] A map is developed of the floor plan of the historic structure dividing the area into several major management categories for levels of historic preservation and use, from museum-quality restoration to adaptive use.	**Guideline:** Provide public access to all major areas and floors of the mansion and to the grounds. Control public access relative to resource protection needs. For example, only small well-controlled tour groups will access rooms with original family furnishings. In contrast, rooms such as the ballroom, with little or no furniture or artifacts, will accommodate larger and less-controlled groups.	
		Guideline: Integrate the requirements of disabled and other special needs visitors in the development of public access and enjoyment of the mansion.	
		It is expected that the Brock Mansion will be especially popular with school groups. **Guideline:** Provide facilities and programs for young students and other visitors with varying degrees of interest and knowledge. During the Brock period of the mansion, many varied activities took place such as formal balls, dinners, and important meetings in relationship to government and politics. **Guideline:** Provide for continuation of this historical use of the mansion with special events of the day and living history programs.	
	Cultural Resource Examples	**Interpretation and Education**	**Recreation Examples**
Area-Specific Goals and Guidelines	**Guideline:** Use the Ballroom, Library, and adjoining East Parlor to integrate the goals of historic restoration with the desire to provide opportunities for special events that relate to historical activities associated with the mansion (balls, dinners, and important meetings in relationship to government and politics). **Guideline:** Restore the rooms with historic fabric and finishes to match what was in place during the historic period (1868-1882). Install fixtures and utilities that	**Guideline:** Provide visitor orientation, formal interpretation, sales, and restrooms on the ground floor of the mansion. To the extent possible, these will be provided in the service area and household staff quarters, and not in the portion of the mansion occupied by the Brock family.	**Guideline:** Provide visitor recreation activities through facilities located on the grounds of the mansion and through activities associated with the mansion's interpretive programs and special events.

	support multiple uses with minimum disturbance of historic fabric.		
Examples NOT to include in General Plan documents			
Management Plan	A management plan guiding historic restoration and rehabilitation of the mansion including specific objectives, restoration phases, furnishing plan, and methodologies.	An interpretive plan that identifies secondary interpretive themes, and establishes objectives for development of specific interpretive facilities and programs.	A roads and trails management plan provides an assessment of conditions and user needs and makes specific recommendations for road/trail locations and appropriate uses.
Project Plan	Plans and specifications for restoration of the Library and East Parlor rooms.	Plans and specifications for the orientation exhibits.	A plan for the development of picnic facilities, group picnicking and trails on the mansion grounds is prepared. A schedule of interpretive programs, events, and historic reenactments.

Site Analysis

General plans should graphically present the analysis of existing conditions and potential opportunities through maps, diagrams, photos and illustrations that clearly represent the unit's land use and development potential. This comprehensive analysis provides the basis for developing alternatives that achieve unit goals and long-term objectives and provides planning continuity for preparing subsequent implementation plans and site-specific project plans.

Concept Diagrams

The general plan process should include preparing concept diagrams to clearly illustrate the plan intent and site potential. There are many kinds of concept diagrams or drawings such as schematic or "bubble diagrams," circulation drawings, sketches, and visual simulations. These schematics can aid in the assessment of environmental impacts, fiscal implications, potential staffing and operational needs, and visitor capacity. Concept drawings may be undertaken to assess the feasibility of some proposals, to evaluate visual impacts, or to compare alternatives.

Concept diagrams can be used in the general plan to communicate existing conditions, circulation patterns, opportunities and constraints, alternatives, relationships between land uses and visitor uses, and for conveying the park vision. These diagrams can show *possibilities* for the future or potential improvements. They are not intended to be the final design solutions or plan proposals.

Concept diagrams are extremely useful in the planning process; however, inclusion of a concept drawing in the general plan document can be problematic. Within the general plan these diagrams should remain flexible enough to not require amendments to the plan because some readers may mistake these schematics for design solutions and concept diagrams may be misinterpreted as a specific blueprint for change. All drawings that depict proposals should be stylized. Disclaimers noting the schematic and illustrative nature of concept diagrams are always appropriate to include in order to avoid misunderstanding. For this reason concept diagrams should be used selectively in the general plan document.

Consider the following questions when deciding if a concept diagram is appropriate to include in the general plan document:

- Is the drawing necessary to achieve consensus among interested parties or to gain public acceptance?
- Do the communication values clearly outweigh the potential for misunderstanding?
- Is this the most effective tool to convey guidelines and intentions?
- Can the diagram be useful in the planning process and included in a supplemental report?

Implementation Plans

The scope of work for the general planning effort, as described in the Project Agreement, may include a Phase 1 Implementation Plan when appropriate. This implementation plan would usually be a separate document and would be developed as part of the general plan process and consideration of alternatives. Detailed concept plans/diagrams may be included as an appendix or supplemental document, to describe priority projects with potential for immediate funding and implementation. The implementation plan should also include a cost estimate range for recommended projects. If Phase 1 development is intended for implementation immediately following the general plan approval, it may be included in the general plan, supported with site-specific conditions and potential impact assessment for compliance with CEQA.

General Planning Process

How General Plans are Prepared

General plans are typically prepared using one of four project management approaches guided by the entity leading the planning effort: Planning Division-General Plan Section, Service Center, District, or Consultant. Each method has a specific Departmental review and approval requirement.

1. **Planning Division - General Plan Section:** This section includes multiple disciplines that function as the general plan core planning team. In addition to preparing unit general plans, classification documents, and management plans, this group oversees all general planning efforts prepared by the districts and through consultant contracts. Planning teams work closely with the District Superintendent or their designee and the resource divisions to coordinate the general plan process. The planning team/project manager reports regularly to PPPC and provides frequent project updates.

2. **Service Centers:** The Department may assign an interdisciplinary general plan team consisting of specialists located at a service center to prepare the general plan. This planning team assigns a project manager from the service center to oversee the process, report progress, and coordinate reviews through the Planning Division-General Plan Section and PPPC. The District Superintendent represents the unit and district operations.

3. **Districts:** The Department may assign the responsibility of preparing a unit general plan to a district. In this case, a project manager is assigned through the district to oversee the planning process and complete the general plan. The district will also provide the appropriate technical support resources. A staff lead person from the Planning Division-General Plan Section will coordinate with the district project manager to track the general plan progress, provide PPPC with regular updates, and coordinate plan reviews. The district project manager should be present for all briefings with PPPC and Executive staff.

4. **Consultants:** The Department may hire a consultant to prepare a unit general plan under the direction of a project manager assigned by the contractor or from within the Department. The District Superintendent represents the unit and district operations. A staff lead person from the Planning Division-General Plan Section is responsible to coordinate with the project manager and district for all Department reviews and approvals. The District Superintendent and a representative of the consulting firm (as necessary) should be present for all briefings, and ensure that the proposed plan satisfies the requirements and intent of the Project Agreement.

Review and Approval Process

A review and approval process is required that includes the following:

- Executive Staff
- Department Legal Office
- Planning Policy and Programming Committee

All unit general plans require the following review and approvals at these **major milestones** in the general plan process:

Project Agreement. PPPC will review and approve the Project Agreement prior to allocating resources for general plan preparation.

Alternatives. PPPC, or a designated sub-committee, will review alternatives and planning proposals prior to public review. This typically occurs prior to the second and/or third public meeting, or prior to posting this information on the Internet.

Preliminary General Plan. PPPC (Executive staff, optional) will be briefed on the Preliminary General Plan, following Departmental review and prior to release of the Preliminary General Plan and Draft EIR for public review.

Commission Hearing. Executive staff and the appropriate Field Division Chief will be briefed prior to the scheduled Commission hearing for consideration and approval of the general plan.

General plan briefings will include staff necessary to provide answers to questions brought up by PPPC or Executive staff. By direction of PPPC or Executive staff, a briefing or issue paper may be requested of the general plan project manager, which could eliminate the need for a scheduled briefing.

All Department reviews should:

- include sufficient time (at least two weeks) for review;
- provide electronic versions of the documents being reviewed and enough paper copies (approximately 12) for distribution to various divisions, and
- provide instructions to the reviewers for submitting comments to the project manager/planning team.

Pre-Planning Phase

During the pre-planning phase, four primary actions occur:

1. General plan assessment team evaluates the completeness of the UDF, the working file containing information about the unit, including collections;
2. Major planning issues are identified;
3. District Superintendent, Service Center Manager, General Plan Section, or the assessment team recommends preparation of a general plan; and
4. PPPC authorizes formation of the planning team and to proceed with general plan preparation.

Prerequisites for the General Plan Request

When anticipating a request to prepare a general plan, a level of pre-planning work is required by the requesting office (often the District) to review the existing UDF and clarify unit/district issues and what is expected by such a plan. An assessment team is formed with multidisciplinary planning expertise from the Service Center, General Plan Section, and/or the district's planning staff. This team shall consist of staff that can make judgments on the adequacy of the UDF, provide suggestions to challenges, and assist with the clarification of various topical issues related to the unit. A typical assessment team is comprised of the District or Park Superintendent, Environmental Scientist, Cultural Resource Specialist (archaeologist and/or historian), Landscape Architect, Park and Recreation Specialist, Regional Interpretive Specialist, Architect, Engineer, Park Operations/Maintenance Specialist, and Resource Division Chief or their designee.

Before making the request, to prepare a general plan the District or assessment team should review the UDF to determine the completeness of resource inventories. This review shall also include a gap analysis of existing conditions, issues, and possible options, political climate (locals and governments), adjacent land uses, etc. This analysis will help determine if a general plan is the appropriate document to prepare and if this is the appropriate time to address and resolve the identified issues or unit problems.

This pre-planning work should:

- **Evaluate the completeness of the unit data files.**

  Prior to general plan preparation, an adequate amount of unit information must be gathered and resource inventory work completed. This collection of unit data forms the basis for analysis of issues in determining the need for a general plan and its priority with other units. The District Superintendent may at any time convene an interdisciplinary evaluation team (assessment team) to look at the information contained in the UDF. The evaluation team is charged with the task of determining if adequate data is available to proceed with the general plan. The assessment team also determines if available information has been evaluated and summarized such that a future planning team would be able to determine significant park resources and can easily comprehend the resource information. The evaluation portion of the UDF Matrix (see Appendix F) is used to determine if sufficient information is available. It is also used as a tool to identify existing information gaps prior to scheduling a general plan. The information gaps may be addressed by assignment to District staff, requesting staff from the Service Center, contracting, or by other appropriate means.

- **Define clearly and succinctly the major problem(s) or issue(s) that provides the basis for requesting a general plan.**

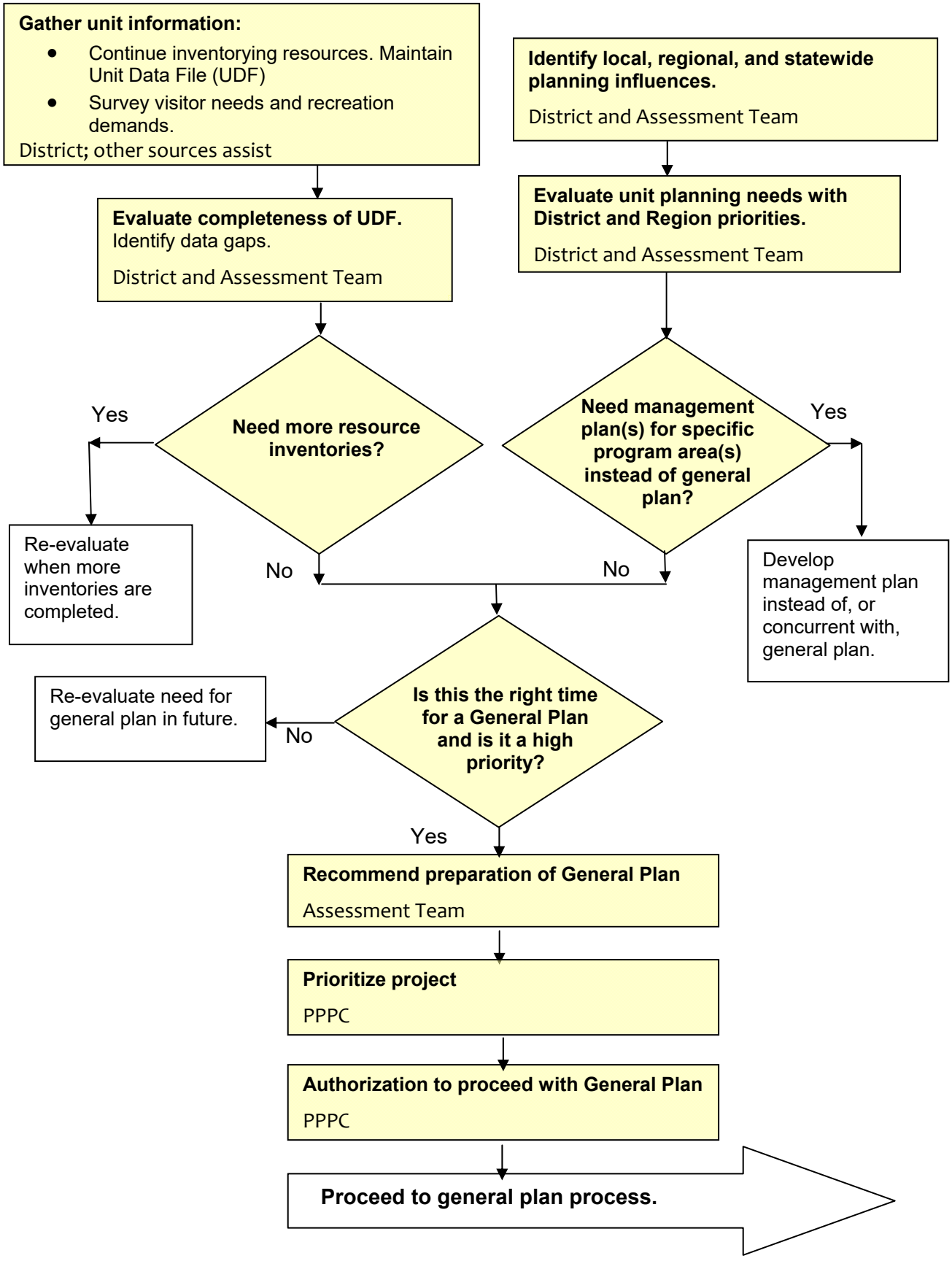
  Clear definition of the major problems and issues will help frame the scope of work and benchmarks to begin evaluations in the general plan process.

- **Explore planning issues and options for the best planning approach.**
  Discuss the feasibility and likeliness that a general planning effort would result in a plan that resolves the major problems or produces the intended outcomes, such as benefits of a public planning process, political or funding support, or the provision of services, facilities and lands. Developing a brief understanding of the feasibility will help determine the desired scope of the planning effort - whether it is a focused plan, an amendment, a full general plan, or management plan that is needed. If it is anticipated to be more of a focused planning effort, then a more site-specific evaluation and cost analysis may be required. For example, a desire to develop a specific facility may require additional studies or analysis to satisfy the need of a more detailed EIR for the general plan or related project.

Once a determination has been made by the District Superintendent, Service Center Manager, or the assessment team to request a general plan, the unit is prioritized by PPPC with others in the State Park System. Upon assignment to the planning team, work begins on the resource summary, planning issues are clarified, and a work plan is developed. This work plan is prepared in the form of a Project Agreement and submitted for approval by PPPC. General planning officially begins upon the completion of this phase and the authorization by PPPC.

The steps to determine whether a general plan will be written are shown in Figure 4 - General Plan Decision Process. Figure 5 - General Plan Process, provides an overview of the typical planning steps, tasks, responsibilities, time frames, required review, and the sequence of planning events and milestones in the general plan process. The actual planning tasks and their completion times will be determined by the planning team and will vary between general plans. This variation is expected due to the unit classification, number and type of planning issues, size and complexity of the park unit, and the extent of public participation in the planning process. The planning team will determine the required tasks and estimated completion times for each general plan. Task checklists for each planning phase are located at the end of this section.

Figure 4: General Plan Decision Process



General Plan Process

Macro Steps	Project Agreement	Park Conditions & Plan Goals	Preferred Alternative	Draft General Plan	Preliminary GP/Draft EIR	Commission Hearing	Final General Plan
Beginning Milestone	Project assigned Begin data gathering phase	Evaluate existing conditions & identify problems and issues	File NOP to begin CEQA process	Draft GP based on Preferred Alternative	Edit draft GP/EIR based on administrative review to create Preliminary GP/Draft EIR	CEQA 45-day review period ends Compile comments and prepare responses as part of the Final EIR	File NOD as end of CEQA process Add Commission resolution and any required revisions to create Final General Plan and EIR
PPPC Actions	Review Project Agreement		Review planning alternatives prior to public meeting	Review preferred alternative	Review Preliminary GP/Draft EIR prior to CEQA public review		
Public Input		Public Mtg. #1: Scoping Meeting: Solicit public issues and concerns	Public Mtg. #2: Solicit public input on planning alternatives	Public Mtg. #3, if required: Solicit public input on Preferred Alternative		Comments during CEQA review period; testimony during Commission hearing	Public has 30-day litigation period after filing NOD
Ending Milestone	Project Agreement signed by PPPC	Unit purpose defined; goals established	Preferred Alternative is selected	Draft GP/EIR document administrative review begins	Preliminary GP/Draft EIR complete CEQA 45-day review period begins with NOC filing; post NOA	Commission approves GP & certifies Final EIR	Final General Plan and EIR complete
Approx. % Completion	**5% Complete**	**20% Complete**	**45% Complete**	**75% Complete**	**90% Complete**	**95% Complete**	**100% Complete**

Figure 5: General Plan Process

General Plan Preparation

After PPPC authorization to proceed, the following key actions are taken to prepare a general plan.

1. Form Planning Team

The first step in the general planning process is to create a planning team that is responsible for planning and decision-making. The team should be a group of interdisciplinary experts and should involve public participation and coordination with other state and local agencies. The planning team should include a district representative and persons experienced and knowledgeable in natural, cultural, and recreational resource management and interpretation, state park operations, facilities management, public safety, land use planning for recreation opportunities and public use, and environmental impact analysis. The planning team can be formed in the Planning Division, service centers, districts, or headquarters offices, and works closely with the District Superintendent.

2. Define Issues and Opportunities

The planning team must first understand and define the planning issues they expect to address in the general plan. They must also review the UDF to identify significant gaps in the resource inventory and determine how much additional information is needed to adequately address known planning and management issues.

3. Complete Project Agreement

The Project Agreement provides a working framework in which the Department is able to make advanced decisions about the scope and schedule of a planning effort. It is a contract between the planning team, District, and PPPC for preparation of the general plan. The agreement establishes the scope of work and level of issue resolution the team expects to address in the general plan and serves as a benchmark for the planning team to start the planning process. Appendix D includes the Project Agreement for the Topanga State Park General Plan as an example.

Upon the assignment of a general planning project, PPPC outlines their expectations for the desired scope and time frame for project completion. The planning team prepares a resource summary (if one is not currently available). The team also prepares a concise work plan that details the scheduling milestones, staffing needs, and funding requirements. The work plan identifies inventory information gaps that the team will need to fill prior to completing the general plan. It also summarizes, point by point, the issues expected to be addressed by the general plan. Finally, the work plan notes the need for any focused planning that should be addressed by the planning team that is distinct from the general plan but a part of the planning team's work (for example, management plans). This draft Project Agreement is then forwarded to the Department's Legal Office and PPPC for review and approval, followed by revisions as needed. A presentation to PPPC is scheduled at this point.

During the course of a planning process, unexpected issues can arise, important information can be discovered, staff may be redirected, and statewide planning

priorities can change. As soon as these changes occur, the Project Agreement will be amended by agreement between PPPC and the planning team. Amendments will be made through a memo from the District Superintendent or General Plan Program Manager, with justification and an approval block for the PPPC chairperson.

4. Research and Describe Existing Conditions

During this phase, the planning team becomes familiar with the known information about the unit as it relates to their scope of work. The planning team gathers information to understand the park's existing conditions. Some research may be needed to clarify knowledge of conditions and how they have changed over time. It may be necessary to amend the Project Agreement if the amount of research needed exceeds what was originally anticipated. It also may be necessary to amend the Project Agreement to address newly identified project needs and planning issues crucial to the success of the plan. Planning teams will use numerous methods to gain an understanding about the physical, natural, cultural and social conditions of the unit. This process will also include contacts with other agencies, Native American consultation, user surveys, public meetings, and interviews in order to identify stakeholders and understand their needs and concerns about the current conditions and future of the unit.

Recognizing that the general plan is considered a project for the purposes of CEQA, consideration must be given as early in the process as possible to describe the existing or baseline conditions in order to assess the potential environmental impacts of alternative proposals.

5. Analyze Issues, Challenges, and Opportunities

Planning teams will analyze known issues and identify or suggest causes that might explain the issues considered. In addition to known issues, there may be local and regional demographic and recreation trends that have (or will have) a major influence on the park environment. This is the time to recognize, understand, and address demographic and recreation trends, existing or proposed land uses that may create controversy, neighboring land use changes, and local governing regulations and policies that might affect the park. Resource sensitivities and constraints are identified through analysis of natural and cultural resource conditions.

At this point in the process, when the planning team has completed data gathering and resource inventories, the environmental checklist should be prepared that identifies the subject areas and issues to be addressed in the environmental analysis. The planning team shall also prepare the Notice of Preparation and submit this document to the required agencies and interested organizations through the State Clearinghouse, as required by CEQA.

6. Prepare Planning Alternatives and Preferred Plan

Planning Alternatives: In determining the proposed land uses and management zones, the planning team should develop alternatives that meet the unit purpose and general plan objectives and provide choices that are realistic and achievable.

Alternatives should demonstrate the unit potential and describe the pros and cons toward meeting the stated objectives and avoid or minimize significant environmental impacts. Indicate priority considerations and where compromises would be made. The discussion should include alternatives and ideas generated by Department managers and professional staff and plan elements that were proposed or suggested through the public process. The alternatives should not be simply minor variations on a theme that the planning team is completely comfortable with.

Planning alternatives are usually presented and discussed at the second public workshop, which provides the opportunity for further public input and feedback before developing the preferred alternative. The range of planning alternatives can be included and summarized in the general plan document, where appropriate, but this is not required. Planning alternatives are required to be included in the administrative record.

The planning alternatives are somewhat different than the alternatives that are typically identified for the purpose of environmental impact analysis. With the exception of the no project alternative (a CEQA requirement), the range of alternatives developed in the environmental analysis process are intended as alternatives that will avoid or minimize any significant impacts that may occur with implementation of the preferred alternative while meeting most of the plan's objectives.

This is the time when agreement is reached on the unit vision and purpose, and a preferred plan alternative is developed. In the decision-making process towards a preferred plan, a range of alternative goals and objectives should be considered. The analysis of issues, challenges, and opportunities in the previous step is used to develop alternatives and goals to be achieved, and should be expressed in terms of desired resource conditions, visitor experiences, uses, and anticipated needs. Broad categories of land use may be defined and the potential for expanding recreation opportunities identified. The set of recommended goals and desired outcomes is considered for potential environmental and public concerns. Planning alternatives are analyzed for their potential effect on the environment, and possible mitigation measures are identified.

The planning team presents alternatives for consideration by park staff, stakeholder groups, partners, other agencies, and the public. These alternatives could be presented as options to a single plan alternative, which may alter the type or intensity of development, use, and/or treatment of resources, or a form of or combination of factors related to a preferred alternative could be incorporated into the final recommendation. To reach consensus on a preferred plan or desired outcomes, this phase of the process will likely include team meetings and workshops involving participants with park planning and land use management knowledge and responsibilities. Some alternatives may also require additional field investigation or follow-up studies to validate the feasibility of the planning concepts. Planning materials developed during this step typically include comparison matrices, concept diagrams, newsletters, correspondence, workshop maps, and summaries of public and agency(s) response. Also included are descriptions of how various alternatives were evaluated, selected, and justified. This information becomes part of the UDF and administrative record for future reference.

More detailed planning scenarios may be prepared as part of the planning process in order to determine a plan's feasibility or communicate the possible environmental, social, or economic implications. Typically, this added detail is not included as part of the general plan document. Site-specific analysis, surveys, and detailed studies undertaken during this process should be referenced by the general plan, placed in the UDF, and used in the development of future management plans and specific project plans. If the need for subsequent management plans is identified, the planning team should expand on the goals and alternative considerations to guide these future planning efforts.

Public evaluation of the appropriate alternatives is a considerable effort of this planning phase. A public planning workshop or meeting is scheduled for public review, comments, and discussion of the various alternative plan proposals. Planning alternatives, controversial issues, challenges, opportunities, and solutions requires review and direction by PPPC prior to presenting these ideas to the public.

Preferred Plan: Developing a preferred plan requires a creative synthesis of alternatives. The varied alternatives are analyzed to determine which combination of options best serves State Parks' mission, the park purpose, vision, and plan goals, issue resolution, and the public's interest in the park's future. Several steps outlined in the following pages are involved in the development of a preferred or single plan for the park. The preferred plan proposals are reviewed by PPPC prior to public review to facilitate high-level feedback, support, guidance and validation. Substantial changes in the plan or policy decisions made by PPPC may require revisions by the planning team and resubmission of the plan to PPPC before proceeding into full document production.

7. Prepare General Plan and EIR Document

The general plan is the primary management document for a park, establishing its purpose and a management direction for the future. This document also constitutes the EIR, as required by the PRC Sections 5002.2 and 21000 et seq. Preparation of the general plan document shall follow the general plan guidelines as described in this *Planning Handbook* for general content, level of specificity and layout. Through this planning process, the document is presented in several forms, from Administrative Draft to Final, as determined by the level of review, decision-making authority, and sequential order of planning steps.

Document Type	Review/Scope
Administrative Draft General Plan	Team and District review
Draft General Plan/EIR	Department review (PPPC and Legal)
Preliminary General Plan/ Draft EIR	Public review - CEQA document
Final EIR	Public review - Includes response to public comments and proposed text revisions
Final General Plan/EIR	Commission approved

The *Planning Handbook* provides guidelines and standards for graphic presentation and document layout for general plans. Planning teams may also choose to use other media and processes in preparing the general plan documents due to the different stakeholder groups, park unit needs, and availability of equipment and staff. Therefore, planning teams, with PPPC approval, will determine the best production methods to ensure customer satisfaction and continuous improvement of general plan documents.

8. Review Document

Administrative Draft General Plan/EIR: The administrative draft general plan is circulated for planning team and district review and comment. This is the first opportunity for the planning team to review the proposed general plan text and illustrations (such as maps and figures) assembled in one document. It provides for individual comments for team (including district staff) consideration and plan revisions prior to the distribution of the plan outside the planning team. Revisions are incorporated into the document and the result is the Draft General Plan/EIR.

Draft General Plan/EIR: A printed Draft General Plan/EIR document and electronic version (PDF file) is distributed to each of the voting and non-voting members of PPPC for review and comment. This review period shall be a minimum of ten working days, which may be extended upon request from the PPPC chairperson or Executive staff, and can also include a presentation of the plan and key issues encountered during the planning process. PPPC members shall make the plan available to their division staff for policy review, questions, and suggested revisions. PPPC members shall provide written comments and provide suggested revisions to the general plan project manager.

After PPPC review, there may be major policy or programmatic issues that require the Director's evaluation and decision. Knowledge or general concurrence of the general plan direction is often necessary to make sure the plan is moving in the right direction. If this is the case, the general plan project manager will arrange a briefing for the Director and appropriate Executive staff, including representative PPPC members if appropriate.

Revisions to the Draft General Plan/EIR as a result of these reviews are incorporated into the document, resulting in the Preliminary General Plan/Draft EIR.

Preliminary General Plan/Draft EIR: The Preliminary General Plan/Draft EIR document is prepared for the CEQA public review period. After review and approval by the Department's legal counsel, the Preliminary General Plan/Draft EIR and necessary notices and public notification (Notice of Completion and Notice of Availability) are submitted to the Office of Planning and Research, State Clearinghouse (SCH) to begin the official CEQA public review and comment period. The National Environmental Policy Act (NEPA) requirements must also be considered if the project has any federal involvement, including funding or permitting. SCH determines the format (hard copy and/or electronic version) and number of copies to be submitted (usually 15 copies). Currently, SCH will accept the

document on a CD with an attached executive summary hard copy. An electronic version of the general plan is posted by the planning team on the Department's website (www.parks.ca.gov) for public viewing.

Final EIR-Response to Comments: Following the 45-day public review period, the planning team coordinates with the Legal Office to prepare responses to public comments that were received by letters, faxes, and email during the comment period. The Final EIR-Response to Comments document is submitted to the persons and agencies who commented at least 10 days prior to the Commission hearing. Public comments received following the official review period should also be considered and responded to by the planning team if there is adequate time in the planning schedule prior to the Commission hearing. The Preliminary General Plan/Draft EIR document, with public comments and Department responses, constitutes the Final EIR and is forwarded to the State Park and Recreation Commission 30 to 45 days prior to the scheduled public hearing. This effort should be coordinated with the Commission Assistant and allow for ample lead time.

9. Review and Approve General Plan

Prior to the public hearing, planning team representatives (project manager and District Superintendent) will brief the Director and other Department staff on controversial planning issues that may have evolved through the CEQA review process. This briefing will include a staff report addressing the outstanding issues and remaining public concerns, and may include a preview of the presentation that will be given to the Commissioners at the public hearing. The planning team and appropriate District staff will prepare for the Commission site visit preceding the hearing date. This field review will further acquaint the Commissioners with issues, existing conditions, analysis, and proposals in the plan.

The presentation at the official public hearing should be concise and thorough and should give the Commission, stakeholders, and the public a brief overview of the final plan. The format of the official presentation and field review should be flexible to meet the needs of those involved, the park character, and the general plan itself. This step represents the Commission's official review of the document and provides the last phase of public comment on the general plan.

Following public testimony on the Preliminary General Plan/Final EIR, the Commissioners may discuss the document and may require by vote or consensus that amendments or revisions be made. The Commission then votes to approve the submitted plan, including any revisions, conditions, or amendments made by the Commission.

Within five working days following the hearing and approval of the Preliminary General Plan and Final EIR, a Notice of Determination (NOD) is prepared by staff for the Director's signature (or designee) and is filed with the SCH. Payment by the Department of an Environmental Filing Fee to the Department of Fish and Game is required at the time the NOD is filed. The amount of the applicable fee depends on the type of environmental document (typically an EIR). The fee is currently $2,792.25 (2010) and is expected to increase each year after January 1. To avoid delays and insure timely filing of the notice, contact the SCH for the current fee prior

to filing the NOD. When the NOD is filed, a 30-day appeal period begins during which the Commission's action on the EIR can be legally challenged. If the NOD is not filed within these five working days the appeal period is 180 days.

10. Finalize, Print, and Distribute the Approved General Plan

From the materials approved by the Commission, the planning team prepares a final general plan document suitable for reproduction and distribution. In this process, the team may make non-substantive editorial changes in the final document for clarity and improved organization.

The Final General Plan/EIR is assembled by the planning team in final form (including the Commission resolutions) suitable for reproduction, printed, and distributed to appropriate recipients (see Appendix E for a sample distribution list). Occasionally, a separate document from the general plan, such as a second volume, is published that contains the public comments and staff responses generated by the CEQA public review process. This occurs when the size of the general plan exceeds 1-inch thickness and an extensive number of public and agency comments were received. Each document (volumes 1 and 2) should be published with a clear title and reference to one another. A third option occurs when the EIR is prepared separate from the general plan and is printed as a stand-alone document.

There are usually 50 to 100 copies of the final general plan reproduced (depending on the anticipated need). Electronic versions in Word and PDF of the general plan and environmental document will also be made available on the Department's web page. CDs can be distributed in place of hard copies where acceptable or when requested. Extra copies of the general plan are usually sent to the District for distribution upon request. The cost for printing and distributing the final general plan should be included in the budget for general plan preparation.

The Planning Division will add the new plan's purpose statement to its database and ensure that the final plan is available to the public on State Parks' official website.

After completing the general plan, the planning team will organize a project file comprised of materials generated in the course of the planning process. These materials include the resource inventories, general background information, details on the plan alternatives considered, any special studies, GIS mapping files, all newly gained resource information, relevant correspondence, meeting notes, newsletters, and the complete mailing list. These materials include both hard copy and electronic items. This organized project file also serves as the administrative record for this planning effort.

General Plan Process Macro Step:
Project Agreement

This is considered by most people to be the beginning of the general planning process, at which time the General Plan Program Manager is given direction to coordinate with the District Superintendent to prepare a Project Agreement for consideration and approval by PPPC.

Task Checklist

(→ = potential process change)

1. Form Planning Team

- ☐ Determine responsibility for General Plan preparation (Planning Division)
- ☐ Select Project Manager (Planning Division)
- ☐ Determine funding and staffing availability (Planning Division, Budget Office)
- ☐ Determine level of District involvement and if consultant contracts are required (Planning Division, District)

→ Possible delay due to staff and/or funding availability

2. Define Issues and Opportunities

- ☐ Clarify key planning issues (Planning Team, District Superintendent)
- ☐ Review resource inventories in UDF and identify inventory gaps (Planning Team)
- ☐ Develop preliminary scope of issues and expectations (Planning Team, District)

→ May decide to delay General Plan or prepare Management Plan instead

3. Complete Project Agreement

- ☐ Develop project scope, budget estimate, and preliminary schedule (Planning Team, District)
- ☐ Prepare preliminary scope of services for contracts, if necessary (Planning Team)
- ☐ Prepare and submit Draft Project Agreement for reviews and approval (District, Planning Division, PPPC)

→ May expand scope of work to include Management Plans

Milestone: Project Agreement approved, with PPPC authorization to proceed

General Plan Process Macro Step: Develop Preferred Alternative

Task Checklist

(→ = potential process change)

1. Research and Describe Existing Conditions

- ☐ Complete data gathering for project scope (Planning Team)
- ☐ Amend Project Agreement, if necessary, related to Scope of Work (Planning Team)
- ☐ Prepare environmental checklist (Planning Team)
- ☐ Prepare and file Notice of Preparation (NOP) (Project Manager)

→ Amend Project Agreement and Scope of Work

2. Analyze Issues and Opportunities

- ☐ Summarize and evaluate resource significance (Planning Team)
- ☐ Public Mtg. #1: Scoping Meeting - Solicit public issues and concerns (Planning Team, District staff)
- ☐ Analyze issues and establish purpose, vision, and goals (Planning Team)

3. Prepare Plan Alternatives

- ☐ Develop plan alternatives. Conduct focused resource surveys where necessary (Planning Team)
- ☐ Evaluate potential environmental impacts and identify potential mitigation (Planning Team)
- ☐ Review plan alternatives (PPPC and Legal staff)
- ☐ Prepare maps, summaries, and newsletter for alternative concepts (Planning Team)
- ☐ Public Mtg. #2: Solicit public Input on alternatives (Planning Team and District staff)
- ☐ Select Preferred Alternative (Planning Team, Legal staff and PPPC)

→ Possible delay due to public opposition

Milestone: Preferred Alternative Selected

General Plan Process Macro Step: Prepare Draft General Plan

Task Checklist

(→ = potential process change)

1. Prepare Draft General Plan

☐ Prepare draft General Plan text, maps, and graphics (Planning Team)

☐ Review draft General Plan with District (Planning Team, District staff)

☐ Continue environmental analysis and begin Draft EIR (Planning Team)

→ More extensive EIR may be required if significant impacts are identified

2. Review Draft General Plan (in-house review)

☐ Legal and PPPC review of draft General Plan (PPPC, Legal staff, Planning Team)

→ PPPC or Legal counsel may require revisions prior to public review

3. Solicit public input and revise draft

☐ Public Meeting #3, if required: Solicit public input on preferred alternative (Planning Team)

☐ Revise Draft General Plan based on Department and public comments (Planning Team)

Milestone: Draft General Plan document complete

General Plan Process Macro Step:
Prepare Preliminary General Plan/Final EIR

Task Checklist

(→ = potential process change)

1. Prepare Preliminary General Plan

☐ Prepare Preliminary General Plan (Planning Team)

☐ Complete Environmental Analysis and Draft EIR (Planning Team)

2. Review Preliminary General Plan and Draft EIR (in-house)

☐ Legal and PPPC review of Preliminary General Plan/Draft EIR (PPPC, Legal staff)

→ PPPC or Legal counsel may require revisions before public review

3. Solicit public input and complete Final EIR

☐ 45-day CEQA Public Review of Preliminary GP/Draft EIR (Planning Team, Legal staff and PPPC)

☐ Prepare Response to Comments; review with legal counsel (Planning Team, Legal staff)

→ Possible delay as result of public comments

4. Executive Briefing

☐ Send Preliminary GP/Final EIR to Commission (Planning Team, Commission Assistant)

☐ Prepare briefing paper/staff report (Project Manager, Planning Team)

Milestone: Preliminary General Plan/Final EIR document complete

General Plan Process Macro Step: Review and Approve General Plan

Task Checklist

(→ = potential process change)

1. Prepare for commission hearing

☐ Choose public hearing location that complies with PRC requirements (Planning Team, Planning Division, Commission Assistant)

☐ Prepare public hearing notice (Planning Team, Planning Division, Commission Assistant)

☐ Prepare Commission presentation and agendas (Planning Team, Planning Division, District staff, Commission Assistant)

2. Commissioners' Field Review and Public Hearing

☐ Commission field review (Planning Team Project Manager, District staff, Commission, Commission Assistant)

☐ State Park and Recreation Commission public hearing (Planning Team Project Manager, District Superintendent, Commission Assistant)

→ Commission may mandate changes before approval

3. File Notice of Determination (NOD)

☐ Prepare and submit NOD to State Clearinghouse

→ 30-day public appeal period

Milestone: General Plan/Final EIR document approved/certified by Commission

General Plan Process Macro Step:
Prepare Final General Plan

Task Checklist

(→ = potential process change)

1. Finalize approved general plan document

☐ Incorporate changes to general plan directed by Commission (Planning Team)

☐ Add signed Commission resolution(s) approving general plan to beginning of general plan document (Planning Team, Commission Assistant)

☐ Update document where needed with approval date, "Final" (Planning Team)

☐ Print and electronically publish Final General Plan/EIR (Project Manager, Planning Team)

→ May be appealed during 30-day public appeal period

2. Distribute final general plan

☐ Distribute copies of Final General Plan/EIR to Division Chiefs, District and others, as appropriate (Planning Team Project Manager, Planning Division)

☐ Arrange to have Planning Division post Final General Plan/EIR on State Parks public website (Planning Team Project Manager)

3. Submit plan and project record to department archives

☐ Submit electronic and paper copies of Final General Plan/EIR to department archives (Planning Team Project Manager, Planning Division)

☐ Add Administrative Record and file project materials to UDF (Planning Team Project Manager, Planning Division)

→ Substantial change to approved GP requires amendment

Milestone: Final General Plan/EIR complete; final document and all background materials submitted to department official files

Public Involvement

Public involvement is an important part of all stages of the planning process from early acquisition through the park unit's classification, general planning, specific project planning, development, and program implementation. The level of public involvement may result in active participation at meetings and in program activities, or simply providing input and feedback on planning ideas. For general plans, public input is vital to produce a plan that serves the park users and is supported by stakeholders. Public involvement is good planning practice and it is required by law as part of the CEQA process.

The purposes for involving the public in a general plan process are to:

- Increase the planning team's knowledge about park resources and visitor use patterns (i.e., frequency, type, time, etc.).
- Develop consensus-building plans that take into consideration public concerns, interests and needs.
- Keep the public informed of the general plan process, proposals and requirements.
- Develop long-term supporters for the park and park plan.
- Fulfill CEQA requirements for public review and comment.

The general plan team can accomplish these objectives through formal meetings and workshops, informal onsite discussions, surveys, newsletters, web-based opportunities and posting information on the Department website. Each of these tools may be utilized during all phases of a public involvement process.

Stakeholders and Partners

Before initiating the public involvement process the planning team should research and identify individuals, agencies, stakeholders, and organizations that will be most interested or affected (negatively or positively) by the park planning process. It is critical to the success of the planning effort to specifically invite stakeholders and partners to participate early in the process and to keep them informed and involved. Stakeholders and partners can include park neighbors, interest and user groups, community leaders and organizations, local, state and federal agencies, cooperating associations, Native California Indian tribal representatives, land trusts and other nonprofit groups, and others who have an interest or relationship with the park. Inform stakeholders of the purpose for soliciting public input and feedback during the planning process and the long-term benefits to themselves and to the park from their continued involvement.

Provide opportunities for input and feedback through web-based surveys, newsletters, message boards, email, and other methods for the public to provide contact information, receive notices, and review and comment on draft planning documents. The public outreach program should extend beyond the current users and neighbors. It should seek to engage potential park visitors and others outside the area that share our

interests, experiences, and knowledge about park management and use, and could provide input on effective ways to preserve resources and serve future generations.

Public Involvement: Phase One

In this phase the planning team will:

- Announce the beginning of the general plan process by explaining the process, schedule and anticipated outcome. It is important for the team to articulate future opportunities for public involvement and to explain the many factors and considerations that will help shape the general plan, public comment being an important and valued part of the process.
- Briefly summarize current knowledge about the natural, cultural, and recreational resources, constraints, opportunities, and challenges of the park. Receive additional information from the public.
- Learn from the public what their concerns and desires are regarding the long-term future of the park. If plans exist that may be directing the Department's intent or outcome for this unit, their effect on this planning effort should be presented.

Public Involvement: Phase Two

During the second phase, the planning team will present alternative approaches that have been proposed based on many factors, including input received through Phase I of the public involvement process. Alternative planning approaches can be represented through planning/management zone maps and key goals and guidelines. During this phase, a workshop format is often effective, resulting in smaller diverse groups to discuss various alternative approaches and considerations. The preferred plan, planning options, and alternatives may also be presented on the Department's website for public information, review, and comment.

Public Involvement: Phase Three

During this phase of public involvement a preferred alternative (or single plan) is presented for public consideration and feedback. Comments are received through two or three methods during this phase:

- Written comments are received during the formal CEQA public review period.
- A public meeting can be held to present the single plan and clarify the process for public review and comment. Generally, this meeting is a courtesy to the public at the beginning of the formal public review period. Public comments submitted at this meeting shall be considered in finalizing the General Plan/EIR.
- There is also an opportunity for public comment during the Commission hearing.

Feedback and planning process updates provided to the public are critical to the success of the general plan effort. The planning team must communicate concisely how and when decisions will be made, how public input will be incorporated, and the consequences of potential management actions. All input received from the public shall be considered during the planning process. The planning team should be prepared to

explain how subsequent proposals incorporate or reflect publicly expressed ideas, and why some proposals and alternatives were dismissed.

The general plan is also a reference point for consulting with potentially interested federal, state, and local agencies. The Department should know how its plans will potentially affect, or be affected by, the goals and actions of other land managing, regulatory, and advisory agencies. Some consultations may be required by law and will follow formal consultation procedures.

General Plan Content and Format Guidelines

This section of the *Planning Handbook* provides guidelines for the content and format of general plans. It is intended that these guidelines will clarify content, provide consistency, and increase the usability of the document. The types of information included and the level of detail provided will vary from plan to plan, depending on the unit and circumstances.

The following outline lists the major sections of a general plan and suggests an approximate length for each section of the document. The page numbers represent a range within which most general plans should fall. The length of individual general plan documents depends on the unit's resource sensitivities, opportunities and constraints, and the complexity of land uses and long-range planning issues.

Suggested General Plan Contents

Executive Summary (3 to 5 pages)

A summary of the most important issues, plan proposals, potential significant impacts, mitigation, and future anticipated studies for the park.

Chapter 1: Introduction (5 to 15 pages)

An introduction to the park:

- Location and Regional Context
- Site Characteristics
- Purpose Acquired
- Sense of Place
- Purpose of the General Plan
- Organization of the General Plan
- Subsequent Planning
- Planning Process
- Interagency and Stakeholder Involvement

Chapter 2: Existing Conditions (25 to 75 pages)

A summary of park conditions, facilities and important resources:

- Regional Land Use
- Regional Recreation Facilities
- Existing Park Land Use and Facilities
- Visitor Experience
- Significant Resource Values
- Operations and Maintenance
- Interpretation and Education

- Park Support
- Planning Influences

Chapter 3: Issues and Analysis (3 to 15 pages)

The key issues identified in the Project Agreement, scoping meeting, and during the planning process:

- Planning Assumptions
- Key Parkwide Planning Issues
- Area Specific Issues

Chapter 4: The Plan (Goals and Guidelines) (20 to 40 pages)

The proposed/preferred plan:

- Classification
- Declaration of Purpose and Vision
- Planning/Management Zones
- Parkwide Goals and Guidelines
- Area-Specific Goals and Guidelines
- Carrying Capacity

Chapter 5: Environmental Analysis (10 to 30 pages)

The following sections are *required* in an EIR:

- Introduction
- EIR Summary
- Project Description
- Environmental Setting
- Environmental Effects Eliminated form Further Analysis
- Environmental Impacts and Mitigation
- Other CEQA Considerations (Unavoidable Significant Environmental Effects, Significant Irreversible Environmental Changes, Growth Inducing Impacts, Cumulative Impacts)
- Alternatives to the Proposed Plan

References (2 to 10 pages)

Appendices (5 to 20 pages)

Report Contributors (1 page)

Index (optional) (1 to 5 pages)

Glossary of Terms (optional, or include as an appendix) (3 to 6 pages)

The Executive Summary

The executive summary is a brief discussion of the general plan's most important points. It is designed to quickly give the reader a clear picture of the key issues and the guidelines developed to address those issues. The executive summary must be prepared as a stand-alone document that provides the reader all of the essential plan and EIR information in approximately three to five pages.

The executive summary is essential for the State Park and Recreation Commission to provide a concise overview of the most important resources, proposals, issues, and impacts presented in the general plan and EIR. The executive summary is also submitted to the State Clearinghouse for agency distribution at the beginning of the CEQA public comment period.

The executive summary should include a brief section on each of the following:

- Description of the park–the essence of this particular park
- Purpose of this plan for the park
- Description of regional planning efforts/context; collaboration; public participation
- Vision for the park (summarize)
- Key issues and opportunities driving planning, including public controversy
- Brief summary of the plan; how the plan addresses the key issues; major/ key planning concepts (best presented in matrix format include planning zones, brief description of management intents, and major proposals)
- Major changes expected to occur as a result of the plan implementation (mention any issues not resolved)
- Environmental analysis–identify any unavoidable or significant impacts that will occur as a result of plan implementation

The executive summary should be as concise as possible—aim for bullet-point lists that can be understood quickly.

General Plan Chapter 1: Introduction

The Introduction provides a brief picture of the unit; its location, background history, and purpose. The introduction should quickly and effectively orient the reader to the document's organization, increasing its effectiveness. It also provides a big-picture context, orientating the reader to the unit's relationship to the region. The Introduction also provides a general understanding of the unit's purpose and importance. It introduces state park principles, values, and concepts. The Introduction also establishes the foundation for the existing conditions and goals and guidelines sections of the document.

The following is the basic outline for the Introduction section of the general plan document:

1. **Introduction**
   - **1.1. Location and Regional Context**
   - **1.2. Site Characteristics**
   - **1.3. Purpose Acquired**
   - **1.4. Sense of Place**
   - **1.5. Purpose of the General Plan**
     - Combined General Plan/ EIR
     - Tiered CEQA Analysis
   - **1.6. Organization of the General Plan**
   - **1.7. Subsequent Planning**
   - **1.8. Planning Process**
     - The Planning Hierarchy
   - **1.9. Interagency and Stakeholder Involvement**

Introduction to the Unit

Location and Regional Context

Describe the unit's location by noting the county, proximity to nearby cities and other state parks, and commonly used routes of travel. Mileage from the nearest town along the highway is a good measure for rural units. Refer the reader to regional location maps.

Site Characteristics

Briefly identify the topography and the biotic communities found within the unit (urban historic units may substitute a community description and context for biotic communities). Describe the park acreage and geographic location (ocean bluffs, montane forest, suburban parkway, etc.). Any significant frontage along a river, lake, estuary, or ocean is normally stated with a measurement in feet or miles. Any

distinguishing or unusual characteristics that improve orientation should be considered. Identify park buildings and features that represent or contribute to the park's character and physical setting. Refer to regional and more specific site location maps.

Purpose Acquired

Describe the original purpose at the time of the initial acquisition. This might include reference to acquisition documents, legislative record, previous classifications, or an existing Declaration of Purpose. As appropriate, it could also include a history of volunteerism or community support that led to the acquisition of the park. If significant, the intent of subsequent acquisitions and leases may also be identified. Note that the original purpose may not accurately reflect the current purpose of the unit, and that a new proposed Declaration of Purpose may be significantly different.

Sense of Place

The unit's character and sense of place should be described in terms of its enduring values. Identify which attributes and qualities make this a place of inspiration, recreation, and renewal. Describe, if possible, the inherent forces and connections that attract those who visit this unit.

Purpose of the General Plan

This is a description of what the general plan expects to accomplish and the role it plays in the future of the unit. General plans document the Department's expectations for the unit's future. They articulate what is important for the long-term, compared to what is merely urgent.

Previous general plans for the unit should be acknowledged. Management plans may be referenced if they are relevant to parkwide planning and management. Identify any general plans that were completed for nearby units or are currently underway. The Introduction does not describe or summarize the process of preparing a general plan, nor should it provide a summary of general plan proposals.

Combined General Plan/ EIR. CEQA recommends combining general plans and EIRs to increase efficiency and to avoid redundancy and duplication. Briefly note the CEQA requirements that must be covered when combining a general plan and EIR and how these requirements are met in this document. Cite CEQA Guidelines Section 15166.

Tiered CEQA Analysis. Defined as a project for the purposes of CEQA, this provides a description of the general plan as an environmental document and level of analysis performed. It represents how the document is structured as a tiered EIR, with the description of the plan proposals and guidelines, environmental impact assessment, and basis for future second-level environmental review.

Organization of the General Plan

Briefly refer to the context of general planning in the Department's overall planning structure, and provide a summary description of each general plan chapter.

Subsequent Planning

Describe the types of plans and programs that follow the adoption of the general plan, which explain in greater detail site-specific conditions and proposals for implementation. These are usually referred to as management plans or specific project plans. Subsequent environmental documents and future actions that would trigger a required amendment to the general plan should be addressed.

Planning Process

This section describes the planning scope and process used to prepare the general plan, including additional surveys and studies that were done to compile an information base. Indicate what steps were taken to engage the public in this planning effort, including the establishment of an advisory committee, interagency task force or coordinated joint-planning efforts.

The Planning Hierarchy. Consider including a description of the planning hierarchy that provides direction for the future of the park. The following example was used in the Butano State Park General Plan.

The Planning Hierarchy

The following planning hierarchy provides direction for the future of Butano State Park.

California State Parks Mission: The mission sets the fundamental parameters within which California State Parks acquires, plans, and manages its 278 park units.

Classification: In addition to the Department's mission, park management and development is further directed by park unit classification as specified by the California Public Resources Code. Butano is classified as a State Park.

Declaration of Purpose: This is a broad statement of direction that is unique to Butano State Park. The Declaration of Purpose required by Public Resources Code Section 5019.50 is determined by the park's prime resources and recreation opportunities in terms of the larger context of the State Park System.

Regional Planning Considerations for California State Parks Located in the Santa Cruz Mountains: Developed in response to a regional analysis, these considerations address existing issues and recreation trends and provide ongoing guidance to achieve the long-term vision for California State Parks located in the Santa Cruz Mountains. The regional vision provides a philosophical direction and serves as a guide for the desired condition of these parks.

Park Vision: The vision statement for each park is a view of the desired future conditions. It expresses what the park should ultimately be and look like as well as what kinds of visitor experiences should be available in the future.

Parkwide Management Goals and Guidelines: Topical guidance of a scope relevant for the entire park. These goals and guidelines were developed in response to an evaluation of existing conditions and are intended to address existing issues, foreseeable trends/patterns, and provide ongoing guidance for the incremental actions that will be taken over time to realize the long-term vision for the park.

Planning Zones: Land use concepts for the park that characterize types of resource conditions and visitor experience within certain specific geographic areas.

Area-Specific Goals and Guidelines: Management goals and guidelines that clarify goals for a specific area.

Interagency and Stakeholder Involvement

This is a description of the general planning process with regard to the public outreach effort. Identify specific public meetings, workshops, and methods used to obtain public and agency input and feedback throughout the general plan process. Indicate what methods were used to disseminate planning information to stakeholders and agencies (newsletters, Internet website, etc.) or to receive comments from those having interest in this planning effort.

General Plan Chapter 2: Existing Conditions

The Existing Conditions section of a general plan summarizes the status of significant resources, land uses, facilities, and recreation, interpretation programs, and park operations. It establishes the baseline from which proposed changes and potential impacts can be evaluated, leading up to and determining what is proposed in the document. The existing conditions information sets much of the context for the general plan.

This summary describes the unit only to the degree necessary to understand significant resource values and their relationship with the long-term management proposals. The discussion goes beyond the unit's boundaries as necessary to understand the land uses, resource values, and facilities in a larger regional context. The unit summary is based on information found in the more descriptive resources inventory.

Data for this section is derived from the UDF, especially unit resource inventories, from other sources such as government census and demographics data, and from additional information obtained during the planning process. As noted earlier, the unit resource inventories are evaluated and updated if necessary before the start of the general plan process.

The information gathered in the research phase is evaluated for significance, and the relevant data is summarized in the Existing Conditions section. All new data collected should be added to the UDF.

The Existing Conditions section is divided into sub-sections and can be organized as follows:

2. Existing Conditions

2.1. Regional Land Use and Facilities

Regional Land Use

Regional Recreation Facilities

- Federal Parks
- State Parks
- County Parks
- Private Recreation Facilities

2.2. Park Land Use and Facilities

Parkwide Land Use

Visitor Use and Recreation

- Visitation
- Visitor Profile
- Visitor Access
- Visitor Opportunities
- Wilderness Values and Experiences

Recreation Trends

- Future Opportunities
- Facilities
  - Visitor Facilities
  - Administration and Maintenance Facilities
  - Utilities
  - Employee Housing

2.3. Significant Resource Values

- Physical Resources
  - Topography
  - Climate
  - Air Quality
  - Geology
  - Soils
  - Hydrology and Water Resources
- Natural Resources
  - Plant Life
  - Animal Life
- Cultural Resources
  - Prehistory
  - History
  - Collections
- Aesthetic Resources
  - Scenic Resources
  - Auditory Resources

2.4. Operations and Maintenance Functions

- Facility Management
- Public Safety
- Concessions
- Accessibility

2.5. Interpretation and Education

- Existing Interpretation and Education
- Interpretation Issues, Opportunities, and Constraints

2.6. Park Support

- Volunteers
- Cooperating Associations and Supporting Groups

2.7. Planning Influences

- Systemwide Planning
- Regional Planning

- Regional Plans and Programs
- Regulatory Influences
- Regional Agencies and Non-Governmental Organizations
- Demographics, Trends, and Projections
  - Population Increase and Park Visitation
  - Population Diversity/Changing Ethnic Patterns
  - Recreation Trends
- Public Concerns, Interests, and Opportunities
  - Public Meetings and Workshops
  - Advisory Committees
  - Visitor Surveys
  - Community Interests and Local Planning
  - Continued Public Involvement

Regional Land Use and Facilities

Regional Land Use

This section looks at the park–its resources and current and potential recreational activities–in the context of what is happening in the surrounding community, region, and statewide. These items combine factors such as population trends, ratio of public/private land, public accessibility, total park acreage, and historical use. It also seeks to determine how important the public feels the park is in meeting their recreation needs. An assessment should be made of the relative significance and needs associated with both the park's resources and current and potential recreational uses in the region beyond the boundaries of the park.

Describe the land uses that surround the park and their effect on recreational use. Provide a regional land use map for clarity. Questions to ask/ information to include:

- How is the land zoned around the park?
- Are homes or commercial development directly adjacent to the park's boundaries?
- What is the pattern and direction of growth in the surrounding communities?
- Are there any conflicts between current recreational uses at the park and surrounding land owners/ activities?
- Is there a Habitat Conservation Plan in the region or that includes the park?
- Is there a county general plan or local coastal plan that encompasses the park? (Include map of coastal zone).

Regional Recreation Facilities

Describe recreation use and opportunities in the surrounding community. Information to obtain includes:

- What are the regional recreation facilities and open space lands – local, federal, and private?
- How important is the park in meeting the recreational needs of the community? Are there other park lands and open space nearby that could accommodate recreation pressure being exerted on the park, or is the park the only available resource?
- Is the park located in the middle of a geographical area that is under-served by park and recreation lands, facilities, services and programs more commonly associated with neighborhood, community and regional parks?
- Are there sufficient opportunities for broad-range, resource-based recreation activities in the surrounding region such that more focused resource-based activities can be considered for this park?
- Are regional park and recreation service providers providing activities, programs, or services at the park such as concerts, theater, art shows, fun runs, or tournaments?
- How significant are the resources of this individual park when compared with similar resources in the surrounding region such that more focused resource-based recreational activities can be considered for this park?
- Given the regional context of natural and cultural resources and recreation trends and demands, can recreational use be increased at some area units while protecting significant natural and cultural resources at other units?
- Are there opportunities for regional trail connections and trail staging areas with regional park and open space lands?

Data sources: Park staff, recreational users, city/county planning staff, past and current use patterns, survey of park users, interviews of public officials, demographic data for the area, maps of public/private lands, resource maps

Describe the general plan's consistency with the Department's strategic initiatives:

- Reference the Department's strategic plan and how the park can contribute to meeting priority areas within the plan, e.g. expanded recreation opportunities, increased recreation opportunities for youth, and connecting with urban centers and urban populations

Data source: California State Parks Strategic Initiatives, The Seventh Generation: www.parks.ca.gov

Park Land Use and Facilities

Parkwide Land Use

The land use section provides a brief description of the land, its current uses, significant resource values, existing facilities, recreation resources, and park support. This section includes the following information:

- Patterns of land use discussed in broad categories of existing use, such as agriculture, natural open space, visitor use, support facilities, recreation, etc. (this information may be presented in a regional map showing the park's relationship with surrounding land uses).
- Historical land use of the park property
- An existing land use map, when appropriate (may also include facilities locations). Features include: major highways and roads, coastal zone, park entrances and access points, and delineation of the park's sub-classifications and historic districts.

Visitor Use and Recreation

This section provides a brief description of the amount and type of visitors and recreational uses, attendance levels, demographic characteristics of the current park users, origination of park visitors, visitor access, use intensity, and the primary visitor destinations, attractions, activities, and accommodations in the park, the degree of harmony or conflict associated with current recreational uses of the park; and a profile of the recreational user groups who are currently using the park and who have expressed interest in new or expanded recreational use of the park. How many people come to the park, when do they visit, where do they go, and what do they do when they get there? This is the basic information discussed in this section.

A brief discussion of historical recreation facilities and park use may provide a context for this discussion and could include the following information: When did recreational use start at the park and what were the first types of uses? What is the record of facilities developed to accommodate recreational use?

The following elements represent useful information needed for this part of the general plan.

Visitation. Park visitation attendance (over the past 10 years), possible reasons for visitation number fluctuation (e.g. weather, fee increase/decrease, etc.), trends in attendance, monthly attendance levels, day use and overnight use attendance.

Visitor Profile. Demographic profile including: gender, age range, ethnicity, where visitors originate (local, regional, other states, international), group, individual, household income, etc.

Visitor Access.

- Access to the Park – Describe the major road access to the park, type of road, if there is congestion, and when and where this occurs.
- Access within the park

  What are the primary entrances to the park? What are the main routes (roads) within the park, including approximate length (in miles), if appropriate, including type of road (paved, unpaved) and condition?

- Travel Distribution Patterns

  What is the general use intensity at the park entry point(s)? Is there traffic count data available?

- Transportation Services

  Describe the alternatives to private vehicles that are available, such as shuttles for visitors or park employees, bus, etc.

- Parking

  Indicate what parking facilities are available, where they are located, who they serve (i.e. hikers, equestrians), and the capacity. Are they congested (and when – during certain times of the day, or during certain seasons? (i.e. only on summer weekends). Are there other conflicts?

Visitor Opportunities. What is special about the park; what do visitors go there to see and experience?

Briefly describe the spatial organization of the park – focus on the developed areas or the areas where most visitor services, accommodations, and administrative areas are located.

- Primary Visitor Destinations

  Where do most visitors go, what do they do (overnight, day use), and what is the primary visitor experience (i.e., they may experience crowded facilities, congested parking lots, and densely populated activity and recreational areas especially on sunny weekends and holidays). Is there survey data that reflect visitor satisfaction and experience? (Example: a social indicators survey).

  Indicate if there are any specific visitor activity areas, and briefly describe the visitor or public facilities (including trails and interpretive trails); visitor services and general types of interpretive programs (i.e. a walking tour); availability (year round/ seasonal); the type of experience - active/passive experience; the level of visitation and average visitor stay; seasonal differences in visitor experience, length of stay, facilities, level or degree of social interaction

- Primary Visitor Activities

  What are the most popular activities/ seasonal activities at the park? This information can be obtained through survey results and staff observation.

  Examples include:

  Sightseeing - Indicate the most popular location(s); where do most visitors go? Which roads, overlooks, auto touring, etc.)

  Hiking - Where do most visitors go? What are the most popular trails/hikes (mountains, meadow, etc)? Indicate the number of miles of maintained trails, and any trails through special areas – i.e. old growth forest, non-wilderness trails, self-guiding trails. Include the names and general locations of the most popular trails in the park.

  Observing wildlife – Indicate generally the most common wildlife seen and the general location); Wildflower viewing (indicate the general locations for best viewing (i.e. meadows are the most popular destinations for this activity)

  Picnicking - List the primary designated picnic areas

Camping - Describe where camping occurs, the type of camping, including alternative camping (i.e. cabins, cottages, tent cabins, etc), the number of campgrounds, the types of facilities at developed sites, group campgrounds and types of facilities, the availability of campfires and campfire programs as part of the camping visitor experience, wilderness camping - where it is available, the number of trailside campsites, capacity, and other camping in wilderness areas

Climbing – Indicate the number of visitors in this activity, permits, the routes and popular climbing locations

Bicycling – Indicate where road and mountain bike activity is allowed, bike trails (paved, unpaved), conditions, elevation gain, length, and visitor experience

Fishing – Indicate the most popular locations, use intensity

Boating – Motorized and non-motorized, indicate the most popular locations, use intensity

Equestrian Use – Indicate the number of trail miles, specific campgrounds for equestrian use, the frequency of use, specific trails for equestrian use only, specific regulations regarding equestrian use

Winter activities - (i.e. snow play-sledding, tubing, tobogganing, snowshoeing, cross-country skiing, snowboarding, skiing), indicate any specific areas for snow activities

Cultural activities – (i.e. visiting a museum, participating in living history days)

Wilderness Values and Experiences. Include this information if there is a state designated wilderness or remote backcountry 'wilderness experience' at the park.

- When was the wilderness area designated and how much area of the park is designated wilderness (# acres, % of park)?
- Briefly describe the natural and scenic values of the wilderness area in the park (the types of environments and special features in the wilderness area).
- Describe the range of primitive recreational experiences/ activities (i.e. hiking, backpacking, climbing, etc.) and what is most common.
- When does most wilderness use occur? (Is it seasonal?)
- Indicate the level of use or social contact. Describe the degree of social contact (high numbers of people in certain areas; or sparse numbers of visitors – with many opportunities for solitude)
- Are there any specific rules, restrictions, or regulations enforced to manage people entering the wilderness, or within the wilderness area?
- Describe signs of human activity and use, structures, and disturbance

Data sources: Unit data file, historic unit and statewide publications; visitation records (Park Services); Department statistical reports (Planning Division library), unit history, interviews with park staff; visitor surveys (including *State Park Visitor Survey Report*)

Other visitor use and recreation information for this section includes:

- The current and ten year occupancy level of campsites, picnic sites, trails, boat parking, etc. Are campsites, picnic sites, etc. regularly filled to capacity indicating the demand for facilities is exceeding supply?

Data sources: Interviews with park staff and park visitors, observation, campsite occupancy records

Compatibility of current recreational uses:

- Are the current park visitors using the park in a way that does not infringe on the goals and desires of other users?
- Are there harmonious relationships between users?
- Is there a history of incompatibility between user groups?
- Is the current recreational use consistent with the unit classification?
- Is the current recreational use consistent with protection of important natural and cultural resources?

Data sources: Interviews with park staff, complaint process, injuries and citations, survey of park users (including State Park Visitor Survey Report), surveys of user clubs and associations, area service providers

The level of organization of recreation use groups:

- This item refers to the structural organization of groups that use the park, and the ability of these clubs/associations to influence the thinking and behavior of their members. The item also includes an assessment of the level of advocacy of these groups and their ability to be involved in the public input process.

Data sources: Interviews with park staff, survey of park users (including *State Park Visitor Survey Report*), surveys of user clubs and associations, area service providers

Recreation Trends

Much of the detailed information and analysis of this topic will be located in the general plan's resource inventory. A brief summary may be described in this section or discussed in the *Demographics, Trends, and Projections* section of the general plan. This information will guide the development of the goals, guidelines, and plan proposals.

Look at current and projected trends in recreational uses and how they may affect recreational use at the park. Consider the national, statewide, regional, and local trends in recreation use, activities and preferences.

- What is the current occupancy and projected trends for each of the major recreational activities currently occurring in the park?
- What concession opportunities are within the nearby area that is providing these recreational services, facilities or programs?

- What are the driving forces behind these trends; e.g., changes in participation rates; new technology and equipment, demographic changes e.g., aging baby boomers, interests of a particular ethnic or cultural group, etc.?
- How compatible are current recreational uses with one another, with the natural and cultural resources, public safety and with current management practices?
- What new recreational activities or programs are gaining popularity with the general public? Do any of these activities fit well within the scope of the park?
- What are the management implications for recreation trends and their applicability to this park?
- Are park managers noticing a trend in recreation interests or equipment? (Examples: 1) Recreation vehicles are getting longer—28' is more the norm than 26'—resulting in insufficient campsite space; 2) Park staff are noticing that some group picnic areas are increasingly being used by Spanish speaking visitors on Sundays).

Data sources: *State Park Visitor Survey Report*, surveys of park staff, current users and recreational interest groups; review of *California Outdoor Recreation Plan*, *Public Opinions and Attitudes on Outdoor Recreation in California*; surveys of cultural interests and heritage tourism trends identified by the National Trust for Historic Preservation & the California Cultural and Heritage Tourism Council, California Travel and Tourism Commission and local heritage tourism organizations, California Park and Recreation Society publication, *Leisure Lines*; Sporting Goods Manufacturers Association newsletter

Future Opportunities

This item refers to how recreation might be maximized in the park. Consideration should be given to recreation availability and patterns in the region. Recreation trends should also be considered along with public demands for various forms of recreation; e.g., camping, trail hiking, wildlife viewing, biking, and off-road vehicles.

- What is the level of interest for more recreational opportunities on the part of park staff and park users and park staff?
    - What is the desired level of recreation management for the park?
    - What are the resource characteristics of the park that might constrain and/or facilitate recreational use?
    - What is the potential for the park to accommodate expanded recreational opportunities?
    - How might the scenic, natural, topographical, and related physical and aesthetic characteristics of the park be utilized in a manner that encourages additional recreational use beyond current types or use levels?

Data sources: Survey of current park use, survey of other land managers for their use experience, *State Park Visitor Survey Report*, survey park staff, review of recreation

industry studies and trend information; e.g., the Sporting Goods Manufacturing Association

Existing Facilities

The Existing Facilities section presents a summary and evaluation of the facilities currently existing in the unit, including current status and capacities. This is conveyed as simply as possible, using the following (if applicable):

- Facilities Map
- Facilities Chart
- Circulation Map
- Text briefly describing existing facilities, their capacity, and an evaluation of current problems, issues, and potential for expansion (this could be presented in table or matrix with a comment column)
- Universal accessibility of facilities, and any current plans to increase accessibility

Only facilities that are considered significant, or are part of a major issue, should be addressed in detail. In many cases, it is sufficient to note quantities (on a facilities table) and location (on facilities and circulation maps). The following facilities are examples of those that may be addressed (as appropriate).

Visitor & Park Operations	Circulation	Utilities
Visitor Ctr./ Interpretive Facility	Roads	Sewer/Water Treatment
Restrooms	Parking	Storage Tanks
Entrance Station(s)	Beach Access	Power Lines (High Voltage)
Concessions	Trails	Right of Way Easements
Employee Housing		
Operations Facilities (Administration & Maintenance)		
Campgrounds		
Picnic Areas		
Research/ Library Facilities		

Significant Resource Values

This section discusses the resource values intrinsic to the unit. The focus of this section should be on the physical, natural, cultural, and aesthetic resources that are considered "significant," or “potentially significant.” This includes any resource that is:

- important to (or affects) the essential character of the unit, and contributes to its statewide significance, or

- regionally significant, an important component of a systemwide plan, and contributes to the preservation of regional or statewide biodiversity, or
- documented as significant on recognized preservation or protection lists (local, statewide, or national), or otherwise designated with special status by a recognized authority, and in the case of cultural resources, is considered eligible for special designation.

As significant resource values are discussed, the justification of significance should be noted. For example, reference should be given that a certain animal or plant is on the federal or state endangered species list, or a structure is eligible for listing or has been listed on the National Register of Historic Places, and why.

Briefly describe the important resource values, with emphasis on the most important and significant resources. A significant resource should be described briefly with sufficient detail to understand:

- the value
- why it is considered significant
- where it is located within the unit
- the current threats

The information included, complexity, and length of this section will vary, depending upon the unit classification, size, and existing resources.

Compile and organize the background information into a resource inventory document that will later be included in the UDF and available for future reference (see pg. 11). The majority of the background research information should be summarized in the general plan (using non-technical language), but included in full in the resource inventory and UDF. Information on resources determined to be “not significant” should not be included in detail in the general plan document but should be included in the resource inventory and UDF.

Resource Maps

The following maps should be included in the general plan, depending on the significance of the resource:

- Vegetation Communities
- Special Status Plants/Important or Rare Plant Communities (significant plant locations may be placed in a confidential appendix)
- Special Status Wildlife and Important Wildlife Habitat
- Cultural Resources (highly sensitive resources, such as archaeological and sacred sites, are located in a confidential appendix)
- Significant or Sensitive Paleontological Resources
- Significant Geologic Features and Soils
- Significant Geologic Hazards
- Significant Hydrologic and Water Resources (including Watersheds)
- Significant Scenic Resources

Mapping that depicts sensitive resource information, such as sensitive archaeological sites and endangered species locations, is considered confidential and shall not be included in the general plan or distributed to the general public. This information is necessary for planning and should be available to the planning team. The information should be placed into confidential appendices for the resources inventory and UDF.

Natural Resources

Introduction

This section provides an overview of the existing conditions section and the topics that should be considered pertaining to physical and natural resources. Identification and analysis of existing conditions is critical to a basic understanding of a park unit and should be completed as the first step prior to any further evaluation. This is where the fundamental resources and values in the unit are identified and discussed. The focus of this discussion in the general plan is on the significant resources in the park unit. Focusing on the most important resources ensures that they will be addressed in a general plan that will promote appropriate resource management and stewardship.

The identification and evaluation of resources will result in an understanding of:

- the importance of these resources and values;
- the current condition and related trends;
- current and potential future threats;
- most effective interpretation of park natural resources;
- the interests of various stakeholders in the park resources and values;
- the laws and policies that apply to these resources and values and what general guidance these laws and policies provide;
- planning needs;
- data and analysis needs; and
- additional information or action needed for the general plan

The components of a unit's important natural resources should be documented by text and maps and compiled into a resources inventory document to ensure that resource management planning, priorities and documentation are accessible to park staff.

Natural resource management is guided by broad concepts, principles, and policies as noted in the Department Operations Manual (DOM), Chapter 0300, Natural Resources. These policies should be followed and emphasized in the general plan. Resource management decisions will be based upon the best available information obtained from inventory and monitoring data, scientific studies, and resource management experts.

The term 'natural resources' in this section of the Planning Handbook considers a number of topics listed under physical resources and natural resources in the general plan document. The DOM Chapter 0300 provides department policy on these topics and should be referred to in the general plan.

Long-term sustainability of natural processes, physical resources, animal populations and vegetation communities dependent on these processes are of highest priority. Managing these priorities is dependent on regional planning, prioritization and collaboration with outside conservation planners and land managers. The general plan

should first address these factors before formulation of parkwide and area specific guidelines.

Existing Resources

This section provides a description of typical natural resource topics covered in a general plan and lists potential information sources to complete the existing conditions section.

Identification of natural processes, resources, systems, and values are included in this section. Associated characteristics, such as scenic views, natural and artificial sounds and odors, and night lighting will be discussed in the Aesthetics section of the existing conditions chapter of the general plan. However, a summary of aesthetic values tied to natural resources is shown below under Data Needs.

Natural processes, resources, systems, and values found in parks include:

- physical resources such as water, air, soils, topographic features, geologic features, and paleontological resources;
- physical processes such as weather, precipitation, runoff, erosion, deposition, sea level rise, tidal action, fire, and cave formation;
- biological resources such as plants, animals, and communities; and
- biological processes such as natural succession and evolution.

The tables at end of this section includes a list of suggested topics to be addressed and suggested information sources.

Level of Research (Statewide, Regional, Local and Park-Specific Context)

A multi-level discussion of resource information is critical. Provide a local, regional, and statewide overview as well as a park-specific context. A regional understanding of the specific topic includes identifying the statewide and regional significance, landscape reserves, trends, and major threats (i.e. invasives, development, erosion, pollution, climate change, etc.), the land uses surrounding the park that may affect the resource, and projects (studies, programs, research, surveys) in the region pertaining to the resource. The park-specific discussion should contain information on listing status (if appropriate), local significance, location, size/population in the park, current resource condition, current or potential threats within the park, and current protection measures and management.

The primary focus of existing conditions research and data gathering is to obtain known information to identify and understand the most important physical and natural resources and values that are associated with the unit. These resources and values are evaluated in terms of the status of existing information, national/state/regional context, optimum conditions based on department policies (see DOM 0300 Natural Resources), current conditions, trends, and the factors affecting the trends, and the range of stakeholder interests and concerns. The level of research will depend on the significance and sensitivity of natural processes and resources, what is currently known about the resource, and the potential for impacts from a change or intensity in use.

Intensive and complete inventories and research are usually not undertaken as part of a general plan effort. These studies may be completed prior to or subsequent to a general plan as funds and staff are available. The level of inventory information is dependent, in part, on important factors such as: 1) what is needed to guide identification of natural resource management needs and priorities within the park, and 2) a level commensurate with the detail of other park planning.

Issues and Opportunities

Identify the problem areas and issues associated with resource management and protection that were noted during background research and surveys. This information should be included in the resource inventory. The existing conditions chapter can include a brief identification of the issues as a transition to the Issues chapter, which highlights the major/key issues to be considered, and the goals and guidelines, which will provide future management direction.

Identify any statewide natural resource priorities tied to the park. These state park system priorities include representative/outstanding parks, watersheds, geologic features and processes, vegetation zones, and bird areas. Natural resource interpretation of statewide or regional importance should be identified in part using the above assessments.

Identify opportunities for additional management and resource protection, partnerships with other agencies and regional stakeholders, research opportunities for increased knowledge, and additional management plans or programs.

Identify existing or potentially important regional leadership roles in land management and conservation filled by ecologists, interpreters, or superintendents.

Information Sources

Information sources/locations for this section will be from a variety of areas within and outside of California State Parks and determined by the specific resource. Potential information sources include, but are not limited to:

- District/park staff specialists
- District/park archives
- Department UDF
- Department archives
- DPR HQ specialists (especially the Natural Resources Division)
- Natural Resources Division documents and databases
- Natural Resources Division programs, especially natural resources maintenance-Category H Condition Assessments, including systemwide assessment, 2002.
- Natural Resources Division Park Infrastructure Database (PID) project listing.
- Service Center specialists and files of previous completed park projects
- Resource agency specialists, reports and documents (CDFG, USFWS, Dept. of Conservation, California Geological Survey, Department of Water Resources, USFS, Air Resources Boards, Regional Water Quality Control Boards, NRCS,

NOAA fisheries, The Nature Conservancy [TNC], regional land managing entities)
- Local stakeholder groups/ chapters (California Native Plant Society, Audubon Society, watershed groups, Peninsula Open Space Trust, Save-the-Redwoods League)
- Local/regional general plans, LCPs, and planning departments
- Scientific literature
- Park brochures and websites
- Park-specific research
- Natural resource databases (DPR and outside agency)

Examples of potential/suggested information sources for each topic are also listed with each topic discussion. These are not inclusive, but will provide a starting point for research and investigation.

The following outline describes steps to complete a resources inventory for a general plan. These steps can be applied to all physical and natural resource topics. Further detail may be appropriate for specific resources.

1. Preliminary - Background Research

Complete a search of known records:

- DPR - District and park unit staff HQ Natural Resources Division (including Condition Assessment database information, Weed Information Monitoring System (WIMS), Vegetation Management Statements, CalPark Flora, CalPark Fauna, IMAP), Park Infrastructure Database (PID) for natural resource projects occurring or programmed for the unit, Unit Data File (called the Digital Documents Catalog or UDF Catalog on State Parks Archives intranet site), Archives, Central Records, Service Center(s), background files of current projects occurring in the park
- Agencies - depending on resource, to include California Department of Fish and Game (CNDDB records search, statewide and regional reports/documents such as the California Wildlife Action Plan, Habitat Conservation Plans, NCCP), USGS, USFWS, FEMA, Midpeninsula Open Space District, local county/city planning documents, including general plans, Local Coastal Plans/Programs (LCPs), regional conservation plans
- Local non-profit groups – i.e. local chapters of California Native Plant Society and Audubon Society, Save the Redwoods League, Peninsula Open Space Trust, Sempervirens Fund, etc.
- Staff of land managing agencies, including TNC, within the ecological region
- Public and private research facilities (Universities, herbariums, local/regional natural history museums)
- Contact local experts
- Coordinate with planning team members on regional information sources and data (i.e. adjacent landowners)

Identify statewide natural resource priorities that, at the time of plan preparation, include the park. These priorities include representative/outstanding parks, watersheds,

geologic features and processes, vegetation zones, and bird areas. Natural resource interpretation of statewide or regional importance should be identified in part using the above assessments. It is important to obtain and incorporate into the general plan discussion relevant information from the most current statewide and regional resource studies such as the California Wildlife Action Plan (CDFG), habitat conservation plans, and regional watershed studies.

2. Site survey/ Reconnaissance -Assessment and Scoping

Assess the known resources – organized by type, value, significance, location:

- Assess the adequacy of the background information gathered and verify the accuracy of existing information, as appropriate.
- Complete an initial field survey to better understand and verify the resources, types, condition, issues, and current and potential threats. Prioritize the survey area and level of detail based on resource sensitivity, current and potential use intensity, potential change in use, areas of potential development, and potential impacts.
- Identify information gaps and the need for further inventory and research.
- Identify and prioritize areas that require more intensive survey.

3. Prepare text and maps for general plan existing conditions

Organize the known information from background research and site surveys. All information gathered should be organized and compiled into a resources inventory document. The resources inventory should be organized by topic (i.e. air, water, geology, soil, paleontology, plants and animals).

General Plan Text

For the general plan text, provide a brief summary of the background information and focus the discussion on the most important park resources. Assess the park resources to provide a local, regional, and statewide context. A regional perspective is critical. Discuss the important resources/species found in the park, why the resource is important, location, threats (i.e. visitor use, invasive species), park management of the resource, park and/or local habitat restoration efforts. Document any special recognition or areas of importance – i.e. national natural landmark, world heritage site, biosphere reserve, marine protected area and DPR statewide natural resource priorities.

Reference the resources inventory and any pertinent comprehensive reports or surveys. Text should avoid the use of overly technical language and jargon. If necessary, provide information to include in a glossary of frequently used terms.

For the general plan appendix and/or resources inventory - compile a vegetation inventory list and wildlife inventory list, including the scientific name, common name, and notes indicating if the resource is known to occur or has the potential to occur in the park (for special status resources), listing status (including locally important), known habitat; list all soil types, geology, and geologic hazards.

For all resources:

- Identify the significant or most important features in the park;
- Describe the context, conditions, trends, and concerns regarding these resources and values, including opportunities and constraints;
- Note important areas of existing or potential biological linkages/ habitat connectivity, especially for representative parks;
- Identify natural disturbance regimes: fire, flood, earthquake, landslide, storm erosion, avalanche;
- Identify health and condition of key watersheds, geologic features, representative vegetation polygons;
- Identify population/health of specific species (threatened/endangered species; endemic, rare species; migratory species);
- Discuss the opportunities and constraints presented;
- Note any existing cooperative efforts with adjacent landowners, including public agencies;
- Note any adverse impacts occurring or human-caused disturbance
- Provide more detailed information where we know or anticipate facilities, visitor access and use;
- Note recommendations for increased or improved resource management, further studies to improve understanding of the resource, cooperative efforts with adjacent landowners and local agencies (these recommendations would be presented as guidelines in a future chapter, and may also be presented in the issues chapter if considered a key issue for this plan).

Climate Change-Natural Resource Adaptation

The Department is committed to implementing the 2009 California Climate Adaptation Strategy (California Natural Resources Agency 2009). Natural resource management is changing as warming trends take place or scientific predictions of future warming are known. As a result of these trends resource management is focused on reducing key environmental stressors on biologic resources, providing hedges against resource losses from impacts of climate change, and possible evolutionary responses. As such, priorities for field management include control of competition from priority invasive plants and animals, reducing serious fuel hazards and threat of habitat conversion, reducing sedimentation of aquatic areas by roads, providing for effective wildlife movement, providing for plant range shifts, and a variety of aquatic restoration measures. These priorities are brought forward in the following tables at the end section.

Sustaining or improving the health of parks also depends on strategic natural resource acquisitions. Such acquisitions provide time and space for movement of biologic resources as they attempt to adapt to warming trends. Expansion of parks, especially representative parks, can do the following which benefit species in both near and long term: provide expanded soil, elevations and latitudinal gradients; improve linkages to other protected areas; improve boundary configuration and losses from edge effects (especially near urban areas); accommodate movement of multiple endemic species; and protect areas considered evolutionary hot spots.

Coastal natural resources are experiencing other changes – increased sea level, increased wave intensity and storm duration. Many of the above field management practices and acquisition objectives also benefit coastal resources threatened with rapidly changing conditions.

For park units threatened by climate change, general plans need to address the above adaptations needs. Conditions, predictions, and remedies will change and adaptive responses need to be written into the plans, as well as best practices given current conditions and understanding.

Sensitive Information

Most information about the park resources will be made available to staff, park employees, the scientific community and the public. Information about the specific location of sensitive park natural resources, such as caves, important minerals, paleontological, endangered, threatened, rare, or commercially valuable resources, will be withheld unless it would not create an unreasonable risk of harm, theft, or destruction of resources, and would be consistent with other applicable laws. This sensitive information should be contained in the resources inventory noting that the information is confidential (this includes maps with resource locations identified). This information should also be placed into confidential appendices for the UDF.

Maps

Map the known locations of resources based on the background research and site surveys. Maps for the general plan document may include the following:

- Regional protected areas and associated managing entities
- Environmentally sensitive areas with the park
- Vegetation communities, consistent with *A Manual of California Vegetation* (Sawyer, Keeler-Wolf and Evens 2009) and the Natural Resources Agency/federal agencies MOU
- Important wildlife and wildlife habitat (based on CDFG Wildlife Habitat Relationships [WHR])
- Watersheds
- Fault zones
- Soils (a map of all soils occurring in the unit should be included in the resource inventory)
- Important geologic features and processes, including caves, important rock outcrops, and fossils
- Potential hazard areas (previous/potential landslides, fault zones), 100 yr flood zone

The following table provides a range of the resource topics and suggested information sources to consider in preparing the natural resources section of the general plan.

Data Needs	Sources
Topography, Boundaries, Zones	
• Major/dominant landforms and topographic features (mt. range, canyons, ridges),elevation range in park • Adjacent property uses, zoning, and parcelization • Natural resource management zones	USGS quadrangles, CSP's Condition Assessment, 2002
Climate	
• Temperature (average annual, extremes) • Precipitation/rainfall/fog/snow (seasonal, totals, extremes) • Wind (seasonal, prevailing direction) • Potential effects of climate change	Western Regional Climate Center, local Air Quality Management District, local weather monitoring stations, CDFG, USFS, local/regional general plans, climate change web sites, CA Climate Change Research Center, Pew Center on Global Climate Change, California Energy Commission
Air Quality	
• Existing air basin/ air quality • Non-attainment pollutants; causes of non-attainment • Visibility, air quality standards	Local Air Quality Management District, California Air Resources Board
Relationship of Park to State Park System	
• Representative/ outstanding parks • Keystone watersheds • Geologic features/ processes • Representative vegetation • WIMS • California important bird areas	Natural Resources Division SPS assessment reports, Audubon Society reports
Regional Context, Sustainability	
• Degree of landscape fragmentation, including parcelization assessment	Acquisition Division, Natural Resources Division, CDFG, Audubon Society, Science & Collaboration for

• Key landscape linkages and regional landscape reserves • Contiguous protected key vegetation types on adjacent protected lands • Sustainability of keystone animal species • Audubon Important Bird Areas of California and park unit • Priority areas for defensive planning • Identification of important land management collaboration • Summaries of regional conservation planning efforts	Connected Wildlands (formerly South Coast Wildlands) projects, TNC
Geology - including geologic hazards	
• Brief background, dominant geologic formations • Important geologic outcrops and features • Important geologic processes • Important geologic hazards • Important minerals • Previous and current mining activities	Local studies/reports, USGS, Dept. of Conservation, California Geological Survey, USDA Natural Resources Conservation Service, FEMA, University research, Cal Academy of Sciences, scientific journals, Condition Assessment 2002
Paleontological Resources	
• Fossil evidence or potential (based on soils, geology, geologic formations)	USGS, Geological Society of America, University research, Cal Academy of Sciences, scientific journals, Condition Assessment 2002
Soils	
• Important or rare soil types • Soils with limiting factors (i.e. high erosion potential)	USDA Natural Resources Conservation Service, Resource Conservation Districts, Dept. of Conservation, local studies and reports
Hydrology and Water Resources	
• Watersheds, including: ▫ percent of total watershed in park ▫ types and degree of	FEMA, local studies, reports, & assessments, California Dept. of Water Resources, Cal EPA, Dept. of Conservation, California Geological

disturbance to watershed within and outside of park boundaries ▫ unpaved roads – quantify by watershed, identify maintenance practices • Rivers, permanent/intermittent streams/creeks • Wetlands • Groundwater resources • Water quality, including: ▫ Point and non-point source pollution • Floodplain • Water Supply • Hydrologic features, including: ▫ Spring ▫ Wetlands ▫ Major water bodies • Hydrological interactions, including: ▫ Surface/subsurface interactions in wetlands • Hydrological processes, including: ▫ Water flow dynamics ▫ Nutrient/temperature regimes ▫ Flood events	Survey, USFWS National Wetlands Inventory maps, scientific literature, Condition Assessment 2002
Vegetation – terrestrial and aquatic	
• Vegetation types (*A Manual of California Vegetation*) • Park Vegetation Management Statement • Rare vegetation communities • Special status/ endemic species • Trails and degree of use in environmentally sensitive areas • Non-native invasive species • Natural succession • WIMS • Coastal units – beach grooming and wrack line management • Restoration and invasive plant	CDFG (CNDDB, Special Plants List), USFS, USFWS, CNPS, Cal IPC, local experts, local herbaria, universities, regional conservation plans (Natural Community Conservation Plans, Multi-Species Habitat Conservation Plans), Cal Flora, scientific literature, Condition Assessment 2002

management programs (current)	
Fire Management	
• Fire history in park • Fire management ▫ Wildfire management ▫ Cal Fire threats assessment ▫ Prescribed fire management	Cal Fire, USFS, local universities, Condition Assessment 2002
Wildlife (Animal life) – terrestrial and aquatic fauna	
• Types and dominant species, including: amphibians, reptiles, birds, mammals, invertebrates, fish • Special status species • Keystone species' populations and status • Wildlife habitats – including aquatic • Non-native invasive species	CDFG (Special Animals List, WHR), USFWS, NOAA Fisheries, regional/local documents, Audubon Society, local experts, regional conservation plans (Natural Community Conservation Plans, Multi-Species Habitat Conservation Plans), scientific literature
Artificial Processes	
• Significant processes impacting physical and biological values • Evaluate comparative degree of alteration to natural resources	District environmental scientists, CDFG-California Wildlife Action Plan, Regional land managers
Natural Resources Acquisition	
• Important linkages to other protected lands • Quantify acreage of landscape reserve area • Evaluate sustainability related to keystone species' populations and reserve area • Additions to improve soil, elevational and latitudinal gradients • Additions to improve boundary configuration and bigger key areas	Science & Collaboration for Connected Wildlands (South Coast Wildlands) projects, CDFG, TNC, Natural Resources Division

Natural Resources Monitoring	
• WIMS data and analysis • IMAP evaluations • NPS regional "Vital Signs Monitoring"	National Park Service, Pacific West Region (Regional Office)
Natural Resources Research	
• Identify local, regional research entities, including UC Natural Reserve field stations • Identify present research needs • Identify last 20 years of scientific collection efforts/permits	District environmental scientists, Natural Resources Division, UC Natural Reserve System

Not all general plans will include each of these categories or provide an equal level of specificity. For example, if there are few significant natural resources at a smaller historic unit, then all significant plant and animal life could be grouped under a generic Biotic Resources section, such as:

- Biotic Resources
    - Plant Life
    - Animal Life
    - Marine Life

Cultural Resources

The term 'cultural resources', as used in this *Planning Handbook*, refers to archaeological, prehistoric, and historic resources. All of these resources, including archeological sites, are also considered "historic resources" for CEQA compliance, as defined by the CEQA Guidelines, Section 15064.5.

The following are recommendations for the tasks that should be completed by appropriate State Parks personnel or qualified contractors during the development of a general plan. The tasks should provide the basis for the Project Agreement with PPPC for each general plan assignment and should also be included in the scope of work portion of any contract for an outside agency or consultant preparing a general plan for State Parks. Priorities of the scope of study for a general plan are based on the plan priorities, amount of existing and/or up-to-date cultural resource data, areas of current and proposed use and visitor activities, unit size, significance, and number of known cultural resources present.

The purpose of this section is to establish a consistent approach to collect and evaluate the cultural resource data needed to prepare a general plan. Similar work would also be appropriate for unit classifications and management plans.

A comprehensive resources inventory should be accomplished prior to starting a general planning effort. If a comprehensive survey has not been completed prior to the general plan the cultural specialist will determine the gaps in missing information and develop a scope of work to identify and evaluate significant cultural resources for general planning purposes. A systematic, intensive cultural resources survey of the entire park is not typically conducted during the general plan process.

The level of research needed to prepare the existing conditions section will depend on the significance and sensitivity of resources, what research has already been completed, and the level of detail necessary for general planning decisions. The more intensive research levels are more appropriate for a unit resource inventory completed before general planning begins.

Sub-headings for the cultural resources section in the general plan may include the following:

- Cultural Prehistory
- Cultural Features
- Ethnographic Background
- Archaeological Sites
- Historic Background
- Historic Resources and Cultural Landscape Features
- Artifacts Original to the Site
- Collections

The cultural resource component of a planning document is intended to provide an adequate documentation of what is presently known about the cultural resources of the unit, appropriate background research on land use and context for an assessment of the significance of these resources, and a determination of resource condition.

Cultural resources are identified through initial background research and reconnaissance. This is considered the first step in resource investigations. The investigations at this stage include background research, field work, and a report of the findings. The range of cultural resources present, the established purpose of the unit, significance and sensitivity of those resources, the reliability of previous studies, and intensity of recreational and operational land use zones will guide field survey needs for the individual plan. The following tasks should be completed to meet the general planning priorities and needs.

Preliminary: Archival and Background Research

- **Departmental file search.** Perform a file search of all Department-held records within Archaeology, History and Museums Division files (Headquarters and Archaeology Lab); Department Archives and UDF database, all records at the appropriate Service Center; District; unit, and Central Records. This represents what we currently know about cultural resources within and adjacent to the park

boundaries. Information gathered should include archaeological, ethnographic, historical, and park administrative history information and sources.

- **Formal records search.** Conduct a formal records search at the appropriate regional Information Center. This should include the area within the park boundary plus a record of all sites within a one-mile perimeter around the state park boundary. This requirement 1) associates and contexts sites on state park property with those in the surrounding area; 2) provides data on the potential for unknown and yet undiscovered resources; and 3) gives information about significant resources that might provide justification for future acquisitions.
- **Identify and fill significant information gaps.** For significant information gaps, collect necessary additional information (through primary and secondary sources) on park area land use history and local archaeology/ethnography that are not available in existing Department files. Visit appropriate public and private research repositories, institutions, and interview knowledgeable informants, scholars, and staff. Additional information collected will be included as part of the project files, resource inventory, and UDF.
- **Native American consultation.** Consult with the Native American Heritage Commission (NAHC) for a list of Native American contacts and the location of any sacred sites, traditional cultural properties, gathering sites, or ancestral resource areas. The cultural specialist must contact the appropriate California Indian representatives early in the planning process (see Departmental Notice 2007-05 and *Tribal Consultation Guidelines*, OPR, 2005). The specialist should have an ongoing dialogue with local California Indian groups to encourage their participation in the planning process, to gain their knowledge of the cultural resources in the area, and to address their concerns. Include all documentation of correspondence, activities, consultations, and meetings with California Indian representatives as memos to the general plan project file.

Additional data sources: “Index to Historic and Archaeological Resources Owned by the California Department of Parks and Recreation” (1999); ethnographical, and historical studies in the area and surrounding vicinity; National Register of Historic Places, including annual listings and periodic updates; current California Historical Landmarks list; California Inventory of Historic Resources; county historical atlases and old USGS quadrangles; state and federal agency files, especially unpublished research reports; county records, especially tax and property records; census; trade and specialty journals; manuscript collections; library photograph and map collections; state archives; general works, such as Historic Spots in California (Hoover et al. 1990); published county histories, such as the Thompson and West series; published state, regional, or local histories; industrial and technological histories; WPA State Guidebooks; local historical surveys; local and state lists of historic landmarks; National Register; Historic American Building Survey and Historic American Engineering Record (HABS/HAER). These and other materials can be located at local historical societies, libraries, and history museums; title insurance records; and commercial directories; and from local historical and architectural surveys conducted under the auspices of the Office of Historic Preservation. Historic map research is crucial for identifying former locations of structures and activities.

Interviews may also be conducted with current or former owners or their relatives, local residents, local historians, and authors of local histories.

Reconnaissance: Field survey, Assessment, and Scoping

- **Assess the known cultural sites, features, and records.** Organize resources and sites as to type, research value, and their place in California history and prehistory. Assess the adequacy of the known records currently held or acquired during the regional Information Center record search. This pertains to all archaeological sites, historic sites, Districts, and/or cultural landscapes. Verify the accuracy of existing information, including existing site records. Based on the known information, identify the kinds of sites and features that may be expected. Determine the need for more precise information and prepare a survey coverage map.
- **Map known resources.** Prepare a map showing the known locations of all cultural resources in the park. Determine cultural resource sensitivity zones. Map areas of high cultural resource significance, National or California Register properties, significant Historic Landscapes, traditional cultural properties, etc. Some of this information may be confidential and not for public review; however, it is critical information for planning purposes. Clearly label the map "Confidential – Not for Public Review" if it contains highly sensitive information. A revised version of the map (without the sensitive information included) is prepared for the general plan document.
- **Prioritize survey coverage areas.** For a general plan, a complete field survey of the entire unit is usually not within the project scope. The specialist must prioritize areas to survey for cultural resources based on areas of current use, areas of potential future use, known sites, and potential site locations (i.e., what areas have the greatest potential for resources based on prehistoric and historic use, such as near watercourses, along ridges, near oak woodlands, etc.). Survey priorities should be coordinated with the general plan project team to ensure that the critical areas of the unit are investigated for general planning purposes.
- **Conduct reconnaissance survey.** Undertake a park reconnaissance survey to obtain a greater understanding of the resources present, their types, scale, conditions, issues, threats, and probability of potential unidentified resources on un-surveyed properties. The reconnaissance-level survey will collect sufficient data on cultural resources to describe their distribution, general characteristics, and values. In most cases the information gathered during a reconnaissance survey, along with the cultural overview and assessment, is adequate for the level of detail appropriate for a general plan. The appropriate areas should be surveyed using Department-approved standards and methods. Update the cultural resources map to indicate all identified resources.
- **Prepare field survey report (field review and analysis).** For planning purposes, the survey report cites the literature on the environment, archaeology, ethnography, and a history of the site and region and provides the field survey results. These background sections provide the context for the sites, features,

structures or buildings. The survey report should describe the findings, present artifact and site data, interpret the findings, and evaluate the findings. Information about a site/feature/structure/building should include the location, description, site boundaries, integrity of the resource and immediate environment, current use, and any current and potential impacts to the resource.

Include a regional map depicting the vicinity, the appropriate USGS quad, the survey area, and site location. If new resources are discovered the site locations are marked on the USGS map and site boundaries are depicted on the project map. Specific recommendations for management, protection and further studies and surveys can be included in the survey report. This information should be available to the planning team. Survey results should also be summarized and contained in the resources inventory.

If resources and time allow, a formal field survey report submitted to AHM can be produced following preparation and submittal of the survey report and findings to the planning team for general planning purposes (see Additional Efforts, below).

- **Compile resource documentation.** Compile the cultural resource information for the resources inventory as a supplemental report in order to document the background research, field survey results, and resource evaluation. The report describes the area's environment and cultural history, lists, describes, and evaluates the known cultural resources, describes the potential for as yet unidentified cultural resources, describes and evaluates past research in the area or region; and provides recommendations treatment, use, and for future research. This document should list the location of collections of cultural materials and associated records related to park resources and contain a comprehensive bibliography. The information should include all specific cultural resource data—records, determinations of eligibility, identified sacred sites, traditional cultural properties, and collecting areas as well as research and survey findings. Based on an examination of existing records, documents, and reports, this document should document the evaluation of the known and potential resources in the area and identify the need for additional field surveys to locate, evaluate, and document resources. Other supporting reports (and their locations) should be referenced in the resources inventory document. The park's base map should be updated to show locations of all cultural resources.

  Most archaeological site information is considered sensitive and should be treated as confidential. This information is important to planning and should be available to the planning team, but should not be available to the public. Clearly label sensitive information as "confidential" on written material and on maps. The extremely sensitive information (e.g., sensitive site locations) should be placed in a confidential appendix.

- **Prepare resource summary.** Prepare a brief summary of the status of the unit's important cultural resources for the general plan document. This summary should focus on the most significant resources and should briefly describe the area and park history, important cultural resources and values, reasons for significance, resource location, condition, and major threats. This summary should be non-technical - written in non-scientific language without the use of

technical terms or jargon. Summary charts of historic structures, cultural landscapes, archaeological sites and features, and ethnographic resources can be prepared for the general plan appendix.

- **Prepare a scope of work for additional information gathering or field surveys.** The original scope of work for the general plan (in the Project Agreement) is based on known resources, the potential for additional significant resources, and the unit purpose and management issues. The available information and reconnaissance-level surveys should typically be adequate for general plan purposes. Establish priorities for cultural tasks, such as identifying areas that require additional surveys and significance evaluations.

Intensive: Focused Field Survey and Significance Evaluations

This intensive level research and survey effort is usually required prior to more detailed site-specific planning. However, if a comprehensive survey has not been completed prior to the general plan and the reconnaissance survey and background research did not provide an adequate level of detail for plan purposes (based on the scope of the general plan, specific management issues, visitor use intensity, potential future development and use, etc.) a more intensive level of study may be needed. The cultural specialist determines the gaps in missing information and develops a supplemental scope of work to identify and evaluate significant cultural resources. A sampling strategy should be developed to prioritize survey areas based on planning need and to maximize efficiency by using a consistent survey approach.

Survey Guidelines. Survey guidelines for general plan projects include:

- A survey should use Departmental standards and Secretary of the Interior Standards for any planning areas proposed for intense recreational use or facility development, or with known significant, sensitive, or threatened cultural resources. Identify any significant cultural resources and constraints for the purposes of general plan goals, guidelines, and future management needs—including potential additional studies.
- Any major un-surveyed areas of the park with a high potential for significant cultural resources and intensive recreational or operational use should be surveyed and assessed for cultural sensitivity. This includes an analysis of significance as related to National and California Register eligibility.
- A non-technical summary of cultural resource values on the park property must be prepared. This should place the recorded sites, structures, buildings, landscape features and traditional cultural properties in an evaluative context. Highlight all cultural resources of documented significance.
- Recommendations for additional survey work and future management planning needs for areas of high cultural resource sensitivity, high public use, or resource specific management planning, or that have imminent threats to cultural resources should be identified and summarized to aid in the development of planning and subsequent environmental documents.

- Archaeological permits must be obtained for all non-Department archaeologists working in state parks.
- Document new or existing sites using GPS technology.

Additional Efforts. The following tasks are typically not within the general plan scope of work but are preferred from a cultural resource management perspective. These tasks are usually considered optional for general planning purposes, unless identified and approved in the Project Agreement. It should be noted that formally recording or re-recording existing sites is not within the scope of the general plan or planning effort. As needed, this task, and the supplemental efforts listed below, should be accomplished as an expanded scope of work through a separate stewardship project or with supplemental funding for the purpose of completing or updating the cultural resources database.

- Document cultural resources with Department standard GPS technology (for datum points, boundaries, features, etc.,) so that all sites may be added to the Department's GIS database. This includes sites that were recorded less than five years ago.
- Complete Primary Records (DPR 523 series forms) and attachments (Archaeological Site Record or Building, Structure or Object Record) for newly identified resources. Re-record all known sites using DPR 523 series forms where the records are over five years old, or where information is inadequate.
- Complete Archaeological Site Condition Assessment Records (ASCAR) for all known archaeological sites. This provides baseline information on the condition and threats to these resources and it is used to prioritize AHM program funding.
- Document the overall results of any cultural resource inventory work in an technical report (using guidelines established by the Office of Historic Preservation) in addition to any general plan or Environmental Impact Report sections of those documents. The reports should include all specific cultural resource data—records, determinations of eligibility, identified sacred sites, traditional cultural properties, or collecting areas as well as research and survey findings.

Collections

Describe the current museum collections at the park, the general emphasis and contents, and where they are located.

Aesthetic Resources

This section should contain a description and analysis of the sensory impressions that are considered significant to the visitor experience, including sights (scenic resources), sounds (auditory resources), smells, and textures. These elements should be included in the analysis of site conditions and during the development of planning proposals. The

planning team should be in general agreement as to the importance of these resources, as every individual will perceive park areas and resources differently.

Scenic Resources (required). Items for this section include:

- Overview of scenic character
- Visual resources and scenic characteristics (including scenic vistas)
- Negative visual features and characteristics
- Distinctive park visual areas and viewsheds (special landscapes, ephemeral conditions, visual qualities of existing development, outstanding scenic features such as vistas, rock outcrops, waterfalls, the night sky, etc.)
- Designated scenic areas or routes (including within a state scenic highway, county designated scenic road corridor, or national scenic byway)
- Designated overlooks and viewpoints
- External views

Auditory Resources (required). Items for this section include:

- Positive sounds (waves, breeze through trees, waterfalls, other natural sounds)
- Negative sounds (loud radios, generators, loud speakers, vehicle sounds, road noise, commercial building noises, air conditioning units, other artificial sounds)

Olfactory Resources (if appropriate).

- Positive scents (floral, salt air, campfires, other natural pleasing odors)
- Negative odors (trash areas, vehicle exhaust, farm animal manure, chemical toilets, other artificial odors)

Textural Resources (if appropriate).

- Positive textures (warm sand, rough boulders or tree bark, cool stream, soft leaves)
- Negative textures (splintered boardwalk or railing, worn asphalt paving)

Data sources: park unit staff, county general plans, local coastal plans, local or regional EIRs

Operations and Maintenance Functions

The unit facility management staff provides the necessary services to maintain the existing infrastructure of the park. Facilities include existing structures, infrastructure (water, sewer, electrical and gas services), roads, trails, interpretive signage and those items that must be maintained to provide staff, volunteers and visitors a safe and enjoyable experience when in the park.

The discussion of facility management includes several elements including current condition, anticipated use, potential impact of any proposed improvements on the facilities, and staffing needs to support any increases in facilities. Having the right people on the planning team is important to truly understand the existing conditions and

the impact of any proposed development. The planning team should include a representative from facilities management, either the District Maintenance Chief or the Sector/Park Maintenance Chief. They will be able to provide the core data that needed for the general plan.

Facility Management

Park facility management information within the general plan is important and should identify the current facilities within the park, the existing conditions of the facilities and the capacity of systems currently being used within the unit. Additionally, the plan needs to incorporate the concept of sustainability (cradle to grave) for all the facilities within the unit. This will allow for planning for the future in the design, use, and maintenance of any existing or proposed assets.

Facilities are more than just the buildings and outbuildings. Facilities include trails, roads, camp and picnic sites, sewer, water, electrical, gas (natural or propane) and other infrastructural systems that the park is dependent upon to meet the needs of employees, visitors, volunteers and, in some cases, adjacent property owners. In essence, any asset that has been modified or built is defined as a facility.

The UDF review of facilities should be done using the Computerized Asset Management Program (CAMP). CAMP is a database that contains information on all the existing facilities within the unit and includes structures, systems, natural resources management areas, interpretive facilities and annual facility condition assessments. This tool will assist the general plan team in gathering information and the team should work closely with the facility management staff of the unit to get a thorough understanding of the complexity of the assets within the unit.

When discussing the existing condition of the facilities, the following areas should be covered. Most of this inventory information can be presented in a table or chart format included in the resource inventory or in the document appendix. If the plan calls for future development within the area serviced by these facilities more detailed information should be obtained. This more detailed information can be prepared as a supplemental report. Only material that is significant to management or a planning issue should be discussed. The general plan will summarize the key issues affecting land use decisions and long range facilities planning. Topics include:

- Water systems (distribution, storage, treatment, etc.)
- Sewer systems (including pipes and manholes)
- Electrical systems (poles, lines, transformers, etc.)
- Telecommunication (phones, internet and radio)
- Public serving facilities (interpretive, concessions, etc.)
- Support facilities (maintenance serving, administrative, storage areas, law enforcement support facilities, etc.)
- Roadways and associated facilities (bridges, culverts, ramps, parking areas, signs, etc.)
- Storm water runoff facilities (culverts, catch basins, etc.)
- Landscaping / grounds (formal, natural, etc.)

- Boating Areas (launch ramps, docks)
- Off-highway usage (beach access, support facilities, etc.)
- Trails (hiking, biking, equestrian, multi-use, etc.)
- Staff housing

Issues. When identifying the existing conditions, attention should be paid to identifying current inadequacies and any known or potential future issues confronting the park, including water, electrical, and sewer availability. For example, if the park is currently dependent on a creek for a water supply, then describing the worst case scenario would be helpful in considering any future development in The Plan (Goals and Guidelines) section of the general plan. In-depth studies are usually not required for this level of planning. More detailed information would be obtained as site-specific project planning occurs.

Data sources: There are several data sources that should be used to examine existing resources for facilities management, including:

- Computerized Asset Management Program (CAMP)
- Park Infrastructure Database (PID)
- Category 1 (Ongoing Maintenance) budget information
- Consultation with current and previous facilities management staff (District Maintenance Chief, Sector Maintenance Chief, Park Maintenance Supervisors, and other maintenance employees)
- Facilities Management Division Staff (Division Chief, Maintenance Manager, FEMA Coordinator and Deferred Maintenance Program Manager)

While evaluating the existing conditions, a focus on the water and sewer infrastructure, including the associated electrical needs, should occur and investigation into the ability to connect with the existing provider should be considered as part of the General Plan. A holistic approach to the review of existing facilities and systems will assist the planning team, stakeholders, and outside agencies to determine the best future for the park.

Public Safety

Visitors to California State Parks expect and rely on a safe environment provided by highly qualified professional staff. California State Parks is the second largest state agency with law enforcement trained personnel. With over 80 million visitors annually visiting the largest state park system in the country, visitors recognize that their health and safety will be taken care of by trained personnel in law enforcement, emergency medical services, fire protection, search and rescue, cultural and natural resource protection, and interpretative programs, to name a few. There are over 700 trained rangers, lifeguards, fire fighters, and security personnel statewide to meet the law enforcement and emergency needs of park visitors.

As one of the core programs of the Department, Public Safety ensures that the visitor will be safe while visiting the parks. This includes safety from other visitors, from the natural resources, and response to personal injuries or emergencies.

Promoting safe and healthy activity through visiting State Parks requires planning for public safety both for the visitors and employees. Some parks border urban areas, where crimes that occur in the city can also occur in the park. Whether it is vandalism, theft, or disturbing the peace, these crimes can impact visitors and staff. It is important to plan and design features to ensure safety.

For general plans, the district or park superintendent will take the lead to represent Park Operations to identify the primary issues and concerns. The effort to evaluate current deficiencies and determine future needs should also include unit rangers, maintenance staff, and headquarters personnel. The general plan is not intended to become an operations plan, with detailed actions and responsibilities for implementation. However, preparing a supplemental report on the public health and safety considerations may be appropriate. The planning team could use this report for planning purposes with a summary and appropriate guidelines developed for the general plan.

Existing Conditions. Describe the existing conditions, including the following items:

- **Infrastructure.** This section should include an assessment of what is currently present in the unit, with an overall look at the unit itself and the surrounding communities and local demographics. This may include but not limited to roads, location of buildings including restrooms, day use areas, museums, visitor centers, and their existing condition. This documentation and discussion of the current conditions should focus on identifying primarily health and safety problems, or potential problems that should be considered in future planning efforts. The discussion of demographics and visitor needs are also incorporated into other sections of the general plan.
- **Agreements and Emergency Action Plans.** This section should include identification of allied agencies and the nature of the relationships, resources shared and official memorandums of understanding. Identify emergency situations that could include water rescues, cliff rescues, emergency evacuations, and search and rescue. This section should also identify any safety problems/issues with any concessions operating in the unit.
- **Law Enforcement-Crime Situations.** For future planning efforts, past and current crime problems should be identified. This could be done through a supplemental report or table of reported crimes and incidences (thefts, vandalism, assaults, DUIs, marijuana farms, etc. and how they were dealt with). The table could include not only the types of crimes, but when they occur, location, frequency, and description of preventative measures, as well as the resolution of crime problems.
- **Communications.** Identify available radio communications. This could be done through a map of tower locations, identification of dead spots, etc. Also include any cell phone issues, similar to radio communications, and indicate if there are any issues of radio interoperability not identified in the agreements and emergency plans. This could include sharing of radio channels, dispatch services, etc.
- **Emergency Routes.** Identify all emergency routes in and out of the unit that could be used during a natural disaster or a medical emergency. A supplemental map may be needed to identify routes, sites for emergency helicopter landings,

boundaries, and associated neighbors, etc. The general plan should include only a summary of the key issues identified in this process.

Issues. Describe any critical issues related to unit-wide or regional current conditions or trends in public safety. Issues may include information of the staffing issues of law enforcement based on the past, current, and possible future funding issues affecting law enforcement and public safety. Other issues may include identification of local activities outside of the unit but having an effect on the operations, from increased staffing issues to possible criminal activity. There may be issues concerning contract concessionaires and their activities and affects on the unit.

A current understanding of allied agencies is desired, including coordination with local, state, and federal law enforcement agencies. This may also include local organizations and youth groups.

Concessions

Concessions provide products, services, programs, management, and/or visitor services that enhance the park visitor's outdoor recreational and educational experience by providing services and products in concert with visitor safety and convenience. Concessions can also provide and/or maintain visitor serving facilities at little or no cost to the state and generate revenues to help offset State Parks' operating expenses. Generally, services and products provided through concession contracts cannot be provided by park staff or park volunteers and are not available nearby (PRC Section 5080).

For the existing conditions section in a general plan document the following should be addressed:

Concessions Existing Conditions. Identify and briefly describe prior and/or existing concessions. For existing concessions, include time in operation, current contract length and expiration, and current facilities and services. Describe prior concessions (if appropriate) in less detail.

Concessions Issues and Opportunities. Identify primary issues regarding current and future concessions.

Identify short-term and long-term needs and/or trends that could be met through a concession contract. Needs/trends could include opportunities for further concessions due to current demand or projected changes in demographics or recreation. Concessions to address those trends could include facility development and maintenance, and services to provide for recreation, interpretation/education, safety, and/or convenience. Include language stating that future opportunities may exist that cannot be foreseen during the planning process and each opportunity will be considered based on the mission of State Parks and the intent of the general plan.

Example - Sandy Shores State Beach

Concessions Existing Conditions:

A beachfront snack stand has provided concession services within the unit since 1970. The 2600 square foot facility currently offers food, beverages,

sundries, picnic catering, and equipment rentals that include beach equipment and bicycles. Currently, North Day Use Area visitors are the primary consumers of concession services. No concession facilities or services are provided in the South Day Use Area or in the campground. A significant portion of the revenue generated through the current concession program is derived from group activities, including catered picnics and special events. No other concession-related services have been or are currently provided.

Concessions Issues and Opportunities:

Traditional fast food and equipment rentals (bicycles, surreys, and beach equipment) provided by the existing concession are, and should continue to be, popular with park users. Catering for picnics and group events is a popular service and the demand has the potential to increase substantially in the future. Because the park is adjacent to an urban area, many potential "concession" goods and services are available through private sector providers within a short distance from the unit. As such, local competition may preclude duplicative concession venues. Surfing lessons and other forms of ocean recreation are in high demand along the Orange Coast, and will likely continue to grow and evolve as new forms of recreation, such as kite surfing and geocaching, are developed. Concessionaires may be appropriate vehicles for these types of recreational opportunities. Future concession opportunities that are not identified will be evaluated based on the intent of this general plan.

Data sources: District Office for existing conditions information, California State Parks Concessions, Reservations and Fees Division for policy direction or information regarding current, past and future unit concessions contracts, *State Park Visitor Survey Report*

Accessibility

California State Parks welcomes all visitors and is committed to offering programs and services that are accessible to everyone. The Department is continually improving existing facilities through the State Park System to comply with the Americans with Disabilities Act (ADA) by removing barriers to visitors, making our parks more accessible, and developing public programs, publications, and facilities for the widest possible audience.

The Accessibility section of the existing conditions chapter is can be presented in two subsections: 1) Existing Accessibility Features and Conditions, and 2) Accessibility Issues and Opportunities.

Existing Conditions. Identify and briefly describe existing accessible facilities at the park unit, and the degree or level of accessibility, if appropriate. These facilities would include trails/paths, parking, picnic areas, camp sites, restrooms, lodging, fishing facilities, beach/shore access, visitor centers, exhibits, publications, and special programs.

Issues and Opportunities. Identify short-term and long-term needs and opportunities for universal accessibility in future facilities and programs and opportunities for a wider array of universally accessible visitor experiences.

Data sources: District Office and park unit staff, State Parks Accessibility Section - Acquisition and Development Division, State Historical Building Code

Departmental References:

California State Parks Accessibility Guidelines, 2009 Edition, Accessibility Section, Acquisition and Development Division
Provides guidelines and policies regarding accessible design. Available online at http://www.parks.ca.gov/?page_id=21944

Transition Plan for Accessibility in California State Parks (2001, updated 2003), Accessibility Section, Acquisition and Development Division. Available online at http://www.parks.ca.gov/?page_id=21944

Trail Plan for Accessibility in California State Parks (2001, updated 2003), Accessibility Section, Acquisition and Development Division. Available online at http://www.parks.ca.gov/?page_id=21944

All Visitors Welcome, Department of Parks and Recreation, 2003 (third edition).

Accessibility guidance for interpreters and interpretation planners. Available from Interpretation and Education Division web page: http://www.parks.ca.gov/?page_id=25531

Accessibility and Publications Policy, Departmental Notice No. 2000-07, DOM 1800

California State Parks Accessibility web site, 'Accessible Features in State Parks' search pages: http://access.parks.ca.gov/

Interpretation and Education

Good interpretation increases park visitors' understanding and enjoyment of park resources, and is a valuable tool for communicating messages about resource preservation, protection and monitoring.

A clear picture of past and current interpretation in and around the unit is essential for writing an effective interpretation section for The Plan (Goals and Guidelines) chapter of the general plan. Equally important are visitor and community demographics, and opportunities and constraints for future interpretation.

A research phase will precede the writing of the Interpretation and Education existing conditions section. Data will be gathered that relates to past, current, and projected future park interpretation conditions and needs. Much of this data will be summarized in the existing conditions section of the general plan (focusing on the most significant information), and some will be background or the more detailed information contained in the resource inventory, but not included in the general plan document. All detailed information obtained for planning purposes, interpretive studies, investigations, and analyses should be placed in the UDF.

The information included in a general plan and its level of detail will vary from plan to plan, depending on the park's interpretation and education program and resources. At a minimum, the interpretation and education section of the Existing Conditions chapter must contain the following subsections:

- Existing Interpretation (if there is not previous or current interpretation, state this)
- Interpretation Audience Demographics
- Support for Interpretation
- Local, Regional, and Statewide Context
- Interpretation Issues, Opportunities, and Constraints

The content to consider including in each of these subsections is described in detail below. What is included and the level of detail will depend on the history and significance of interpretation and education at the park.

Data sources: district and park staff, State Parks archives, UDF (State Parks publications, reports, previous interpretation planning, and other State Parks data for the unit)

Existing Interpretation and Education

Examine the park's approach to interpretation. Describe current and previous interpretive facilities and programming, establishing a baseline for any proposed changes. The description of existing interpretation should include all of the following that apply at the unit:

Previous Interpretation and Education. Provide a brief description of major past approaches to interpretation and education in the park, including past topics or themes, interpretive periods, interpretive methods (e.g., living history, guided walks, special events, displays, etc.), and facilities that no longer exist.

Additional data sources: Onsite park history files, *News and Views* past issues in State Parks headquarters archives, UDF, former park staff, Semi-Annual Interpretive Summary reports (DPR 918) pre-2008, Computerized Asset Management Program (CAMP) interpretation activity reports, past unit interpretation planning

Interpretation and Education Facilities. List and briefly describe any facilities used for interpretation and education, including topics. Examples are visitor/interpretive centers, museums/house museums, campfire centers, interpretive trails, wayside exhibits/outdoor panels, interpretive historic or native plant gardens.

Additional data sources: *Park-to-Park Index,* site visit, park web pages

Current Programs/Personal Interpretation. List and briefly describe personal interpretation and education such as special events, guided walks, school programs (on-site, off-site, environmental living/study programs, distance learning), public programs, living history demonstrations, campfire programs, informal interpretation (e.g. roving, museum host). Include main topics.

Additional data sources: DPR 918 and CAMP interpretation activity reports, park flyers and other publicity, park and cooperating association websites.

Print Publications. List and briefly describe any significant park interpretation and education publications, such as pamphlets, booklets, teacher or student guides, and books published by California State Parks or the park cooperating association.

Additional data sources: park information displays, park bookstore

Electronic Interpretation. List and briefly describe any electronic interpretation, such as park websites/web pages, computer information kiosks, audio-visual media, recorded tours, and podcasts.

Additional data sources: park bookstore, park and cooperating association websites

Universal Accessibility of Park Interpretation. Briefly note whether programs, media, and facilities are accessible for people with disabilities, including mobility impairments, visual impairments, hearing impairments, developmental disabilities, learning disabilities, and limited English proficiency. List plans in place for improving accessibility. This information may also be discussed in the Accessibility Section.

Additional data sources: *All Visitors Welcome*, *California State Parks Accessibility Guidelines*, park project planning documents, State Parks Accessibility Section, "Accessible Features in State Parks" website (http://access.parks.ca.gov/)

Interpretation and Education Planning. List previous higher-level interpretation and education planning done for the park with brief descriptions, including topics or themes and interpretive periods if designated. Higher-level plans include previous general plans and general plan amendments, interpretive prospectus(es), and parkwide interpretation master plans. Do not include individual project or program plans.

Additional data sources: State Parks general plan web pages on www.parks.ca.gov.

Interpretive Collections. Park museum collections may be an important source for exhibit display items or background research, especially in parks with a strong cultural history interpretation and education component. In this section, briefly describe the use or potential use of park museum collections and archives for exhibits and background research, and artifacts obtained for hands-on use. Keep to broad categories; it is not necessary to list and describe each individual piece.

Additional data sources: State Parks' TMS collections database, unit Scope of Collections Statement document, if one exists

Interpretation Audience Demographics. If interpretive audiences are significantly different from the park visitor demographics note the differences here. Do the demographics (age, language spoken, ethnic/race group, income levels) resemble those of all park visitors and the surrounding community, or are there groups that do not use the interpretive services?

What percentage of park visitors use the interpretive services? Has this percentage been rising or dropping over the last few years?

Are there visitor interpretation and education wants and needs that have not been met?

Additional data sources: past visitor surveys, annual park attendance reports, CAMP interpretation data

Support for Interpretation. What kind of resources—both staff and monetary—are currently available to develop and present interpretation and education at the park? Include paid staff and volunteers, and any non-Department funding sources such as cooperating association(s) and supporting organizations.

Additional data sources: Annual Volunteers in Parks (VIP) Program reports, district Cooperating Association Liaison, State Parks cooperating associations webpage.

Local, Regional, and Statewide Context. Assess the park's interpretation on a local, regional, and statewide basis. Examine the relative significance and rarity of the natural, cultural, aesthetic, and recreation resources and how they are represented through interpretation. How do the facilities and programs compare to others? Are there nearby facilities that offer a similar interpretive experience? Does the park's interpretation and education communicate its special "sense of place" when compared with other similar interpretation? Are there opportunities to coordinate interpretation with other nearby facilities and programs? Does the park's interpretation and education meet the needs of local educators?

Any issues or opportunities identified in this analysis will be included in the "Interpretation Issues, Opportunities, and Constraints" section.

The Local, Regional, and Statewide Context section should include:

- Significance of the park's resources on a local, regional, and statewide basis.
- Importance of the park in meeting the interpretation and education needs and desires of California, the region, and the community.
- Brief profiles of interpretive facilities or programs in the surrounding communities that are either:
    - Similar resource-based interpretive facilities and activities in the surrounding region (e.g. in a plan for a redwood park, other redwood interpretation in the region) that may duplicate park interpretation and education; or
    - Facilities that are current or possible future interpretation and education partners.

<u>Interpretation Issues, Opportunities, and Constraints</u>

The Interpretation Issues, Opportunities, and Constraints subsection lays the groundwork for the interpretation goals and guidelines in The Plan (Goals and Guidelines) chapter of the general plan.

Identification of issues, opportunities, and constraints begins with analysis of the data collected for the Existing Conditions chapter. This not only includes the Existing Interpretation section data, it includes recreational, aesthetic, cultural, and natural resource information that could be subject matter for, or put constraints on, future interpretation. Consider the items on the following list during analysis. (Since parks' locations, resources, target audience and interpretation needs differ widely, this is only a suggested list.)

- Suitability of existing interpretive activities with the park's resources and local environmental conditions

- Mesh of existing interpretive activities with visitors' (and target visitors') interests
- Compatibility of the park's interpretation with current department philosophy and strategic initiatives, existing park and local planning documents, and recent interpretation research
- Important resource characteristics that are not being interpreted
- Resource characteristics that can provide important educational opportunities, especially those that can be used to fulfill sections of the California Department of Education Content Standards for grades K-12
- Potential for the use of interpretation to protect park resources and increase public safety
- Trends in demographics, nearby land use, and tourism patterns that may affect park interpretation
- National, statewide, regional, and local trends in technology, educational content standards and methodology, interpretation, environmental education, and heritage tourism that may affect the park's interpretation
- Park's need for, and potential to expand, interpretive opportunities
- Need for new or revised approaches to interpreting the park's important resource characteristics
- Visitation and interpretive use patterns (for example, seasonal use patterns)
- Park closures due to weather or other restrictions that affect access to park interpretation at certain times of the year
- Land uses surrounding the park that may affect park interpretation

Park Support

This section describes the volunteers, cooperating associations, and/or supporting organizations associated with the park.

State Park Volunteers and Other Organization Volunteers

The state park system increasingly depends on volunteers. Working under the direction of Department staff, volunteers perform a variety of duties, including:

- Docents and other trained volunteer interpreters
- Patrol on horse, bicycle, foot, boat, and all-terrain vehicles to assist and inform visitors
- Visitor center and park entrance station information
- Campground and park hosts
- Trail building and maintenance
- Natural and cultural resource protection and restoration
- Administration assistance
- Equipment maintenance assistance

Most park volunteers are managed directly by California State Parks. Others are organized by outside groups, such as local recreation user groups and native plant societies, businesses and corporations that provide community volunteer resources, service organizations such as Kiwanis, Scouts, or Junior League, and public and private schools. These groups work under State Parks personnel supervision, but are not official California State Parks volunteer groups.

- List and briefly describe the volunteer groups that regularly assist at the park, their affiliation, and the work they perform.

Cooperating Associations

Cooperating associations are nonprofit charitable organizations that raise money for interpretation and education in a section of a park, an entire park, or a group of parks. Without the cooperating associations, many worthwhile interpretive and educational programs, facilities, and publications could not be funded. While cooperating associations are major park stakeholders, and therefore should be consulted in planning, they do not determine park policies and programming. The relationship between State Parks and their cooperating associations is defined in California PRC Section 513.

- List and briefly describe the cooperating associations that help support the park.

Data sources: Information about individual associations and the projects and programs they are involved in can be found at www.parks.ca.gov/associations.

Supporting Organizations

Supporting organizations contribute time, funds, and resources to California State Parks. They are not part of an official state program. Some supporting organizations are dedicated to a single park unit, some are regional, some protect a specific resource wherever it occurs, and some work statewide. Examples are:

- California State Parks Foundation (statewide support)
- Save the Redwoods League (Coast redwood trees and habitat; works with California State Parks and other agencies in redwood regions)
- Santa Barbara Trust for Historic Preservation (historic sites in the Santa Barbara area, including State Parks properties and others)
- Hearst Castle Foundation (Hearst San Simeon State Historic Monument)

List and briefly describe supporting organizations that help support the park. Also list any volunteer activities they perform within the park under “Volunteers.”

Planning Influences

The Planning Influences subsection includes a variety of influential factors to be considered when making planning decisions for a unit. These planning influences primarily originate outside the unit boundaries and are important in understanding the unit's land use, resources, and facilities in a larger context. These influences tend to fall

into four broad categories: systemwide planning, regional planning, changing demographics, and public concerns.

Pertinent planning influences should be briefly described in terms of their influence on the unit. Often this information is contained in specific planning documents, which can be referred to in the general plan by title and date of publication. The level of detail may vary depending on unit character and degree of influence, but should be kept to a minimum with reference made to the supporting document or plan.

To the degree to which it provides direction to the general planning effort, reference can also be made to the planning actions that led to the establishment of the park. These include the project's real estate assessment review, feasibility study, and the acquisition EIR.

Systemwide Planning

Systemwide planning enhances the ability of California State Parks to fulfill its multi-faceted mission:

- Providing for the health, inspiration, and education of the people of California;
- Helping to preserve the state's most extraordinary biological diversity;
- Protecting its valued natural and cultural resources; and
- Creating opportunities for high-quality expanded outdoor recreation facilities, amenities, programs, services, and opportunities for concession operations.

By addressing concerns that cross unit and district boundaries, systemwide planning provides certain efficiencies, often reducing redundancies and maximizing the investment of staff time and associated costs. It also allows the Department creative opportunities that would otherwise not exist, such as the development of a statewide hostel system or the interpretation of certain periods of California history (mining or the legacy of the Civilian Conservation Corps, for example). Recreation planning, resource management, interpretation, and operations are four areas in which systemwide planning may influence the general planning of a particular unit. Statewide programs and agency regulations, such as the Department of Fish and Game, the California Coastal Commission, and the Water Quality Control Board, may also be incorporated into systemwide planning. Note that there may be some overlap with regional planning in these programs (for example the state's Natural Communities Conservation Program sub-area plans, which are regional in nature), and it may or may not be appropriate to discuss them in both contexts. Only those influences directly and specifically applicable to a particular park unit should be referred to in the general plan document.

The following are examples of existing statewide or systemwide planning influences:

- State Parks Mission Statement (may be included elsewhere in document)
- State Park System Plan
- Statewide recreation plans
- Cultural and natural resource management plans
- California Underwater Park Plan
- Statewide Trails Plan

- Employee housing policies
- Systemwide policies concerning park operations and concessions
- Department Administration Manual/Department Operations Manual (DAM/DOM)
- Park Accessibility Guidelines
- California Heritage Task Force
- Natural Community Conservation Planning program
- California Coastal Act
- Public Resources Code
- Ocean Action Plan

The following are examples of potential systemwide plans, which, if developed in the future, may influence the general planning of a unit:

- Systemwide interpretive plans (California Indian heritage, mining, Pacific Coast Highway)
- Systemwide resource management plans (may include plans which establish conservation priorities for oak woodlands, native grasslands, redwood forests, or other natural communities)
- Statewide plans focused on recreational opportunities for specific user groups (equestrian or mountain biking, for example)

Regional Planning

Regional planning context will vary considerably across the State, depending on the character of the geographic area (urban, rural, coastal, etc.), number of adjoining jurisdictions (cities, counties, other states, etc.), and complexity of regional planning overlays (such as those used for habitat or transportation planning, national scenic or recreation areas, joint operating powers, etc.). It is important that these planning influences be understood for the general plan to anticipate and coordinate with regional planning issues. Refer to only those programs or plans that specifically involve or influence the unit.

The following are examples of regional planning influences:

- Local coastal plans (including coastal zone)
- Memoranda of Agreement or Understanding
- General plans of local jurisdictions (land use, open space, conservation, park and recreation elements and historic preservation ordinances in particular)
- Local specific development plans
- General management plans and associated documents (such as National Park Service and U.S. Forest Service documents)
- Regional transportation/circulation plans (especially plans for mass transit or freeway expansions if involving state park lands)
- Regional habitat plans and wildlife corridors
- Regional water conservation plans

- Watershed management plans
- Regional trail plans
- Central Valley Vision planning effort

Demographics, Trends, and Projections

Existing and projected demographic information is extremely useful in planning for a particular unit and should be summarized in this section if there is a strong relationship to the unit and its existing or future patterns of visitor use. For example, if a unit is located within, or in proximity to, a large metropolitan area, local demographics may have a different influence on the unit than if it is located in a rural and remote area. The economic or jobs/housing relationships between the unit and the surrounding region may also be important to understand. Visitor surveys often provide valuable information on where visitors originate; the type of user groups (equestrian, local surfers, international travelers, school groups, etc.) that frequent the unit; as well as travel time, length of stay, ethnicity, primary activities, and other valuable information. The following data charts, survey results, diagrams, and demographic information should be referenced in the text but found in the unit data file; they should not be included in the general plan document.

Available census and economic information may include:

- Population trends and projections
- Demographic diversity
- Special populations: senior, youth, disabled, etc.
- Local market analysis

Available information on visitor use patterns may include:

- Attendance figures (often more helpful if averaged over 10 years)
- Seasonal use patterns
- Target populations
- Travel time, length of stay, etc.
- Visitor activities
- Identify population numbers and profile; e.g., age, ethnic makeup, income level, education, family household status, primary basis for employment, etc.
- What is the distance to the nearest community?
- What are the characteristics of the community; i.e., white collar, blue collar, rural, suburban, college town, commuter community, etc.?
- What are the travel patterns; i.e., access to the park, public transportation, walk in, access from adjoining properties, etc.?
- What are the perceived psychological and social needs of surrounding communities?
- What are the social indicators of the surrounding communities; e.g., rental vacancies, crime rates; unemployment, etc.?

Note that this demographic and trend data is also used in the recreation and interpretation sections. Data gathering, analysis, and presentation should be coordinated to avoid duplication.

Data sources: U.S. Census, Department of Finance (population statistics and projections), County Social Services Department; survey of community leaders/educators

Information on trends will lead to developing the goals, guidelines, and plan proposals. A discussion of recreation trends may also be presented in the existing conditions recreation section. Much of this data and analysis will be documented in the resource inventory, but will not be described in detail the general plan's existing conditions chapter.

Look at current and projected trends in demographics and recreation, and discuss how they may affect recreational use at the park. Recreation trends can have a significant influence on the types of future recreation, facilities provided, as well as potential management and operations issues.

- How are the demographic characteristics of the park visitors and surrounding community population likely to change over the next five, ten, or twenty years?
- How might these demographic changes affect the public's attitudes and desires regarding current and future recreational activities, facilities, programs, and management practices?

Data sources: Surveys of park staff, current users and recreational interest groups; review of *State Park Visitor Survey Report, California Outdoor Recreation Plan*, *Public Opinions and Attitudes on Outdoor Recreation in California*; California Park and Recreation Society publication – *Leisure Lines*; Sporting Goods Manufacturers Association newsletter, California Department of Finance Demographic Research Unit (Data available online at www.dof.ca.gov)

Public Concerns, Interests and Opportunities

The public and other agencies express their interests and concerns at various stages in the general planning process. User surveys, questionnaires, general correspondence, and public meetings provide opportunities for comment. Such comments are influential in the management and operation of a unit and influence planning decisions as well. It may be helpful to include a brief summary of significant comments in the general plan document, including any pertinent results from the Department's Visitor Satisfaction Survey.

General Plan Chapter 3: Issues and Analysis

The Issues and Analysis chapter documents the planning assumptions and key parkwide and area-specific issues.

Issues will be identified during the earliest stages of the planning process—during the pre-planning phase after initial background research and analysis of known information; in the Project Agreement; during the unit resource inventory and analysis for the Existing Conditions chapter, and in public workshops, stakeholder meetings, and discussions with park and district staff. While many issues may be identified and lead to goals and guidelines, this chapter of the general plan should discuss only those issues of **primary importance** and those that are driving the planning effort.

The Issues and Analysis chapter can be divided into three main sections:

3. Issues and Analysis

3.1 Planning Assumptions

3.2 Parkwide Issues

3.3 Area-Specific Issues

Planning Assumptions

The planning assumptions are based on Department policy, core program initiatives, and statewide planning issues which form the planning context and parameters for addressing general planning issues. Briefly list the planning assumptions.

The following are examples of planning assumptions (for a specific park):

- California State Parks will maintain and increase, where appropriate, the overall level of recreational opportunities for state parks located on the San Mateo coast and in the Santa Cruz Mountain region.
- California State Parks will continue to provide vehicle access from State Highway 1 to the park.

Parkwide and Area-Specific Issues

List the major issues for the entire park or for specific park areas, with a brief analysis. These are the key issues that are influencing the planning effort. They could be considered problems (such as visitor use disturbance to significant resources) or opportunities (such as a new acquisition or partnerships). This section may state where issues originated, whether they were part of the original Project Agreement for the general plan assignment, or whether they were identified during the public involvement process. Issues that will be addressed or resolved through other planning mechanisms, at other times, may also be discussed. These other issues may require additional information addressed by future management planning. This can be discussed further under “Issue Resolution” in the Area-Specific Goals and Guidelines section.

As part of issue resolution, the planning team will analyze the issues and establish goals that will lead to issue resolution or management actions. The issue analysis process is briefly summarized in this chapter of the general plan. A more complete recordation of

the team's analysis is captured in supplemental reports and studies made available in the UDF. The goals and associated guidelines that will address these key issues are presented in the following chapter of the general plan document.

General Plan Chapter 4: The Plan (Goals and Guidelines)

Previous general plan sections summarize the unit's site conditions and describe the unit's previous and current management and issues. Chapter 4 presents the purpose, vision, and guidance for the future of the unit. It states the basic philosophy or management intent to provide a management direction for the unit.

The following is a basic outline for the goals and guidelines chapter of the general plan document.

4. The Plan (Goals and Guidelines)

4.1. Purpose and Vision

- Declaration of Purpose
- Park Vision

4.2. Unit Classification

- Classification
- Sub-classifications
- Proposed Sub-classification(s)

4.3. Land Use Management

- Proposed Land Use and Facilities
- Specific Management Zones

4.4. Goals and Guidelines

- Parkwide Goals and Guidelines
  - Visitor Experience and Opportunities
  - Physical Resource Management
  - Natural Resource Management
  - Cultural Resource Management
  - Interpretation and Education
  - Park Operations
- Area-Specific Goals and Guidelines
- Continued Planning and Issue Resolution

4.5. Carrying Capacity

- Visitor Capacity
  - Methodology
  - Adaptive Management Process
  - Research, Investigations, and Monitoring

Declaration of Purpose

The Declaration of Purpose is a statement defining the unit's purpose as determined by its prime resource values, opportunities, and relationship to the larger context of the State Park System. This purpose statement should clearly describe the unit's significance and the value it represents to California and the State Park System. The purpose statement should clarify what is most important about the park and provide a strong framework for future planning efforts and decision-making.

Purpose statements are important throughout the general planning process. The purpose statement is the basis for planning and management. The declaration of purpose states why a park was established and describes a park's purpose and significance, focusing future management and planning on what is most important about a park's resources and values. This becomes a strong foundation for planning and management. The purpose statement should be specific to the particular park unit and should contain the following elements: the purpose of the park unit; the significance of the unit; any special mandates for the park; and a brief description of the park's most important or fundamental resources and values.

The Declaration of Purpose should define the specific reason(s) for establishing the park. The planning team should research the park's history for further information about the park's establishment and to locate any legislation, regulations, or restrictions connected to the founding of the park. The planning team should research the unit's current Declaration of Purpose and determine whether it is still relevant for the park or should be revised. The most important resources should reflect the current information and values, which may have changed over time, since the park's establishment.

The current Declaration of Purpose should be presented in this section. Include a revised purpose statement, if needed, with a brief justification for the necessary revisions. The original purpose statement, as well as subsequent statements, can be found through the State Park System Planning link on the Department's Planning Division web page.

The following is an example of a unit Declaration of Purpose:

> The purpose of Short Trees State Park is to preserve and make available to the people for their inspiration, enlightenment, and enjoyment, the outstanding scenic features and natural values of the forested canyon, redwood groves, unique sandstone formations and the historically significant park rustic structures developed by the Civilian Conservation Corps during the 1930s. The unit's expansive natural area and rugged ridge terrain provides opportunities for primitive trail recreation and sight-seeing, as well as day and overnight facilities, interpretation, and education.

Unit Vision

A unit vision statement describes the park in future years, when the Department has achieved its general plan objectives and satisfied visitor expectations. The park's vision should present descriptions and images of what the unit may ultimately become. These visionary images will build upon the sense of place and transcend today's limiting factors to the highest fulfillment of the unit purpose and ultimate visitor experience.

The unit vision can be written in either a present or future perspective. The following examples illustrate how these perspectives differ, while still maintaining the same visionary message.

> **Present Perspective:** Short Trees State Park will be restored to a place of spectacular scenic beauty—a natural area unencumbered by human habitation or visual intrusions. It will offer visitors of all ages and abilities access to the heart of the park where they can walk among unique geological formations, experience the magnificent presence of ancient redwoods, and hear the thunderous sound of water falling over steep canyon walls. It will be a place for visitors to seek personal renewal and gain inspiration from nature's power and beauty.
>
> **Future Perspective:** Short Trees State Park is a place of spectacular scenic beauty—a natural area unencumbered by human habitation or visual intrusions. It offers visitors of all ages and abilities access to the heart of the park where they can walk among unique geological formations, experience the magnificent presence of ancient redwoods, and hear the thunderous sound of water falling over steep canyon walls. It is a place for visitors to seek personal renewal and gain inspiration from nature's power and beauty.

Unit Classification

It is preferred to name and classify a unit as soon as possible after acquisition. Classification of parklands results in greater attention to the lands and provides greater protection of its natural and cultural values. In addition, it facilitates programmatic funding, such as natural and cultural stewardship and ongoing natural and facilities maintenance. Finally, naming and classification also helps instill public interest and pride in the new park.

If a park unit has not been previously classified, it is preferred to have the new classification or change in classification presented to the Commission early in the general plan process in order to guide planning constraints and uses consistent with the proposed classification.

If park conditions or use have changed significantly since the unit was classified, or a change in classification may be of benefit for future public use or resource protection, evaluate whether reclassification may be needed. If the answer is "Yes," include a proposal for reclassification. Explain why a change in the unit classification is necessary and what value this would have to future resource protection and/or opportunities for visitor use.

Sub-classifications

Within the standard state park classification there are sub-classification designations that recognize areas of the unit with special significance or values. These sub-classifications may include state wilderness, natural preserve, and cultural preserve. Note that these sub-classification designations have specific management considerations and visitor use restrictions associated with them, especially regarding the use of motor vehicles and forms of mechanized transport. Please see PRC Section

5001.8 and DOM 0304.5.2, 0304.5.3, and 0304.5.4 for more information on regulations and restrictions in these specially designated areas.

Include a discussion of any proposed sub-classifications. The area-specific guidelines section of the general plan will describe the management intent and distinct guidelines for resource protection, visitor use, and visitor experience for existing or proposed state wilderness, natural preserves, or cultural preserves.

State Wilderness. A state wilderness is a California State Park designation defined in the PRC Section 5019.68.

> PRC 5019.68. State wildernesses, in contrast with those areas where man and his own works dominate the landscape, are hereby recognized as areas where the earth and its community of life are untrammeled by man and where man himself is a visitor who does not remain. A state wilderness is further defined to mean an area of relatively undeveloped state-owned or leased land which has retained its primeval character and influence or has been substantially restored to a near-natural appearance, without permanent improvements or human habitation, other than semi-improved campgrounds, or structures which existed at the time of classification of the area as a state wilderness and which the State Park and Recreation Commission has determined may be maintained and used in a manner compatible with the preservation of the wilderness environment, or primitive latrines, which is protected and managed so as to preserve its natural conditions, and which:
>
> (a) Appears generally to have been affected primarily by the forces of nature, with the imprint of man's work substantially unnoticeable.
>
> (b) Has outstanding opportunities for solitude or a primitive and unconfined type of recreation.
>
> (c) Consists of at least 5,000 acres of land, either by itself or in combination with contiguous areas possessing wilderness characteristics, or is of sufficient size as to make practicable its preservation and use in an unimpaired condition.
>
> (d) May also contain ecological, geological, or other features of scientific, educational, scenic, or historical value.
>
> State wildernesses may be established within the boundaries of other state park system units.

Natural Preserve. A natural preserve is a California State Park designation defined in the PRC Section 5019.71.

> PRC 5019.71. Natural preserves consist of distinct nonmarine areas of outstanding natural or scientific significance established within the boundaries of other state park system units. The purpose of natural preserves shall be to preserve such features as rare or endangered plant and animal species and their supporting ecosystems, representative examples of plant or animal communities existing in California prior to the

> impact of civilization, geological features illustrative of geological processes, significant fossil occurrences or geological features of cultural or economic interest, or topographic features illustrative of representative or unique biogeographical patterns. Areas set aside as natural preserves shall be of sufficient size to allow, where possible, the natural dynamics of ecological interaction to continue without interference, and to provide, in all cases, a practicable management unit. Habitat manipulation shall be permitted only in those areas found by scientific analysis to require manipulation to preserve the species or associations that constitute the basis for the establishment of the natural preserve.

Cultural Preserve. A cultural preserve is a California State Park designation defined in the PRC Section 5019.74.

> PRC 5019.74. Cultural preserves consist of distinct nonmarine areas of outstanding cultural interest established within the boundaries of other state park system units for the purpose of protecting such features as sites, buildings, or zones which represent significant places or events in the flow of human experience in California. Areas set aside as cultural preserves shall be large enough to provide for the effective protection of the prime cultural resources from potentially damaging influences, and to permit the effective management and interpretation of the resources. Within cultural preserves, complete integrity of the cultural resources shall be sought, and no structures or improvements that conflict with that integrity shall be permitted.

Proposed Sub-Classification(s)

When the general plan proposes an area for a state wilderness, natural preserve, or cultural preserve designation, the purpose of this sub-classification should be discussed in detail. Describe the significance and the integrity of resources, the consequences of the specific sub-classification for management and use of the area, appropriate uses, and include a clear written description of the boundary. Also include a map which clearly defines and identifies the proposed preserve boundary, including any buffer zones. In describing the proposed wilderness, natural, or cultural preserve the following items should be discussed:

- Significance of the area and designation
- Justification for the designation
- Alternatives considered to sub-classification of a preserve or wilderness
- Boundaries and buffers
- Possible names considered (optional)
  Unit and sub-unit names are handled by the Department's executive staff based on recommendations from the District and planning team.

Proposed Sub-classification Planning Process. The following is a process outline for the planning team to evaluate the purpose, benefits, consequences, and required management in designating an area for sub-classification.

1. Investigate and define the area and extent of the significant resources. A complete survey may not be necessary or possible during the general plan process, but the known information should be sufficient to make this determination.
2. Conduct research to determine the potential sub-classification and the area's regional, statewide, or national significance.
3. Evaluate and determine the resource integrity of primary features in the proposed area.
4. Establish a clear purpose and justification for designation.
5. Establish an area boundary that encompasses the significant resources and provides an adequate buffer from adjacent land uses. The size of the area should be large enough to provide effective resource management.
6. For a proposed cultural preserve, conduct Native American consultations to actively engage the local California Indian community in the planning process. Pursue participation and share findings of the significant cultural resources in the unit, the proposal for a cultural preserve, and the implications to future use and management of this area.
7. Identify any existing features or uses within this area that may be considered as having a negative impact on the resources or be incompatible with the proposed sub-classification. Propose effective mitigation to reduce adverse impacts resulting from existing facilities and uses, or provide recommendations for facility removal.
8. Consider alternatives to the proposed sub-classification that will achieve the desired resource protection, visitor experience, and interpretation.
9. Establish goals and guidelines for long-term management and use of this area. Consider public access and safety, interpretation, natural and cultural resource protection, special uses, and desirability of roads and trails.

Note that sub-classifications require approval by the State Park and Recreation Commission. A staff report and draft resolution is prepared for the Commission's action on the proposed sub-classification and name. This is separate from the General Plan/EIR staff report and resolution. This action can also occur outside the general plan process.

Land Use Management

Management Zones

Management zones are the first and most general attempt to spatially define the management concept for a unit. The use of management zones varies in each general plan, depending on the need to describe management goals by area or show relationships between distinct areas in terms of land use and management strategies.

Management zones may be based on geographic relationships; resource values; ecological parameters; management issues, goals, or objectives; types and intensities of land use; or visitor use and experiences. They may also reflect special circumstances, such as a designated sub-classification (state wilderness, natural preserve, or cultural preserve), a riparian zone, or they may clarify the management intent where conflicting uses may overlap. Always consider the current natural resource management unit designations (part of the natural resource condition assessment for the park unit) when developing management zones. If possible, the general plan management zones should reflect the natural resource condition assessment management units. These management units are documented in the CAMP and GIS systems. The use of management zones is useful when planning for larger units but may not be appropriate for smaller units. A management zone matrix is a helpful tool to communicate and compare the distinct characteristics and requirements of each zone (see example in Appendix H). For example, simple management zones may include Natural/Cultural, Historic/Non-Historic, Recreation, or Natural Open Space/Developed. More specific zones or even sub-zones, such as Old Growth Redwoods, Entry Complex, Historic Town Core, Administrative Area, Scenic Area, or Recreation Area, may be designated when appropriate to reflect special circumstances for specific park areas. Management zones must be delineated on a parkwide map.

In units that are essentially a historic structure, management zoning may be in the form of a floor plan that spatially defines the primary management concepts including zones for different levels of restoration and use, such as historic restoration (controlled access), historic rehabilitation (mixed use), and adaptive use.

The management zone section should explain any proposed or expected changes from current land uses. Describe the relationships with adjacent or nearby public or private lands and discuss the potential impacts to significant resource values. Any discussion of non-state-owned land, whether as appropriate additions to the unit or in terms of joint use/management, may be included for long-range planning purposes only; it shall not represent a commitment for acquisition or imply a joint-party agreement. Discussions of privately-owned parcels outside of the unit boundaries are inappropriate and should be avoided. However, it is appropriate to discuss in general the values of the surrounding lands to park issues and values.

Planning Alternatives

General planning makes decisions about the most appropriate mix of desired conditions that have been identified for the park. The desired conditions - expressed by park staff, stakeholders, visitors, technical experts, other agencies, area residents, or the general public - are considered along with the laws and policies that mandate certain actions or conditions. Planning provides the process for choosing among these desired conditions, which are typically grouped by concept and expressed as different alternatives. There are various approaches or alternatives to protecting the park's resources and allowing visitor use and development. These alternatives are described by establishing management zones that describe the specific conditions and visitor experiences that will be achieved and maintained in a particular area of the park over time. The best mix of desired conditions (i.e. the preferred alternative) that achieves the established goals for the park is determined through the general planning process, with decisions based on

scientific resource analysis as well as an evaluation of the natural, cultural, social, and environmental impacts of different actions.

Discuss the development of the planning alternatives established in this planning process and briefly describe the range of alternatives evaluated to achieve the preferred alternative (or the plan).

Land Use, Development, and Management Concepts

The following are elements to include in general plans to communicate ideas, management intent, land use concepts, relationships, and planning alternatives.

- **Schematic Concept Diagrams.** The general plan process should include preparing schematic concept diagrams to more clearly illustrate plan intent and site potential, but remain flexible enough not to require frequent amendments. These schematics will also aid the assessment of environmental impacts, fiscal implications, and visitor capacity.
- **Phase 1 Implementation Plan.** The scope of work for the general plan, as described in the Project Agreement, should include a phase 1 implementation plan, where appropriate. Detailed concept plans may be included to describe priority projects having potential for immediate funding and implementation.
- **Circulation Component.** The general plan shall include a circulation component that identifies park entrances and primary access roads. The circulation plan should illustrate how park areas are connected, the means of access to visitor destination points, and provide goals, guidelines, and criteria for developing a subsequent unit-wide roads and trails plan.
- **Number or Range Estimates.** The general plan should determine a maximum number or range of camp sites, picnic sites, parking spaces, etc. where possible for analysis of potential impacts and required mitigation. This could also be used to determine fiscal implications or feasibility in supplemental evaluations, where necessary. Also include a cost estimate range in current dollars for specific facilities.

Goals and Guidelines

Parkwide Goals and Guidelines

The parkwide goals and guidelines address existing issues, needs, and opportunities for improvement, protection, or change. They provide ongoing guidance to management that can be implemented throughout the unit to achieve the long-term vision for the park. The goals establish the purpose and define the desired future conditions and the guidelines provide the direction and actions that California State Parks will consider to achieve these goals.

The goals and guidelines should address the major or key issues presented in the issues chapter as well as other issues, problems, or challenges that were identified in

the planning process, in the existing conditions chapter, and through public input. Other areas to address in this section are partnership opportunities and desired improvements for resource protection and management.

Attempt to make the parkwide guidelines park-specific. Briefly describe specific locations, issues, problems, challenges and the corresponding actions to address or resolve them. Be concise and avoid overly broad statements that could apply to any park unit in the state park system.

Use language in the guidelines that denotes or describe actions (e.g. establish, evaluate, develop, provide, participate, identify, acquire, etc.). Connect the action with the reason for the action (the "what" and "why"). For example:

- Provide information and facilities to encourage visitation to nearby state parks and regional open space.
- Maintain and manage native riparian vegetation to filter sediments and other pollutants from runoff entering adjacent water bodies.

Many of the guidelines in the general plan can also be considered and used as mitigation measures for potential significant adverse effects. Prepared as both guidelines and mitigation measures, many of the guidelines can avoid the requirement to prepare additional mitigation in the EIR section for any potentially significant impacts. Refer to the most current Environmental Checklist Form (see http://www.opr.ca.gov) for the environmental topics and criteria to consider when developing guidelines.

All goals and guidelines should have specific identifiers (i.e., have a specific and organized naming/numbering system) in order to easily reference them in the environmental analysis section and FEIR.

Avoid including goals and guidelines that direct management to comply with specific state regulations and existing Department policy, unless this is necessary for special emphasis, or directed to do so by legal counsel. Reference Department policy for emphasis, if appropriate, but avoid repeating current policy as a guideline.

Avoid deferring actions, improvements, or management to future management plans to address an issue, solve resource problems, or gain further knowledge. Instead, describe the steps to achieve the desired action or result. Break down into achievable steps that park staff or others can successfully accomplish what might otherwise be completed as part of a management plan. This information and action can be useful and can be included into a future management plan as staff and funding allow.

Visitor Experience and Opportunities. Based on the information compiled and analyzed for the existing conditions visitor use and recreation section - including trends, opportunities, and issues - describe the goals and guidelines that recommend improvements and enhanced visitor experiences, provide new or improved visitor facilities and recreation opportunities, or respond to current issues and emerging trends. This should also include goals and objectives to meet visitor needs by specific user groups (i.e. hikers, equestrians, bikers). The goals and guidelines should describe what the plan does to accommodate these uses.

The goals and guidelines will also:

- Direct management as to the appropriate recreation types and levels of public use that may be accommodated in the unit;
- Describe for the unit as a whole, the desired concept for the way visitors should enter and move through the unit (the park experience).

Example of parkwide goals and guidelines for visitor experience and opportunities:

Recreation Goal: Provide a variety of recreation and visitor opportunities and facilities that will allow California's diverse population to visit, appreciate, enjoy, and learn about Short Trees State Park.

Guideline Recreation 1: Provide recreation opportunities that respond to the specific characteristics of the coastal mountains and central coast region. Include activities at the park that reveal the sights, sounds, and experiences to include, but are not limited to, hiking, biking, surfing, horseback riding, fishing, picnicking, camping, nature study, photography, and the enjoyment of solitude.

Guideline Recreation 2: Consider accommodating new and emerging outdoor activities such as geocaching and orienteering that provide different ways to experience and enjoy the park's environments and resources.

Resource Management and Protection. Develop the parkwide goals and management guidelines necessary to perpetuate the unit's important resource values and to overcome threats to those values. Rather than proposing specific programs and projects, this section should state resource management intentions and provide general guidance supportive of the unit's natural, cultural, aesthetic, and recreational resources and opportunities. Briefly describe the resource needs, desired conditions, management goals, and actions to achieve those goals.

The following is an example of how this might be applied to a resource issue:

At Short Trees State Park there are significant resource concerns about the historic Civilian Conservation Corps (CCC) structures found throughout the unit. Some of these structures are considered to be excellent examples of CCC architecture and craftsmanship, while others are in poor condition, impede park functions, or offer little value to the park user. Most structures are in use and receive regular maintenance, but some buildings have been vacant for years and would require substantial rehabilitation in order to be occupied and further protected. Original artifacts from the CCC structures include architectural plans, a set of original tools used in building the historic structures, and the original diary of a CCC worker.

Goal 1: Manage the CCC structures to preserve the structures and with the broader goals of preserving the historic record.

Guideline 1-a: Preserve evidence of the human effort and creativity that resulted in the construction of these significant historic structures.

Original CCC artifacts will be preserved, documented and made available to scholars for further research.

Guideline 1-b: Base future management of CCC features on a clear understanding of each feature and its importance in meeting historic preservation, park experience, and interpretive needs.

Guideline 1-c: Determine which buildings and other structures will be stabilized, restored, modified for adaptive reuse, or removed.

Guideline 1-d: If any structures must be modified or removed (for public safety, adaptive use, etc.), document and understand the CCC structures prior to these actions.

Example of parkwide goals and guidelines for natural resources:

Natural Resource Management Goal: Manage natural resources to preserve the composite whole of physical and biological processes, features, and native plant and animal communities. The park will be managed to:

- Protect, restore, and maintain the wildlife populations and native ecosystems, especially native dune and grassland vegetation complexes and wildlife populations at Short Trees State Park.
- Maintain or restore the movement of native species through the park and regional ecosystems in order to protect and promote species abundance and diversity.
- Protect special status plants and wildlife within the park and manage for their perpetuation.
- Restore, maintain, and protect the native dune and grassland habitat.

Guideline Vegetation 1: Identify locations in the park that are heavily impacted from past management practices (e.g. agricultural production, logging, fire suppression) and implement appropriate vegetation and habitat restoration programs. Components of such restoration programs may include prescribed fire, revegetation with native species, fence enclosures, facility relocations, and other methods.

Example of parkwide goals and guidelines for cultural resources:

Cultural Resource Management Goal: Preserve and protect significant cultural resources.

Cultural 1: Survey, record, and evaluate areas of high probability for prehistoric archaeological sites, particularly along the park's ridgelines. Investigate, record, and evaluate the known historical sites and areas of historic-period activity.

Cultural 2: Prior to site-specific development, areas of potential impact shall be surveyed and evaluated to determine the presence and significance of cultural resources, the potential impact, and recommended mitigation, if appropriate. Impacts may be reduced by project avoidance, site capping, structural stabilization/preservation, project design, and data recovery.

Collections. A statement of the role of collections in the unit should be included in the general plan. This statement describes whether there will be a collection maintained at the unit, and if so, what types of objects the unit would collect and maintain, and why these objects will be collected. A broader, more fully developed Scope of Collections Statement should be developed separately as a management plan, and will be revised periodically to reflect new knowledge or program needs. This may be done prior to or in tandem with general planning.

This will address the fundamental questions of whether the unit will maintain and/or acquire collections, and what broad or specific subject areas these collections will cover. Rather than proposing specific acquisitions or deaccessions, the role of collections is a description of what is to be collected and preserved for the unit as it relates to the unit purpose, vision, existing resources, and interpretation. In addition to consideration of unit-specific needs, thought must be given to the role the collection will play on a local, regional, statewide or international level.

Example of parkwide guidelines for collections:

Role of Collections for the Big Bar Ranch State Historic Park

Natural and cultural material and object collections at Big Bar Ranch SHP will have a specific connection to the natural and cultural history of the park, or provide support for interpretive themes and programs. Archaeological and paleontological materials, natural history specimens of park flora and fauna, and historic objects such as furnishings, equipment, or personal items associated with the park are all potential collection items at Big Bar Ranch SHP. Historic object collections will include those of the ranching period up to the year 1950.

- A Scope of Collections Statement should be prepared for this unit and updated periodically to provide clear guidelines on which objects to seek, acquire, decline, and deaccession.
- Acquisitions of ranching era artifacts will have a local historical association to the Big Bar Ranch, or other ranching activities within or near Big Bar Ranch SHP.
- Natural history specimens will be preserved when necessary to document the natural history of the park.
- Architectural elements and other materials original to the park or used in its historic structures will be preserved when necessary to document the history of the park and its historic structures.

- Archaeological materials found on site will be preserved, and may be stored at the Archeology, History and Museums Division headquarters facility if appropriate space is not available at the park.
- The Department will establish safe and secure spaces for storage and display of park collections. Policies and procedures for management of collections as outlined in the Department Operations Manual (DOM) Chapter 2000, *Museum Collections Management*, will be followed.
- Previously acquired collection items that do not meet these guidelines or the Scope of Collections guidelines will be considered for transfer to a more suitable park unit or possible deaccession.

Interpretation and Education. Interpretation deepens the park experience, providing lasting benefits not only for individuals, but also for the park resources and society in general. Through interpretive services, visitors are introduced to the intrinsic values of each park, and inspired to protect them.

The interpretive specialist, in the process of developing the themes, goals, and guidelines to be used in the park, will be reviewing data obtained for other sections of the general plan as well as the existing interpretation conditions. Information on the history, prehistory, geology, paleontology, climate, flora, fauna, ecology, aesthetic values, and other features of a park is critical for identifying the significant resources that should be interpreted. Knowledge of current visitor demographics, park area demographics, and projected demographic changes is also important. Working closely with the natural, cultural and recreation specialists assigned to the general plan team will be essential in identifying the role interpretation will play in the unit. This will lead to identifying the interpretation mission, vision, goals, and guidelines.

The level of detail and what is included will vary from plan to plan, depending on the park's resources and planning issues. This interpretation section must contain the following:

- Park Interpretive Significance
- Park Interpretation Mission
- Park Interpretation Vision
- Themes
  - Unifying Theme
  - Primary Theme(s)
  - Secondary Theme(s)
- Interpretive Periods (for significant cultural resources)
  - Primary Interpretive Period(s)
  - Secondary Interpretive Period(s), if any
- Interpretive Collections
- Interpretation Goals and Guidelines
- Recommendations for Future Interpretation Planning Efforts

If the park has been divided into planning/management zones, an area-specific subsection can also be written for each zone that warrants it. This subsection will provide interpretation goals and guidelines, plus other items from the above list as appropriate, related to the specific zone. These are discussed in their relationship to the parkwide interpretation. These area-specific goals and guidelines should also be referenced in the parkwide interpretation section.

Themes and interpretive periods may have already been identified in past park planning. If so, revise them only if there is a compelling reason to do so. Note that in older state park planning, the "themes" often do not fit the current Department definition of a theme as a complete sentence that emphasizes an important aspect of a topic, but are instead simply lists of topics. Themes based on the topics in such lists will need to be developed to meet current planning standards.

Park Interpretive Significance: This section briefly describes the special resources and stories represented at the park that have been identified as important topics for park interpretation.

Park Interpretation Mission: The mission is a short statement that defines in broad strokes what is interpreted at the park, why it is being interpreted, and for whom.

Park Interpretation Vision: The vision is a short statement that conveys the ideal outcome of the park's interpretation in the future.

Interpretation Goals and Guidelines: The goals and guidelines build on the interpretation mission, significance, and vision statements—they give broad guidance on how the park interpretation will attain the vision.

Define the Department's interpretation intentions as goals and guidelines for increasing the public's understanding and appreciation of the unit's significant natural, cultural, aesthetic, and recreational resources and opportunities, and making park interpretation available to everyone.

Interpretation may be used to help gain public support for California State Parks, and the specific management goals of the unit. It can play a major role in raising awareness of visitor actions that can help to protect a cultural preserve, a natural preserve, or other important resources within a unit.

Express interpretation goals and guidelines clearly. What important park resources should be interpreted? What kind of physical and emotional involvement should visitors have with the park's resources? What vital resource preservation messages need to be conveyed? How can interpretive opportunities be adapted and expanded to be more accessible? Goals and guidelines become the basis for program policies. They do not recommend specific media and methods for interpretation (although they may suggest possibilities); this is done in later levels of planning. The following are some examples of goals and guidelines:

Goal: Visitors will be able to experience the redwood forest using all of their senses.

Guideline 1: Explore the possibility of adding multi-sensory guided and self-guided interpretive trails during future interpretation planning.

Goal: Visitors will understand the valuable role the Civilian Conservation Corps played in making the park's resources accessible to the public.

Guideline 2: Identify and interpret CCC-constructed park infrastructure.

Themes: Themes are critical for establishing the overall interpretive direction and tone, and they imply desired outcomes for visitors' attitudes and perspectives. The *unifying theme* provides overall focus to the unit's interpretive development. It must relate to the resources, the mission of the unit, and visitors' interests. The most significant park resources and history are presented through the development of *primary interpretive themes*. Defining the point of view to be given to the interpretation of resources will help to guide many subsequent land use and management decisions.

Describe a single unifying theme with primary themes that will create a conceptual framework for the unit. *Secondary themes* may also be included in this section. They offer valuable concepts that are significant to the unit and/or to department-wide interpretation goals, like sidebars or footnotes in a book, but do not relate to the overall unifying and primary themes.

Supporting themes (also known as *sub themes*) provide a more detailed perspective on a primary or secondary theme. Supporting/sub themes are too specific to be included in a general plan. They are developed in more detailed planning documents, such as an interpretation master plan or project plan.

Interpretive Periods: An interpretive period focuses interpretation on a specific time period. Interpretive periods are only designated for parks with significant historic resources, or very rarely for natural resources with a very specific period of importance (for example, fossils from a certain geologic age, or natural disasters such as an earthquake or major flood).

As with themes, there can be primary and secondary interpretive periods. A primary interpretive period covers the years of greatest significance for the park's cultural resources. If the unit is a state historic park, the primary interpretive period will be determined by the event or other historic resource for which the unit was acquired.

If there is more than one important period of equal significance, each will have an associated primary interpretive period.

Secondary interpretive periods identify historical sidebars—periods of history that are interesting, but not as important to the park as the primary period.

Themes and interpretive periods, especially primary themes and interpretive periods, must focus on the most significant park resources and history. Leave less-important stories to be told elsewhere, where they can be interpreted more effectively. In particular, avoid duplicating themes that are already interpreted well at other nearby state parks, unless linked interpretation is planned between the units.

For more information on themes and interpretive periods, refer to the California State Parks *Workbook for Planning Interpretive Projects in California State Parks, or the California State Parks Basic Interpretation Learning System.*

Example of Interpretive Significance, Interpretation Mission, Interpretation Vision, Interpretive Periods, and Themes:

Humongous Trees State Park Unit-Wide Interpretation

Interpretive Significance: Humongous Trees State Park contains old growth redwood groves that have international significance. The Civilian Conservation Corps (CCC) played a pivotal role in development of the park. Within the historic area of the park, they built the campfire center, stoves, tables and cabañas. The "dog hole" port on Humongous Trees' coastline—Flotsam Cove—was an important lumber shipping port for Podunk County in the 1870s and 1880s. Its story epitomizes the industry and shipping that fueled the Podunk County economy in the late 1800s. The Humongous Trees area also briefly was an artists' colony in the 1920s, where the little-known school of driftwood painting was developed.

Interpretation Mission: The mission of Humongous Trees State Park interpretation is to create a positive connection between a diverse interpretation audience and the irreplaceable natural and cultural resources of the park, resulting in increasing resource appreciation and stewardship.

Interpretation Vision: High-quality interpretation, both at Humongous Trees State Park and via remote interpretive media, gives participants an understanding and appreciation of the significance of the old growth redwood groves, instilling in the visitors the sense of place and the need to preserve and protect this irreplaceable resource. Interpretation of the CCC structures enables the interpretation audience to learn the importance of preserving and protecting the cultural resources of the park and the state. Audience members are inspired to assist State Parks in meeting resource management and protection goals.

Primary Interpretive Periods

Civilian Conservation Corps Period: 1934-1941

This period covers the time that SP-99, Old Shack CCC Camp, was active.

Timber Industry and Shipping Period: 1867-1894

This period covers the rise, heyday, and decline of logging and milling in the forests around Humongous Trees State Park, and shipping from Flotsam Cove.

Secondary Interpretive Period

The Driftwood Artists: 1921-1924

During this time period, a dozen artists lived in shacks in the forested area that is now the park, where they developed their own school of art, painting popular singers on pieces of driftwood.

Unifying Theme

The unifying theme of Humongous Trees State Park provides a conceptual focus for interpretive exhibits and programs for the entire unit. The unifying

theme also sets the overall interpretive tone and direction, and implies the desired result interpretation should have on visitors' attitudes and perspectives. The unifying theme is presented through interpretation of primary and secondary themes.

Unifying Theme: Explore how natural forces, plants, animals and people continually change this fragile old growth redwood habitat.

Primary Themes

Old growth Redwood Grove Primary Theme: Discover the Humongous Redwood Groves: The giant trees and colorful and varied life forms of the old growth redwood groves have developed fascinating ways of surviving natural challenges, but they can't survive our carelessness.

Forest Industry Primary Theme: Making a Living in a Redwood Forest: Timber cutting, milling, and coastal shipping from dog hole ports were the early economic bases of many coastal areas, shaping generations of their citizens.

CCC Primary Theme: Tough times yield preservation: When America was in the grips of a depression, thousands of individuals worked with the Civilian Conservation Corps to preserve, protect and interpret parks through their labor.

Secondary Themes

Driftwood Art Secondary Theme: The driftwood continually washing up at Flotsam Cove inspired some 1920s artists to create and live in the forest.

Resource Preservation Secondary Theme: Preserving California's Resources: This park incorporates sustainable design concepts, in order to reduce negative impacts on the environment.

Recommendations for Future Interpretation Planning Efforts: In this subsection, recommend further interpretation planning for the park, with a justification for why such planning is needed.

After interpretive periods, themes, goals, and guidelines are established in the general plan, work may begin on an Interpretation Master Plan, expanding upon the interpretive themes, and detailing the methods, media and programs for a unit. This is not part of the general plan, but is based on the interpretation sections of the general plan. A park Interpretation Action Plan, prioritizing recommended projects and programs, and specific program or project interpretive plans may follow in future documents. See Appendix I or the DOM Interpretation chapter for more information on these interpretation planning documents.

Further definitions and guidelines for interpretation planning can be found in the *Workbook for Planning Interpretive Projects in California State Parks* available from the Interpretation and Education Division. Though written for use in more project-level interpretation planning, it contains valuable information relevant to the research and writing of the general plan interpretation sections.

Park Operations. Describe the effects of any changes to existing facilities or proposed development on the basic infrastructure of the park, including the need to upgrade or replace any infrastructure that will be impacted by these changes, and provide appropriate recommendations for operation and management. Development of facilities and assets should strive to meet universal access standards when feasible. Evaluating the proposed improvements should include discussion on the impact to the necessary funding and staffing needed to operate and maintain the improvements.

When considering new facilities it is important to keep up with the changing technologies and current regulations. The planning team should research the existing regulations and consider the newest technologies, sustainable, or green building design which focuses on increasing the efficiency of resource use of energy, water and materials while reducing building impacts on human health and the environment during the building's lifecycle through better design, construction, operation, and maintenance.

Areas of focus should be:

- Efficient use of energy, water, and other resources
- Protecting occupant health and improving employee productivity
- Reducing waste, pollution and environmental degradation.

Public Safety: This section provides the recommendations for action and guidelines for public safety considerations in the future. Parkwide goals are derived from the findings of earlier analysis of existing conditions and key issues, followed by specific guidelines and policy statements pertinent to future park operations. It is not necessary to include current Department policies that apply to units statewide, other than to reference their source and application to future park management.

Public safety issues can be addressed through the general plan guidelines, emphasizing the principles of crime prevention through environmental design (CPTED), and other law enforcement practices. Four CPTED principles to consider are:

Natural access control - This ensures that paths, roads, and trails be as direct as possible and avoid blind turns or corners while considering all natural resource elements. Gates and signs alert the public where and when the park is open.

Natural Surveillance - This allows visitors to see and be seen. Facilities and activities are located where others will pass by (including law enforcement staff) will deter the criminal element. In some parks (especially in urban areas) it may be appropriate to keep trails/paths clear from dense shrubs, large rocks or other obstacles that can be used as hiding places. Locating facilities as restroom in the center of an activity area or a campground make observing persons and activities easier for the visitor to see if something is out of place, to check on children or other visitors. Ensure there is adequate lighting in areas of the park that are used at night.

Territorial Reinforcement - This includes posting signs, providing fencing, or using some other forms of demarcation to demonstrate where visitors should or should not be. Signage that includes directions and maps provide orientation to assist the visitor.

Maintenance - Keeping appropriate vegetation well trimmed and maintained, picking up litter, cleaning graffiti, and other forms of facility maintenance demonstrates to the visitor that the park personnel care about the environment that is provided for the visitor and promotes visitor care of the environment (Broken Windows theory). Ensure that benches and tables do not attract elements that may lead to criminal activity and that trash cans and recycle containers are animal-proof and placed in appropriate locations to make it easy for visitors to find and use.

Example of parkwide goals and guidelines for public safety:

Goal: Ensure that current and future facilities development are planned and appropriately designed for safe public access and use. This includes the routes into and out of the park.

Guideline 1: Establish goals for interoperable radio communications within the park and with surrounding agencies, with considerations for changes in technology, expanding boundaries etc.

Guideline 2: Provide for appropriate training and equipment for personnel in all aspects of public safety, law enforcement, education, and resource management and protection.

Guideline 3: Continue to work with outside agencies and organizations to include the communities surrounding the park.

Visitor Services: This section presents the broad goals and guidelines that are developed for guiding unit-wide visitor services. It addresses all types of services and related planning issues that are not tied to a specific geographic area of the unit. Follow these guidelines for writing the section:

- Describe management goals for providing unit-wide services to the public through park concessions, or by other outside providers
- Indicate the direction for park operational services

The range of planning issues and desired unit-wide services will vary from plan to plan. Services and issues that require discussion of specific facilities are more appropriately addressed in the specific area guidelines.

Concessions: The existing conditions chapter of the general plan details past and present concession operations and lists any identified concession issues, opportunities, or constraints. The goals and guidelines section describe these issues, opportunities, and constraints, and others that can be addressed with concessions. This section includes concession-specific goals and guidelines, and lists where other concession goals and guidelines are found in the plan. Concessions may also be integrated in other sections, such as Interpretation, Recreation, or Facilities.

Because concessions have the potential to provide significant visitor serving facilities and services, concession opportunities should be thoroughly explored and evaluated, and goals and guidelines should remain as general as possible.

Goals and guidelines for the provision of concession services must fully consider:

- Compatibility with unit purpose and classification
- Compliance with requirements of PRC Sections 5019.10 and 5080.03
- Guidelines set forth in State Park and Recreation Commission Policy I.4, *Operating Contracts*, on the California State Parks website: http://www.parks.ca.gov/pages/843/files/CommissionPolicies9-23-05.pdf
- Compatibility or potential conflict with co-ops, docents, and/or other associated agencies and nonprofits
- Compatibility with other elements of the general plan

The general plan should describe the potential role of concessions within the unit, but not in detail as to limit flexibility to adapt to the changing and future needs of park visitors and the Department.

Examples of a parkwide goal and guidelines for concessions:

Goal: Provide high quality recreation and visitor services through concessions contracts while protecting the park's natural, cultural, recreational, and aesthetic resources.

Guideline 1: Consider all concession opportunities that enhance visitor services and assist the Department in fulfilling the mission for this unit.

Guideline 2: Seek to make facility improvements that will meet the needs of increasing visitation and the changing demands and needs of park visitors, including refurbishment and potential remodeling and/or additions.

Guideline 3: Improve service to South Day Use Area visitors, possibly with a satellite concessions facility or mobile services during periods of peak visitor use.

Guideline 4: Explore opportunities to meet the demand for more recreational activities through concession agreements for equipment rentals such as sea kayaks, bikes, and fishing equipment, as appropriate for this unit.

Area-Specific Goals and Guidelines

Specific areas in the unit are characterized by their resource values and visitor use. These may require management goals or guidelines that are limited to an individual area, that focus on the specific significant resources of the area, that clarify the application of broader unit-wide goals in the major program areas, or that resolve conflicting management goals.

This section presents the goals and guidelines applicable to specific management zones or planning areas. These goals and guidelines should describe the distinctive character of a specific area and the management intent for that area. This provides the foundation for the goals and guidelines that follow.

The area-specific goals and guidelines focus on issues and management in distinct planning areas that have been identified in the planning process for focused planning and management purposes. Area-specific goals and guidelines are used to achieve future vision in a planning area or zone.

As management direction, area-specific guidelines are often used as and considered mitigation measures for potential future adverse impacts from implementation of the general plan. The incorporation of guidelines which also serve as mitigation can avoid or reduce the need for additional and separate mitigation measures as part of the environmental analysis. In this way the general plan document is sometimes referred to as "self-mitigating," not requiring additional mitigation for potential impacts resulting from implementation of the proposed plan.

The desired goal for this section is to integrate the resource management, interpretation, visitor services, and recreational use for a specific area. If possible, describe how the various components relate to one another.

The area-specific goals and guidelines section should integrate the following components:

Visitor Experience and Recreation - Describe the goals and guidelines for visitor experience and activities that are desirable for this specific planning area. Consider guidelines that would protect, expand or enhance existing recreation experiences in this specific area. Develop guidelines that would eliminate recreation conflicts with other core program areas, or would reduce those conflicts to acceptable levels.

Resource Management - Consider additional resource goals and guidelines for specific areas where the broader unit-wide guidelines may need clarification of intent or require supplemental guidance for implementation. This discussion may also elaborate on the need for greater flexibility in the application of a unit-wide guideline because of special conditions or prescribed mitigation.

Visitor Services, Facility Development, and Public Safety - Discuss the scope and intent for desired visitor services and facility development within a specific area of the unit in this section. Describe an ideal condition, standard, or level of visitor service for this area and state how this fulfills or complements the unit-wide goals. Recommend guidelines for to address public safety issues.

Interpretation - Consider additional interpretive goals and guidelines when needed to clarify how the area interpretation relates to and supports the unit-wide interpretive goals. Also discuss where the interpretation in this zone integrates with or enhances other management goals for resources, visitor services, or visitor experiences.

Priorities, Relationships, and Future Actions - General plans do not usually include specific proposals for implementation, (except where a phase 1 implementation is appropriate), and therefore will not need prioritizing. However, it may be valuable to describe the relationship between future actions directed by the general plan and the necessary or desired sequential or subsequent actions that should occur after general plan approval. It may also be necessary to define the portion of an area that a future site-specific plan will cover.

Each planning area is unique and may require area-specific goals and guidelines for resource management and appropriate visitor use. Some areas may involve planning issues that require additional guidelines for area-specific operations, interpretation, facilities, or proposals for sub-unit classifications. The planning area identified should describe the future vision and management intent of the area in terms of visitor experience, resource condition and management, facilities, level of access and use, and level of social contact.

Include area-specific goals and guidelines for resources that provide direction and focus to this particular area. Focus on a particular issue, impact, resource problem or improvement in this area. Otherwise, direction would likely be covered by a parkwide goal or guideline.

Statement of Management Intent. A general statement of management intent should be prepared for specific park areas when it is necessary to identify the area's special significance or its relationship to the overall unit vision. The management intent statement can be thought of as a vision or statement for this specific area. The management intent should indicate the location, resources, facilities, visitor experience, and intensity of visitor use in this area. All zones may not require this statement, especially if the zone supports the same purpose stated for the unit as a whole.

Examples of an area-specific management intent statement, goal, and guidelines:

> Little Creek Area Management Intent: This planning zone will be managed for its natural, scenic, educational, interpretive, and recreational values. Maintenance, repair, or improvements needed to ensure continued public access and use of the area will avoid or minimize disturbance to natural areas and sensitive wildlife habitat. Opportunities for expansion of visitor facilities are limited in the surrounding area due to the sensitive wildlife habitat. Management of the Little Creek riparian area will encourage natural processes, protect special status species, and preserve scenic qualities.
>
> Goal: Design and maintain facilities to provide quality visitor experiences, interpret resource values, and avoid adverse environmental impacts and resource degradation.
>
> Guideline 1: Design facilities to reflect an architectural aesthetic through design criteria that will complement the park rustic design style. Include the necessary components for public use and interpretation in facilities and site plans. Evaluate the effects of increased visitor use and additional facilities to the existing facilities infrastructure to avoid adverse impacts.
>
> Guideline 2: Provide multi-use trails to consider resource protection goals and quality recreation and visitor experience goals, including access to historic features.
>
> Guideline 3: Use interpretation as the primary means of resource protection through developing an increased visitor sensitivity and appreciation. To support the primary interpretive theme of the unit, interpret the resources of the Little Creek Area to show how people

continually used, influenced change, and eventually restored this fragile area.

Example of planning zone management intent and area-specific guideline:

Lake Elizabeth Zone Management Intent:

The Lake Elizabeth Zone is adjacent to Highway 1 between Cascade Ranch to the south and Whitehouse Road to the north. This area is characterized by annual grassland on the flat terrain and gentle slopes and riparian scrub vegetation surrounding Lake Elizabeth, a reservoir used for agricultural irrigation. This area includes the marine terrace northeast of Highway 1 and the grass and chaparral covered foothills of the Santa Cruz Mountains. There is an open scenic quality to this area, where sweeping views of the ocean and adjacent agricultural fields are common.

The Lake Elizabeth Zone will be managed primarily for visitor access, recreational use, and natural resource protection. Visitors to this area can find relaxation, wildlife viewing, and access to a variety of recreation facilities. The park's primary and most accessible inland trailhead will be located in this area to provide hikers, bicyclists and equestrians access to the park's uplands.

Guideline Lake Elizabeth 1: Develop a day use area to serve as the primary trailhead access inland from Highway 1. The access road and parking should accommodate different types of vehicles (e.g. cars, camper vans, recreation vehicles, horse trailers) to support multiple use of trails and day use facilities. Provide appropriate park and regional trail network information and orientation.

Conceptual Plans. In areas where planning for future development presents a potential conflict with sensitive resources, it may be desirable to include a relationship diagram or conceptual plan for the area. This diagram or description that conveys the desired outcome will clarify the planning or management intent desired and relationship between land uses and sensitive resources. A detailed site analysis and design would generally not be included at this level of planning; it is better accomplished at a management plan level following the General Plan when site conditions can be evaluated at the time of implementation. Additional information on the use of conceptual plans in general plan documents can be found in the General Plan Purpose and Scope section of this *Planning Handbook*.

Continued Planning and Issue Resolution

Each general plan project may identify a number of unresolved issues and future planning efforts that require attention beyond the scope of a general plan. Funding and staffing limitations may restrict the selection of issues and studies the Department is able to immediately address and will require that the Department set priorities to accomplish these efforts. Goals and guidelines within the general plan will provide direction for each issue, with some guidelines recommending future planning efforts, such as management plans and studies.

The general planning effort will focus on the primary issues identified in the Project Agreement and those issues that arise during plan preparation. The *Continued Planning and Issue Resolution* section of the general plan should identify the unresolved planning issues and recommended future studies. This section will assist Department staff in setting priorities for future management plans, studies, and planning efforts.

The following is an example of how this section of the general plan can recommend issues resolution and future planning efforts.

Example of future planning efforts discussion:

> This general planning process has identified additional issues and planning efforts that the Department should consider and address in the unit's on-going management and development programs. These include the following issues and actions:
>
> **Aesthetic and Sense of Place Values.** Protect and enhance the park's aesthetic and sense of place values through a documentation process that identifies aesthetic characteristics, intrinsic sensory-based impressions, and the overall sense of place that exists in each park area. Identification of aesthetic and sense of place qualities in a specific project area can ensure a successful integration of these values into the proposed project and encourage public awareness and stewardship of park resources.
>
> **Biocorridors and Core Habitat Areas.** Protect and enhance the park's wildlife habitat linkages with nearby wildlife habitat areas through coordination with local, state, federal agencies, nonprofit land trusts, and acquisition and restoration projects. Additional resource inventories and mapping are desirable for regional management and protection of these habitats.
>
> **Park Access Points.** Resolve park entrance road and boundary access problems through detailed site planning, coordination with local agencies, and facility implementation. Some solutions to access problems may require additional property acquisitions.
>
> **Appropriate Recreational Use.** A traffic study is needed at the West Gate to select the final access alternative from those identified in the general plan. Development priority at the Village Site will depend on State Parks' participation in coordinated community planning. Statewide recreation studies presently underway will assist in setting priorities for the recreation options allowed for in this plan.
>
> **Additional Resource Management Efforts.** The general plan recommends that the following planning efforts and studies be undertaken (see the referenced page number for a complete description of the guideline):
>
> - Collect resource information and monitor the health and function of core areas and wildlife habitat linkages;

- Develop management plans, studies and updates to the park's UDF as necessary to meet vegetation management guidelines; and
- Collect information regarding the presence of sensitive species within, movement through, and uses of the park.

Carrying Capacity

California State Parks is required to assess carrying capacity issues in drafting General Plans in order to comply with Section 5019.5 of the Public Resources Code. Park managers and planners can successfully demonstrate compliance with the PRC if the methodology given below is followed.

Visitor Capacity or Recreation Carrying Capacity

For general planning purposes, the Department has addressed carrying capacity as recreation carrying capacity or visitor capacity. **Recreation carrying capacity** can be defined as:

> A prescribed number and type of visitors that an area will accommodate given the desired natural/cultural resource conditions, visitor experiences, and management programs.

Methodology. The Carrying Capacity section of the general plan presents the initial capacity of developed facilities, the Department's methodology used to evaluate existing and desired conditions, and capacity issues related to the future development and use of the park. The General Plan and this discussion of visitor capacity provide a structure to meet the requirements of the PRC, Section 5019.5, which states:

> Before any park or recreational area development plan is made, the department shall cause to be made a land carrying capacity survey of the proposed park or recreational area, including in such survey such factors as soil, moisture, and natural cover.

The General Plan identifies recreation opportunities and physical constraints, and includes guidelines and alternatives for managing resources and desired visitor experiences. Using the adaptive management process described in the following section, park managers can measure visitor use and take the appropriate actions to reduce or limit negative impacts. Physical constraints for development and public use exist in the park, such as the presence of old growth and recovering redwood forests, sensitive vegetation communities and wildlife, archaeological and historic sites and features, steep topography, existing roads, easements, and drainages. These elements are limiting factors in park facilities design and area visitor capacities.

The type, quality, and character of visitor experience are also influenced by visitor demographics, population diversity, and statewide recreation trends. These dynamic influences contribute to defining the nature of what we consider desirable park experiences and conditions. Social constraints also exist due to the increased population levels and diversity in California and within the communities in the region.

These population trends will have an influence on park development and facility design, and can also be viewed as opportunities for cultural awareness and exchange.

The Department's methodology focuses on the initial capacity of developed facilities and desired resource and social conditions. Subsequent surveys, analysis, and monitoring programs are necessary in order to make final determinations and adjustments in visitor capacity through future adaptive management actions. The methodology to be used in this process is described below.

The following represents an adaptive management cycle, or methodology, that involves research, planning, monitoring, and management actions to achieve sustainable resources and social conditions. This methodology was initiated during this general planning effort and applied with the level of detail commensurate with the conceptual nature of this plan. This includes the identification of existing opportunities and constraints and the description of desired resources and social conditions (see Figure 6 - Desired Outcomes and Indicators). Visitor capacities are included for park areas when sufficient data is presented.

California State Parks defines **visitor capacity management** as:

> A methodology used to determine and maintain the desired resource and social conditions that fulfill the purpose and mission of a park. It includes establishing initial visitor capacities, then monitoring key indicators in order to identify appropriate management actions in response to unacceptable conditions.

Adaptive Management Process. The following tasks are usually carried out during the resource inventories, unit classification, and general planning processes. Subsequent management plans and site investigations provide the more detailed information necessary for project-level analysis and impact assessments in order to initiate required mitigation and monitoring programs. These tasks are presented here for an understanding of the iterative process that California State Parks considers from the programmatic planning stages of the general plan through the project implementation and monitoring phases.

1. **Identify Existing Opportunities and Constraints:** Through ongoing research, surveys, and site investigations we are able to document existing resources and social conditions. This data helps identify opportunities and constraints, and establishes the baseline condition for natural, cultural, and recreational resources.

2. **Determine Vision and Desired Conditions:** The analysis of current uses and condition assessments begin to shape the types of activities and experiences that are desired. This increases our ability to determine the resource conditions we desire and the protective measures, including thresholds (standards) of acceptable resource conditions that are necessary to maintain those resource conditions.

3. **Identify Issues and Evaluate Alternatives:** The analysis of resource and social impacts related to current use helps identify the issues, problems, and thresholds

that shape the vision or desired conditions of the park. Additional surveys, studies, or site analysis may be necessary to understand the full effects of existing uses, potential alternatives, or feasibility of desired improvements. It is at this stage that the objectives of visitor use and capacity for specific units are determined, which may include quantitative limits on certain park uses (e.g., the number of campsites or parking spaces in the park).

4. **Develop Measurable Indicators and Thresholds:** Key indicators are identified that can diagnose whether the desired conditions for a park are being met. These indicators must be measurable and have a direct relationship to at least one desired condition (e.g. the number of exposed tree roots per mile of trail). Thresholds that reflect desired conditions are then identified for each indicator (for example: 100 tree roots per trail mile maximum). Through monitoring processes, management is alerted when conditions exceed a determined threshold or deviate outside the acceptable range.

5. **Establish Initial Visitor Capacities:** Initial visitor capacities are formulated based on the analysis of existing conditions, alternative considerations, desired future conditions, and prescribed goals and objectives. Implementation occurs when sufficient knowledge is gained and plans are finalized. As environmental impact assessments and monitoring programs are initiated, plans are implemented and new patterns of use are generated.

6. **Monitor Use and Identify Changing Conditions:** Through monitoring and further study we can assess the degree of impact or changing conditions that occur over a specified period of time. Thresholds and indicators are used in the monitoring process to determine when an unacceptable condition exists. Unacceptable conditions trigger management action(s) appropriate to correct the unacceptable condition.

7. **Adjust Environmental or Social Conditions:** As monitoring efforts reveal that conditions may be approaching or exceeding thresholds, management must consider alternatives and take appropriate action. The analysis of impacts and their causes should direct management toward actions that adjust resource/experience conditions to a desired state. This may include further studies, new project design, and stronger enforcement of rules and regulations, which may also require adjustments to the initial visitor capacities.

Research, Investigations, and Monitoring. Data from research, pre-project site investigations, visitor impact assessments, post-project evaluations, and baseline resource monitoring can all be captured and used to make sure the desired condition of the park is maintained. A program of continued research and site investigations provides information and documents updated data on resource conditions and new problems as they may occur. Periodic surveys provide a measure of visitor satisfaction and identify recreation trends and public opinions on the types of activities and experiences people are seeking. These ongoing efforts build the unit data file for subsequent planning and analysis, and monitoring programs ensure that development actions achieve the desired outcomes.

The following table from the Butano State Park General Plan provides an example of sample indicators that may be developed based on some of the guidelines in the general plan and their associated desired outcomes. These indicators may be modified on a regular basis, based on site-specific knowledge, recent observations in the field, and updates in scientific understanding, in order to achieve the desired outcome.

Figure 6: Desired Outcomes and Indicators

Desired Outcomes and Indicators (Carrying Capacity Objective)			
Goals & Guidelines	**Desired Outcomes**	**Indicators (Environmental & Social)**	**Potential Management Actions & Monitoring Activities**
Parkwide:			
Natural Resources Protect all special status native wildlife species and their habitats. Include all taxa that are locally important (including endemic species) as well as those protected by federal and/or state law.	Sustainable populations of special status wildlife.	Occurrence of special status wildlife. Active nest sites. Presence of suitable habitat. Abundance of prey species. Periodic sightings reported.	Prepare and update a comprehensive list of species requiring special management attention. Periodic field surveys. Check for active nest sites prior to construction activities.
Protect special status plant species to the degree necessary to maintain or enhance populations.	Sustainable populations or special status plant species.	Occurrence of special status plants. Presence of associated healthy plan communities.	Initiate a survey for special status plan species in the park. Periodic field surveys.
Cultural Resources Preserve and protect significant cultural sites and features.	Integrity and value of cultural resources retained.	Disturbance to known archeological sites. Retention of historic building fabric.	Survey, record, and evaluate areas of high probability for prehistoric archeological sites (particularly along ridgelines). Establish criteria of significance for each class of resource. Investigate, record, and evaluate the known historical sites and areas of historic-period activity. Staff observations of park resources and visitor activity during day-to-day operations.

			Periodic maintenance and building inspections.
Preserve and protect those resources found to be eligible for listing in the National Register of Historic Places. Protect significant prehistoric sites through identification, preservation, and avoidance.	Integrity and value of cultural resources retained.	Disturbance to known archeological sites. Retention of historic building fabric.	Develop treatment recommendations for significant historic structures and identify compatible and non-compatible uses. Staff observations of park resources and visitor activity during day-to-day operations. Periodic maintenance and building inspections.
Recreation Resources Provide a range of high-quality recreation opportunities that all California's diverse population to visit, enjoy, experience, and appreciate all of the park's resources, especially the coast redwoods.	A variety of recreation experiences that enhance appreciation and enjoyment of the park's resources.	Presence of returning park visitors. Diversity of recreation activity throughout the park. Diversity in park visitation demographics. Conflict among park users and differing recreation activities. Effects on park resources with increases in park visitation.	Implement the adaptive management process as part of park operations. Staff observations of park resources and visitor activity during day-to-day operations. Design facilities for user needs. Visitor satisfaction surveys. Evaluate new recreation opportunities, trends, and activities. Respond to changing visitor demographics.
Planning Zone:			
Entrance & Facilities Zone Remove the former nature lodge building from the Little Butano Creek riparian zone; re-establish current use near the park entrance, in conjunction with other operational facilities. Evaluate the potential for restoring the Little Butano Creek streambed habitat in the	Building site returned to a natural riparian condition. Visitor services and park administration consolidated for more effective park operations and support for quality visitor experiences. Original creek channel and riparian habitat	Riparian vegetation occurring at building site. Natural seasonal stream flows. Enhancement of riparian vegetation and habitat.	Staff observations of park resources and visitor activity during day-to-day operations. Periodic field resource surveys. Periodic maintenance inspections of stream channel and alternative agricultural water supply system.

vicinity of the dam. Consider alternative methods for continued agricultural water supply and distribution.	restored. Agricultural water supply and distribution for agreement compliance.		Staff observations of park resources and visitor activity during day-to-day operations and rain season periods, particularly in downstream areas near park access and development areas.
Gazos Mtn. Camp Zone Adapt the existing facilities (former Gazos Mtn. Camp) to support park programs, educational, and recreation activities that are compatible with the natural resources of the area, such as regional environmental education programs.	Visitor access through appropriate adaptive use of existing facilities. Environmental education and recreation activities in a setting that reinforces and enhances themes.	Presence of special status wildlife species. Active nest sites. Presence of suitable habitat. Wildlife sightings reported.	Periodic field surveys. Survey for active nest sites and presence of special status plant and wildlife species prior to any improvements to existing facilities. Limit the number of people and use intensity.
Backcountry Zone Preserve the natural, cultural, and scenic resources as well as the sense of solitude. Provide visitor/ recreation opportunities that encourage appreciation of the remote character of the backcountry.	Trail access to backcountry trails and regional multi-use trail network. Additional trail camps for small and large groups provided. Shuttle tours using existing fire roads as part of interpretive programs or special events. The story of the Jackson Flats homestead interpreted.	Presence of special status plant and wildlife species. Active nest sites. Presence of suitable habitat. Wildlife sightings reported. Erosion on trails and roads. Disturbance to known archeological sites. Conflicts between different types of trail users.	Periodic field resources surveys. Survey for active nest sites and presence of special status plants and wildlife species prior to establishing any new camps or improvements to existing camps. Conduct periodic trail condition appraisals and evaluate use impacts; modify trails to reduce negative impacts of recreation use.

NOTE: These are only sample indicators and possible management actions. Indicators also pertain to additional resource topics and should be updated by park staff based on field observations, new scientific knowledge, lack of current indicators to accurately reflect changes, etc.

General Plan Chapter 5: Environmental Analysis

The General Plan, with the inclusion of the Environmental Analysis chapter, contains the information necessary to satisfy the requirements of CEQA. The General Plan can be used as an EIR if the General Plan addresses all of the points required in an EIR, and the plan includes a section identifying where each required EIR topic is addressed (CEQA Guidelines Section 15166). This information can be included as a table in the General Plan text or appendix.

The EIR for a General Plan may also be prepared as a separate document, with adequate reference to the General Plan. This may occur when the General Plan is prepared through a consultant contract, when the EIR is contracted separately for a general plan project, when there is a combined NEPA/CEQA document, or when the impact analysis is at a more comprehensive or site-specific level to require a separate document.

Environmental analysis and required CEQA elements must be considered and integrated early in the planning process. The General Plan Project Agreement and Scope of Work should always include the environmental impact analysis and necessary public input required for the project. The Scope of Work and cost estimate should also include the required CEQA notices and filing fees. The notices include a Notice of Preparation, Notice of Completion, Notice of Availability, and Notice of Determination (requiring a filing fee). As an initial step in the CEQA process, a Notice of Preparation is developed with the Environmental Checklist Form (Appendix G of the CEQA Guidelines) to identify the potential CEQA issues to be addressed in the EIR (refer to the current Environmental Checklist Form on http://www.opr.ca.gov).

Tiering

General plans use the CEQA concept of tiering. According to CEQA Guidelines Section 15152:

> "Tiering" refers to using the analysis of general matters contained in a broader EIR (such as one prepared for a General Plan or policy statement) with later EIRs and negative declarations of narrower projects; incorporating by reference the general discussions from the broader EIR; and concentrating the later EIR or negative declaration solely on the issues specific to the later project.

The environmental review in a General Plan is considered a "first tier" EIR. The Environmental Analysis section considers the broad environmental issues that arise from the General Plan. The level of detail in the first tier EIR should be commensurate with the level of detail in a General Plan. The EIR must analyze all "reasonably foreseeable significant environmental effects" of adopting a General Plan (including cumulative impacts, commensurate with the level of detail being proposed) (CEQA Guidelines Section 15152) but need not consider issues that are not yet ready for decision. Subsequent environmental documents with more detailed site-specific information and analysis would be prepared for proposed developments, such as buildings, campgrounds, and trails. Analysis that cannot be made without site-specific

and project-specific information may be deferred from the General Plan until later environmental documents on the proposed projects.

Program EIR

The EIRs prepared for general plans are considered Program EIRs. A Program EIR is a type of first-tier document prepared for an agency program or series of actions that can be characterized as one project (CEQA Guidelines Section 15168). Typically the project involves actions that are related geographically (e.g., a park unit) or temporally. Program EIRs are often prepared for agency plans, policies, or regulatory programs, or for individual activities carried out under the same regulatory authority and having similar environmental effects that can be mitigated in similar ways. Program EIRs will generally analyze broad environmental effects of the program, recognizing that site-specific environmental review may be required when further actions are proposed for implementation. Because of the general nature of the programs being evaluated, Program EIRs are typically more conceptual and abstract. A Program EIR may contain a more general discussion of impacts, alternatives, and mitigation measures. The CEQA Guidelines encourages the use of Program EIRs, citing numerous advantages (see CEQA Guidelines Section 15168[b]).

Required Content

The content in the Environmental Analysis section will vary with the scope, complexity, and controversy involved in a General Plan. The specific items that must be included may change with subsequent legislative changes to CEQA and revisions to the CEQA Guidelines. Always consult the latest versions of CEQA and the CEQA Guidelines for any revisions to this information, including CEQA Amendments and the addition of greenhouse gas emissions information. Standard CEQA forms are located on the California State Parks intranet site under Program Areas - Environmental Compliance (http://isearch.parks.ca.gov/?page_id=204).

The State CEQA Guidelines provide descriptions for each element required in the environmental analysis, listed below. The following also serves as an outline for the Environmental Analysis section of the General Plan.

5. Environmental Analysis

5.1 Introduction

- Purpose of the EIR
- Focus of the EIR
- Subsequent Environmental Review Process
- Contents of the EIR

5.2 EIR Summary

- Summary of Impacts and Mitigation
- Summary of Alternatives Considered

5.3 Project Description

5.4 Environmental Setting

5.5 Environmental Effects Eliminated from Further Analysis

5.6 Environmental Impacts and Mitigation

5.7 Other CEQA Considerations

Unavoidable Significant Environmental Effects

Significant Irreversible Environmental Changes

Growth inducing Impacts

Cumulative Impacts

5.8 Alternatives to the Proposed Plan

No Project Alternative (*required*)

Other Alternatives (*as appropriate; the number of additional alternatives will vary, but should be a minimum of two*)

5.9 References/ Organizations and Persons Consulted

Table of Contents or Index

Environmental documents are meant to inform the public of the environmental impacts of projects and decisions. CEQA requires a table of contents or index so the public can easily find relevant information. The Environmental Analysis chapter may reference the table of contents or index found in the General Plan.

EIR Summary

The EIR summary represents a summary of potential environmental impacts associated with the proposed General Plan, an overview of the environmental effects of alternatives considered to the preferred General Plan, and a description of areas of controversy and/or issues that need to be resolved. The Environmental Analysis chapter should contain a brief summary of the proposed actions and their consequences. The narrative should include a brief discussion of:

- Significant environmental effects, with mitigation measures and alternatives to reduce or avoid the effects
- Areas of known controversy, including issues raised by agencies and the public
- Environmental issues to be resolved

Project Description

This section provides an overview of the proposed general plan, which is the focus of the Program EIR. This section provides information on the proposed project (the General Plan preferred alternative) to inform the public, other reviewing agencies, and decision-makers. The CEQA Guidelines require the following information, either within the Environmental Analysis chapter, or within other sections of a General Plan:

- Location map showing project boundaries
- Regional map showing project location
- Statement of plan objectives
- Description of the plan's technical, economic, and environmental characteristics
- Statement of intended uses of the EIR, including:

- A list of agencies expected to use the EIR in decision-making
- A list of approvals or permits required to implement the project

If this information is contained in other chapters of the General Plan describe where this information can be found.

Environmental Setting

This requirement includes a description of the physical environmental conditions in the vicinity of the project as they exist at the time the Notice of Preparation is published, or when the environmental analysis begins. This description should be from both a local and regional perspective and constitutes the baseline physical conditions to determine whether an impact is significant. The Environmental Analysis chapter should reference other sections of the General Plan that describe the local and regional environment in the vicinity of the park (see the Existing Conditions chapter of the General Plan.) Call special attention to:

- Rare or unique environmental resources that would be affected by the General Plan
- Inconsistencies between the proposed General Plan and other applicable general and regional plans, including:
    - air quality management plans (or State implementation plans)
    - waste treatment and water quality control plans
    - regional transportation plans
    - regional housing allocation plans
    - regional land use plans for protection of the coastal zone, Lake Tahoe Basin, San Francisco Bay, and Santa Monica Mountains.

Environmental Effects Eliminated from Further Analysis

This section describes those topics that did not warrant detailed environmental analysis and the supporting rationale. Provide a brief reason the elimination for each topic. The topics are those from the Environmental Checklist Form.

Environmental Impacts and Mitigation

This section analyzes potential environmental impacts associated with implementation of the proposed General Plan. The purpose of this section is to identify potential impacts of the project that may be considered significant. A significant effect on the environment is generally defined as a substantial or potentially substantial adverse change in the physical environment.

This analysis should explain the criteria and tools used to determine the potential for significant environmental effects.

Note that one of the goals of the general plan is to avoid or reduce any potentially significant environmental impacts. California State Parks attempts to mitigate all potential significant effects through the use of appropriate guidelines in the general plan,

thereby eliminating or greatly reducing the need for additional mitigation measures This is sometimes referred to as a "self-mitigating plan."

The Environmental Analysis chapter will evaluate the impact of the proposed General Plan on the environment. The following subjects should be discussed in separate paragraphs. If each issue is not discussed separately, the Environmental Analysis chapter should include a table showing where each subject is addressed.

Significant Environmental Effects. Discuss all physical changes that cause significant impacts to the environment:

- Resources involved
- Direct and indirect effects
- Short-term and long-term effects

Mitigation Measures Proposed to Minimize Significant Effects. Present and evaluate measures that could minimize significant adverse impacts for each significant environmental effect identified in the EIR. The goal of the preferred alternative is to provide goals and guidelines that will serve as mitigation measures for any potential significant adverse impacts from implementation of the plan. The appropriate guidelines should be discussed in this section. If possible, minimize the use of additional mitigation measures by providing management guidelines in the General Plan that effectively avoid or reduce any potential adverse impacts to a less than significant level.

Other CEQA Considerations

This section contains information on other CEQA-mandated topics, including unavoidable significant impacts, significant irreversible environmental changes, growth-inducing impacts, and cumulative impacts.

Unavoidable Significant Environmental Effects. Describe all significant impacts that cannot be avoided, or that can be mitigated but not reduced to a level of insignificance. Also describe the reasons why the project is being proposed and the implications to implementing the plan with significant impacts.

Significant Irreversible Environmental Changes. Describe any significant irreversible changes that would be caused with implementation of the plan. This discussion is specifically required for an EIR on public agency plans and on projects subject to NEPA. Items to consider include:

- Use of non-renewable resources
- Impacts that commit future generations
- Irreversible damage
- Irretrievable commitments of resources

Growth Inducing Impacts. Discuss the ways that implementation of the General Plan could foster economic or population growth, directly or indirectly, in the surrounding environment or could enable or encourage other activities that could significantly affect the environment.

Cumulative Impacts. A cumulative impact is an impact which is created as a result of the combination of the project evaluated in the EIR together with other projects causing related impacts. Cumulative impacts should be evaluated for potential direct and indirect effects. The environmental analysis requires a discussion of cumulative impacts of a project when the project's incremental effect is cumulatively considerable.

The discussion of cumulative impacts should include:

- A list of past, present and reasonably anticipated future projects producing related or cumulative impacts; or
- A summary of projections in other planning documents designed to evaluate regional conditions.
- A definition of the geographic scope of the area affected by the cumulative effect.

The Relationship Between Local Short-Term Uses and Long-Term Productivity. This discussion is no longer required by CEQA but is still required by NEPA. If a General Plan is subject to NEPA (e.g., a joint project with a federal agency, receiving federal funding, or subject to federal permits), the environmental analysis must address impacts that narrow the range of beneficial uses of the environment or pose long-term risks to health or safety.

Alternatives to the Proposed Action (or Plan)

The alternatives analysis describes the various alternatives to the proposed General Plan (including the required "no project" alternative) and the associated environmental effects of these alternatives relative to the proposed project or action (the preferred alternative).

Discuss a range of reasonable alternatives that would feasibly attain most of the basic objectives of the plan but would avoid or substantially lessen any significant environmental impacts of the proposed project. Evaluate the merits of these alternatives, and give the reasoning for selecting these alternatives.

These alternatives are usually different than the planning alternatives because the purpose is to show an effort to avoid or reduce any significant adverse impacts that would occur with implementation of the preferred alternative.

For clarity, provide a table or matrix to compare the elements of each of the alternatives. This could be organized by Planning Zone/ Preferred Alternative/ Alternative 1/ Alternative 2 …/ No Project Alternative.

Economic and Social Effects

A discussion of economic and social effects of the project is not required, but may be included in the EIR. Economic and social effects of a project are not treated as significant effects on the environment. The economic and social effects can be used to determine if an effect is significant, but the focus of the analysis is on the physical changes to the environment.

References/ Organizations and Persons Consulted

Identify all agencies, organizations, and individuals consulted in preparing the Draft EIR (this information can be included the references section of the General Plan when the Draft EIR is not a separate document). Also identify the persons, agency, or firm preparing the Draft EIR.

CEQA Public Review

As a part of the public review process required by CEQA, the Preliminary General Plan/ Draft EIR document is made available for public review and comment for a minimum of 45 days. The planning documents are sent to agencies as required by the State Clearinghouse and determined by the Department and are made available for public review at the park, local libraries, and on the California State Parks web site.

Final EIR/Response to Comments

Following the CEQA public review period, the Final EIR/Response to Comments document will be prepared, which includes a list of all commenters, the comments received, the Department responses, and recommended changes to the General Plan.

The Final EIR consists of:

- the Draft EIR;
- comments and recommendations received on the Draft EIR;
- a list of persons, organizations and public agencies commenting the Draft EIR;
- the responses of the lead agency to significant environmental points raised in the review and consultation process; and
- any other information added by the Department.

Responses to Comments

At the close of the public review period, all public comments from individuals, organizations, and other public agencies that are received in writing are evaluated by the Planning Team and District, who prepare written responses. As a general rule, the Department will respond to all public and agency comments received during the CEQA public review period on the Preliminary General Plan/Draft EIR, not only those comments that pertain to a significant environmental issue. Staff responses include issue justification or clarification for the reader, or may indicate non-significant plan changes to be made in the Final General Plan document.

Recommended Revisions

All revisions to the General Plan as a response to public comments and staff recommended changes (minor revisions for clarification) are compiled in a separate section or chapter of the Final EIR/Response to Comments. This section indicates the original text and page number in the Preliminary General Plan and the proposed text revision.

Preliminary General Plan/FEIR Approvals

The comments, responses, and proposed text revisions (the Final EIR/Response to Comments document) are sent to the individuals and agencies who commented. The Preliminary General Plan and Final EIR are also sent to the State Park and Recreation Commission for consideration and approval. These documents are forwarded to the Commission 45 days prior to the scheduled public hearing.

Upon the Commission's approval of the plan, the public comments and staff responses are usually incorporated into a Final General Plan. If there are numerous comments and responses they may be published as a supplemental CEQA document separate from the General Plan in order to keep the overall size of the document within reasonable limits. However, if the number of public comments and Department responses are minimal, it is preferable to include them in the Final General Plan document.

Editing, Graphics, and Printing Guidelines

General Plan Publication Format

Cover

Use color photo, ink, and paper of choice. Consider recycled paper when possible. Textured paper can be used. Generally, colored covers and special graphics are costly and should be considered only for printing the cover of the Preliminary/Draft EIR and the Final General Plan. Black and white covers are considered appropriate for draft General Plans, unless authorized for color due to Department or Agency distribution requirements.

The cover shall display the official California State Parks logo. Refer to the current Department guidelines in Departmental Notice No. 2007-02, “Department Brand Image” (Appendix L) for proper use of the official logo, a registered trademark. Contact the Publications section of the Interpretation and Education Division for approved digitized color and black and white logos.

Binding

Perfect (wrap-around) binding, with the document title on the spine, is the preferred binding for final printing. It is expensive and should not be used for draft or preliminary documents. Other options are spiral binding or comb binding with a printed document title label on the spine. The General Plan Program Manager and the planning team Project Manager will make the decision on binding method for the final plan. Planning documents prepared by consultants are determined through contract negotiations.

Copyright

General plans are intellectual property to be protected. Therefore, indicate copyright restrictions for any reproduction of text, maps, and photos. A copyright notice (©) must be attached to any document or item to maintain intellectual property rights. The copyright notice should be consistent with the following example:

© 2010 California State Parks

The word “Copyright” or abbreviation “Copr.” may be used in lieu of the copyright symbol (©).

Staff Credits

Provide credits to staff and persons responsible for preparation of the general plan/ EIR document. This is a CEQA requirement (for EIR documents). Use civil service titles, with level of responsibility (for example, Associate Park and Recreation Specialist). Provide special thanks to any key individuals, groups, or advisory committee members who provided valuable assistance in the planning process.

Contacts for Information

Provide office mailing address, email, phone, and fax numbers of locations for questions and general plan information.

Universal Accessibility Information

The publication should state that the document is available in alternate formats. This requirement can be met through access to the document on a website or in a large-print format, upon request. If a phone number is included in contact information, the publication should state: "TTY is available by dialing 711, TTY relay service."

Source for Additional Copies

On the inside front cover of the document provide source locations and contact information to obtain additional copies of the general plan document. Also reference the State Parks website to access general plans and other planning documents prepared by the Department.

Reference to Supplemental Documents

Use standard bibliography methods such as Chicago or MLA (Modern Language Association) style to reference related published documents that were used in this planning effort and could be located elsewhere (such as CEQA comments and staff responses, resource inventories, research papers, and other studies).

Commission Resolution

In the final printing, place the Commission's resolution(s) adopting the General Plan, and any sub-classifications, at the front of the document (located before the title page and not listed in the table of contents).

General Plans and Amendments

Print a separate document for each unit General Plan and General Plan amendment. The amendment may be too thin for a perfect binding if less than 3/8" thick. If the General Plan is to be reprinted, an amendment could be placed under the same cover with the General Plan, as long as the body of the amendment remains together and its integrity is maintained (one document inside another).

CEQA Documents

Often the Final EIR-Response to Comments document is large enough to be printed separately from the Final General Plan. In these cases, the FEIR should be identified as Volume 2, with the General Plan as Volume 1. Each report should reference the other document on the inside front cover, which together constitutes the Final General Plan/EIR. It is preferred to have the entire document published under one cover, if possible.

Editing

The editors of general plan documents look for clarity, consistency, and emphasis. Brevity is prized, but not at the expense of clarity. Use of scientific jargon and technical writing should be avoided. Put words in their best order. Standard English is the general expectation, but exceptions are allowed. Adherence to a formal style manual is not required. Use of the grammar checker in your word processing software is recommended.

Universal Accessibility

Accessibility in Publication Design

In order to comply with the Department's policy on accessible publications, general plans should integrate information about accessible features of the park, or relevant plans to make features accessible. International symbols should be used on maps to identify areas, facilities or points of interest. The font must be simple and easy to read. Font size should be a minimum of 12-point, or equivalent. Text and graphics should be presented with high contrast to the background. For more specifics on departmental accessibility standards for print publications, see Departmental Notice 2007-04.

Accessibility Review

According to the Department's policy on accessible publications (DN 2007-04), the General Plan must be reviewed by the Accessibility Section of the Acquisition and Development Division, and any required changes incorporated, before publication of the final plan.

Layout

Front Cover

The front cover layout of a General Plan includes the full title of the report, such as "McArthur-Burney Falls Memorial State Park Preliminary General Plan and Draft Environmental Impact Report." The California State Parks logo is included. See "General Plan Publication Format," above, for information on proper use of the logo. The Commission approval date (month and year) is placed on the front cover of the final document. Preliminary documents have the publication date on the front cover.

Commission Resolution(s)

The final general plan includes the Commission resolution adopting the plan, plus any other resolutions such as reclassification connected with the plan. The resolutions should be located at the beginning of the document, prior to the title page.

Title Page

The title page contains exactly the same text as the cover, plus the following:

Governor's full name
Governor

Secretary's full name
Secretary, Natural Resources Agency

Director's full name
Director, California State Parks
P.O. Box 942896
Sacramento, CA 94296-0001

Table of Contents

All references in the table of contents should be worded exactly as they appear in the text of the report. The same applies to lists of maps, figures, and tables. Use abbreviations only if there is no other way to fit the copy into the space allowed. All references should include a page number.

Pagination

The title page is the first numbered page of a report, page “i” (lower case Roman numeral). The table of contents is also numbered in lower case Roman numerals. The first page of report text should be a right-hand page, and is page “1”.

Report covers are not numbered. Letters of introduction or approval are placed in front of the title page, and are not given a number. A printed number does not have to appear on a blank page or on the title page. Blank pages are acceptable as left-hand pages (even number), but not on right-hand pages (odd number). Maps, figures, and section dividers that are interspersed in the text are numbered on both sides of the page although the number itself need not be printed.

Identifying Maps, Figures, Tables, Photos, and Appendices

Maps, figures, and tables can be identified by using either letters or numerals (Figure 1, or Map A, for example), as long as they are listed consistently. Appendix pages may be numbered in numerical sequence with the report, or with alpha-numeric designations, such as page C-2. Appendices may also be printed and bound separately with a new sequence.

Spine Copy

If the report is thick enough (3/8” or more) and is designed for a wrap-around, perfect bound cover, the title of the report should be printed on the spine. This approach is typically reserved for “final” versions only.

Photo Captions

Photographs placed within the text of a report should always have captions. If they are historical photos, the captions should include the year or approximate year that they were taken. The font used for photo captions should be different in some respect than that of the text, but should not be in italics. On the inside front or back cover, indicate “All photographs copyright California State Parks unless otherwise credited.”

Maps and Other Figures

Maps in General

By convention, true north is towards the top of the page, if practical (to the left is a viable option). For all maps within a general plan, consistently place the map title, scale, north arrow, and legend in the same location. Consistency among legend symbols is recommended. Frames and borders are optional.

Vicinity Map

The vicinity map is expected to show nearby cities and towns, nearby state parks, and the major routes of travel to the unit. Highways are best labeled by using a number inside a State, Interstate, or U.S. Highway symbol. Other symbols and labels may be used as applicable. Secondary roads and names, such as arterial roads, may be shown selectively. The vicinity map is *not* expected to show all nearby streets and roads, local drainages, or local topographic features. An inset map showing the location in California is recommended.

It is often appropriate to show county lines that exist within the mapped area, and to label the counties near their borders. Large areas of nearby public lands, such as a National Forest, may be shown and labeled, but there is no obligation to do so. Visual clarity is important. The ideal vicinity map is uncluttered, with lots of white space. The vicinity map usually works better as a line drawing, rather than an annotated aerial photo. It usually fills a standard 8 1/2 by 11 inch page. It may be best to show the unit near the center of the map. The unit name and location can be graphically enhanced to stand out from their surroundings. Delineating unit boundaries is not expected on this map.

Existing Conditions Maps

Maps in this section of the document typically include park planning areas, topography, plant and wildlife communities, existing land use, or management zones. These maps are normally portrayed in an 11 x 17 inch tip-out format. The Existing Land Use map typically depicts unit boundaries, roads, trails, major buildings at small units, and use areas. This map has sometimes been called “existing ownership and facilities.” The document’s *Introduction* section can briefly refer readers to this map for a visual understanding of the unit’s current conditions.

The Plan – Proposed Land Use, Management Zones, and Conceptual Drawings

Maps in this section graphically display the proposed land use or management zones supported by the goals and guidelines set forth in The Plan (Goals and Guidelines) chapter. Usually in an 11 x 17 inch format, these maps should portray no greater detail than what is stated in narrative form. Typically, the plan will include a map showing management zones or land use designations, supported by a detailed matrix in the document. This map illustrates areas for special protection, specific land use, or proposed for sub-classification, as well as future developments if determined appropriate. Maps in the long-range goals and guidelines section graphically communicate the holistic land use concept and management intent for the unit and how the goals for distinct planning areas are integrated.

Final Editing

After approval by the California State Park and Recreation Commission, a check print version of the General Plan is submitted to the Planning Division for proofreading for consistency of format and requirements prior to printing.

Printing and Electronic Publishing

There are many time and cost variables in the printing phase. The Department of General Services, Office of State Publishing, is one option that must be considered before determining whether to use outside sources to print the general plans. In most cases, photocopies are sufficient (color for final plan color pages or black and white for draft plans). Electronic files should be provided to the printing source for high quality printing. Cost and printing time may vary depending on size, color, paper, and maps.

Always choose the number of copies of drafts and final plans carefully, to avoid unnecessary printing costs and paper waste.

Also publish the Final General Plan as a PDF electronic document. If the PDF is larger than 20 megabytes, split the plan into several smaller files (broken down by chapter). (The file size limit for the State Parks website is currently 20 Mb.).

Distribution

Final distribution of the published plan is the responsibility of the Planning Division, in coordination with the Project Manager. This distribution would include the Final General Plan/ EIR, appropriate cover letter(s), and supplemental environmental documents if published separate from the General Plan. The Final General Plan/EIR will be distributed to agencies, organizations, libraries, and individuals that received a copy of the Preliminary General Plan/Draft EIR through the CEQA review process. Extra copies are usually sent to the District or unit offices. The Department's Central Records office will maintain a published copy and electronic version of the General Plan for future reprinting, when necessary. See Appendix E for a sample distribution list.

The Planning Division is responsible for putting the final plan, in PDF format, on the Department's website, and updating the Department's listings of completed general plans and statements of unit purpose. Provide the PDF(s) to the Planning Division for web posting.

The printing and distribution of the draft planning documents will remain the responsibility of the Project Manager. Coordination with the Planning Division is encouraged, to ensure general uniformity of document format, appearance, and acceptance by PPPC.

Upon the naming and classification of property in the State Park System, the Planning Division will print and distribute the classification documents, including the Commission's resolution on the matter. This document will be given the standard Department-wide distribution.

Distribution of electronic documents instead of paper is encouraged, to save paper and printing costs.

General Plan Amendments and Revisions

Consistency Determination with the General Plan

District Superintendents must obtain a determination from PPPC whenever there is question whether a proposed development, redevelopment of an existing facility, or institution or alteration of a program/activity is consistent with a unit's General Plan, or is permitted without a plan amendment under PRC Section 5002.2. To obtain such a determination, District Superintendents shall prepare a position paper.

Position Paper

The position paper should be prepared as follows:

Background and Introduction. Indicate the location of the unit. Discuss the significant features and values, particularly as they relate to the substance of the proposed new (or altered) development, program, or activity.

Proposed Development, Program or Activity. Indicate in detail the proposal for which a General Plan amendment may be needed, or which the PRC may permit without a plan amendment. Specify the need for or purposed of the proposed development, program or activity.

Comparison with Current General Plan Requirements. Make an explicit comparison between the proposed development, program or activity and what is clearly required or permitted in the current General Plan. Two methods shall be used in making this comparison: 1) a point-by-point comparison, comparing the various components of the proposal with what, if anything, the plan says about the matter; 2) an area map from the original plan, along with an overlay or a second map indicating the physical location and scale of the proposed development, program or activity.

Give the date(s) of the current General Plan and any existing amendments.

Indicate the relevance of the proposal to any development, project or program that has been undertaken to implement the original General Plan and/or any subsequent plan amendment.

Position Paper Review Process

The position paper shall be transmitted by the District Superintendent to the appropriate Field Division Chief. If the Field Division Chief wants this item on the PPPC agenda, he/she gives a copy of the position paper to the General Plan Program Manager for distribution to PPPC members in advance of the meeting at which it is to be discussed. The District Superintendent is encouraged to attend and participate in this meeting discussion. After PPPC makes its decision, the General Plan Program Manager will promptly inform the District Superintendent, in writing, as to the substance of the decision. If it is determined that the proposed action is not consistent with the unit's General Plan, then a general plan amendment or revised general plan shall be prepared.

General Plan Amendment Submittal Process

The PRC provides guidelines for general plans in the State Park System. The party requesting an amendment to a general plan shall prepare the appropriate documents for submission to PPPC. This documentation shall include the following material: 1) the issue(s); 2) the existing language in the approved General Plan; 3) why the General Plan needs to be changed; and 4) a plan or proposed plan for change including text revisions.

The PPPC shall either approve or disapprove the planned course of action and will also determine if the amendment is “Non-Controversial” or “Potentially Controversial.” If PPPC approves the proposed amendment, they will then forward the amendment to the Director for State Park and Recreation Commission action.

Non-Controversial Amendment

Amendments to general plans are handled as an issue memorandum from the Director to the State Park and Recreation Commission. The memorandum will normally be limited to a maximum of two pages. Public hearings will be held within 100 miles of cities shown in Section 5002.3 of the PRC. The Commission shall solicit public input, which will serve as a public hearing under CEQA. The Commission shall approve the amendment, disapprove the amendment, or recommend to the Director that the amendment be reevaluated to address controversial issues and/or provide greater justification for recommended changes to the approved General Plan.

Potentially Controversial Amendment

This is a general plan amendment that reflects substantial changes or controversial revisions. The document shall fully address the reasons for the amendment; however, this shall be at a much smaller scale (generally 35 pages or less) than is usually required in general plans. It will not need to follow the format of a full general plan. Public hearings will be held within 100 miles of cities shown in Section 5002.3 of the PRC. The Commission shall solicit public input that will serve as a public hearing under CEQA. The Commission shall either approve or disapprove the amendment.

Amendments that provide updated resource information may necessitate additional environmental assessment which will require a 45 day CEQA public review period.

General Plan Revisions

When the number of changes or the magnitude of change is great, a general plan revision should be considered instead of an amendment. While an amendment becomes a permanent addition to a general plan document, a revision completely replaces an existing general plan with a revised general plan. A general plan revision follows the same process and format as a full general plan.

Management Plans

Definition and Scope

Management plans define the objectives, methodologies, and/or designs on how management goals will be accomplished. Occurring on an as-needed basis, they are typically focused on specific management topics, goals, or issues. Depending on their focus, the plans can apply to all or part of a unit. Examples include resource management plans, operation plans, interpretation master plans, concession plans, facility development plans, and roads and trails plans. Management plans are consistent with systemwide plans and policies and with the unit's general plan. Management plans act as a bridge between the desired conditions stated as goals and guidelines in the general plan and the measurable implementation actions. Unlike general plans, individual management plans are more dynamic, changing as necessary to serve management's needs.

Guidelines/Level of Detail

The level of detail is shaped by subject complexity, regulatory and legal requirements, and Department standards.

Timing and Circumstances

Management plans are completed as staffing is available and opportunities or urgencies dictate. The district superintendent will assess the status of each plan, as necessary, and revise or update the plan as staffing allows. Some types of management plans can be completed prior to having a general plan in place, while others will be developed following the general planning effort. Following a general plan, a master plan will identify and recommend strategies for achieving the general plan's desired conditions for resources and visitor experiences.

Approvals

The Department requires adequate review and approval of all management plans developed for units of the State Park System. District Superintendents or division managers may develop or cause to be developed any number of management plans for units as needed or directed by the General Plan for the unit. Any management plan prepared for a unit of the State Park System must be reviewed and approved using the Department's current policy and process as defined in the Departmental Notice No. 2011-05 *Review of Management Plans, and Review and Contents of Interim Guidelines* (Appendix C).

A management plan would likely be considered a project under CEQA. A Project Evaluation Form (PEF) and subsequent environmental assessment must be completed and submitted for review and approval through the CEQA process. The required environmental document could be a negative declaration, mitigated negative declaration, categorical exemption, or supplemental EIR that tiers off of the approved

general plan for the unit. This process must be followed concurrently with the Department's review process outlined for management plans. The process for management plans may also require compliance with PRC Section 5024 for cultural resources and other permitting requirements as dictated by the focus and location of the management plan; e.g., coastal development permits, Cal Fire approval, etc. Cultural resource management plans and policies shall also be reviewed in consultation with the State Office of Historic Preservation.

Specific Project Plans

Definition and Scope

Specific project plans are the detailed implementation plans needed to accomplish specific project(s) or management plan(s). These plans cover various topics and describe in detail the actions that will help achieve the desired conditions outlined in a general plan or management plan. Some specific project plans should not proceed without first having a management plan in place. For example, development of a visitor center should only occur based on an interpretive management plan. Examples of specific project plans include a prescribed burn plan for a specific area of a unit, a museum exhibit plan, site-specific design concepts and site plans, and site-specific details for development of a campground. The specific project plans component also includes the research, staff work, and associated costs required for regulatory compliance and resource protection (i.e. CEQA, PRC 5024, coastal permits, Fish and Game permits, Regional Water Quality Control Board compliance, etc.).

Guidelines/Level of Detail

The level of detail is shaped by the project type and complexity. This is a site-specific level of planning which requires a detailed analysis.

Timing and Circumstances

Specific project plans are prepared as funding is available. Cultural and natural resource specialists and interpretive staff should participate in the earliest stages of program or theme development and conceptual design. Detailed resource evaluation follows completion of a design concept.

Approvals

Specific project plans are typically reviewed and approved by the district superintendent. Some may require regulatory review and compliance.

If considered a project under CEQA, a PEF and subsequent environmental assessment must be completed and submitted for review and approval through the CEQA process. The required environmental document could be a negative declaration, mitigated negative declaration, categorical exemption, or supplemental EIR that tiers off of the approved general plan for the unit. This process may also require compliance with PRC Section 5024 for cultural resources and other permitting requirements as dictated by the focus and location of the site-specific plan; e.g., coastal development permits, Cal Fire approval, etc.

Environmental Conditions Monitoring and Assessment Program

Unit-specific monitoring plans are developed to assess the status and condition of a park's vital resources and the effectiveness of management actions. They describe the important components of a specific park that need to be monitored with respect to stated management goals, priorities, and issues. They also specify what, how, and when to inventory, monitor, and assess each component. Monitoring plans can be developed for natural resources (e.g., Natural Resource Inventory, monitoring and assessment plans developed following the Environmental Condition Assessment process), for inventory and assessment of the condition of cultural features and sites, or for monitoring of visitor use and its effects on park resources.

Monitoring plans can be developed at any point in the planning process. Results from implementation of these monitoring plans are kept in the UDF and feed directly back to all other levels of the planning process by providing information for sound management decisions and adaptive management of parks and their resources. Results of the monitoring plans may cause an assessment and potential revision of existing classifications, general plans, and/or management plans.

Glossary of Planning Terms

The following is a list of terms commonly used in California State Parks planning documents. Also refer to the *Park and Recreation Professionals Glossary* (July 2004) located on the State Parks Planning Division website.

Adaptive Use: use of a historic structure for a purpose other than for which it was originally intended.

Americans with Disabilities Act (ADA): the ADA was signed into law in 1990. Divided into four titles, it guarantees people with disabilities equal access to employment, transportation and public services, public accommodations, and telecommunications. The ADA covers a wide range of disabilities, from physical conditions affecting mobility, stamina, sight, hearing, and speech, to conditions such as emotional illness and learning disorders. The ADA also addresses access to the workplace.

Archaeological Site: a bounded area containing archaeological deposits or features, defined in part by the character and location of such deposits or features; these resources are subsurface or geographical in nature.

California Coastal Commission: established by the 1972 Coastal Act to review and approve projects and actions within a defined zone along the California coastline for compliance with the Coastal Act.

California Department of Parks and Recreation: established in 1961 and originally consisted of the statutory Divisions of Beaches and Parks, Small Craft Harbors, Recreation and Administration, it is organizationally within the Natural Resources Agency. It is the legal name for California State Parks.

California Environmental Quality Act (CEQA): a state law (PRC Section 21000 et seq. Title 14, California Code of Regulations Section 1500 et. seq.) requiring state and local agencies to take actions on projects with consideration for environmental protection. If a proposed activity may result in a significant adverse effect on the environment, an EIR must be prepared. General plans require a “program EIR” and park development projects require a project environmental document.

California Register of Historical Resources: a state list to be used as an authoritative guide to identify the state’s historical resources and to indicate what properties are to be protected, to the extent prudent and feasible, from substantial adverse change. The list is managed by California State Parks.

California State Park and Recreation Commission: established in 1927 to advise the Director of Parks and Recreation on the recreational needs of the people of California. In 1928 it gathered support for the first state park bond issue. The commissioners are appointed by the Governor and conduct public hearings to consider classification, reclassification, naming and the approval of general plans (and general plan amendments) for park units.

Classification: official designation of units of the State Park System. Classification are established by the State Park and Recreation Commission at the recommendation of Department staff and are based on the sensitivity and kind of unit's most important resources and what types of use the unit will receive from the public.

Concession: a contract with persons, corporations, partnerships, or associations for the provision of products, facilities, programs, and management and visitor services that will provide for the enhancement of park visitor use, enjoyment, safety, and convenience. Concessions may be for food service, overnight accommodation, equipment rentals (canoes, rafts, skis), gift stores, etc. Concession developments, programs, and services must be compatible with a park unit's classification and general plan provisions.

Cultural Landscape: a geographic area (including both the cultural and natural resources) associated with a historic event, activity, or person or exhibiting cultural or aesthetic values. This type is a landscape that evolved through use by people whose activities or occupancy shaped it.

Cultural Preserve: the sub-classification protects areas of outstanding historic interest in state parks, including such features as sites, buildings, or zones where significant events in the flow of history in California occurred. They need to be large enough to protect resources from potential damage and to permit effective management and interpretation and must also have complete integrity of the resources; no conflicting improvements, such as roads, are permitted. Natural resource values are secondary to historical values in cultural preserves.

Cultural Resource: a resource that exists because of human activities. Cultural resources can be prehistoric (dating from before European settlement) or historic (post-European contact).

Cumulative Impact: as defined by the state CEQA Guidelines (Section 15355) two or more individual effects that, when considered together, are considerable or which compound or increase other environmental impacts.

Declaration of Purpose (California State Parks): The declaration of purpose defines the purpose of the unit in the context of the State Park System and the broadest goals of management. It includes an identification of prime resources, a broad statement of

management goals consistent with unit classification, and a general statement of appropriate recreational activities.

Demographic: having to do with a particular characteristic of a segment of the public at large; may be connected to the group's age, the region where the group resides, a particular recreational interest, economic status, etc.

Direct Impacts: primary environmental effects that are caused by a project and occur at the same time and place.

Effect/Impact: an environmental change; as defined by State CEQA Guidelines Section 15358: 1) Direct or primary effects that are caused by the project and occur at the same time and place 2) Indirect or secondary effects that are caused by the project and are later in time or farther removed in distance, but still reasonably foreseeable. Indirect or secondary effects may include growth-inducing effects and other effects related to induced changes in the pattern of land use, population density, or growth rate, and related effects on air and water quality and other natural systems including ecosystems.

Environment: as defined in State CEQA Guidelines Section 15360, "the physical conditions that exist within the area that will be affected by a proposed project, including land, air, water, mineral, flora, fauna, noise, and objects of historical and aesthetic significance."

Environmental Analysis: the task of addressing the potential impact of any given plan or development project on the State's environment; an analysis that can range across any number of topics including air pollution, toxins, and impacts on plants, animals and historical resources.

Environmental Impact Report (EIR): a report required by CEQA that assesses all the environmental characteristics of an area and determines what effects of impacts will result if the area is altered or disturbed by a proposed action. If a proposed activity may result in a significant adverse effect on the environment, an EIR must be prepared. General plans require the preparation of a "program" EIR appropriate to its level of specificity.

Environmentally Sensitive: an area in which plant or animal life or their habitats are either rare or especially valuable because of their role in an ecosystem. Such areas can be easily disturbed or degraded by human activities and developments.

Ethnographic resource: a site, structure, object, landscape, or natural resource feature assigned traditional, religious, subsistence, or other significance in the cultural system of a group traditionally associated with it.

Exotic species (or alien, non-native or non-indigenous species): a species occurring in an area outside of its historically known natural range that has been

intentionally introduced or has inadvertently penetrated the system. Also known as introduced, non-native, non-indigenous or ornamental species.

General Plan (GP): a general plan is a legal planning document that provides guidelines for the development, management, and operation of a unit of the State Park System. A general plan evaluates and defines land uses, resource management, facilities, interpretation, concessions, and operations of a park unit as well as addressing environmental impacts in a programmatic manner. A park unit must have an approved general plan prior to implementing any major development project.

Habitat: the physical location or type of environment in which an organism or biological population lives or occurs. It involves an environment of a particular kind, defined by characteristics such as climate, terrain, elevation, soil type, and vegetation. Habitat typically includes shelter and/or sustenance.

Hydrology: pertaining to the study of water on the surface of the land, in the soil and underlying geology, and in the air.

Infrastructure: public services and facilities, such as sewage-disposal systems, water supply systems, other utility systems, road and site access systems.

Indirect Impacts: also referred to as secondary effects, indirect impacts are caused by a project and occur later in time or at some distance from the project.

Initial Study: as defined by State CEQA Guidelines Section 15365, an analysis of a project's potential environmental effects and their relative significance. An initial study is preliminary to deciding whether to prepare a negative declaration or an EIR.

Interpretation: in this planning document, it refers to a communication process, designed to reveal meanings and relationships of our cultural and natural heritage, through involvement with objects, artifacts, landscapes, sties, and oral histories.

Management Plans: in California State Parks, management plans define the objectives methodologies, and/or designs regarding how management goals will be accomplished. Occurring on an as-needed basin, they are typically focused on specific management topics, goals, or issues. Depending on their focus, the plans can apply to all or part of a unit. Management plans are consistent with systemwide plans and policies and with the unit's general plan.

Mitigation Measure: a measure proposed that would eliminate, avoid, rectify, compensate for, or reduce significant environmental effects (see State CEQA Guidelines Section 15370).

Multi-use or Multi-purpose trail: an appropriately surfaced trail intended as a circulation connection for a variety of uses (hiking, bicycle, equestrian). Also referred to as a shared use trail.

National Historic Landmark (NHL): a historic property evaluated and found to have significance at the national level and designated as such by the Secretary of the Interior.

National Park Service (NPS): in 1916, Congress established the National Park Service to manage the 14 national parks and 21 national monuments then assigned to the U.S. Department of the Interior. NPS now helps conserve over 380 parks "unimpaired for the enjoyment of future generations."

National Register of Historic Places (NRHP): the official federal list of districts, sites, buildings, structures and objects significant in American history, architecture, archaeology, engineering and culture.

Natural Preserve: a sub-classification within a unit of the State Park System that requires the State Park and Recreation Commission's approval. Its main purpose is to maintain such features as rare and endangered plants and animals and their supporting ecosystems in perpetuity.

Notice of Preparation (NOP): a document stating that an EIR will be prepared for a particular project. It is the first step in the EIR process.

Office of Historic Preservation (OHP): the governmental agency primarily responsible for the statewide administration of the historic preservation program in California. Its responsibilities include identifying, evaluating, and registering historic properties and ensuring compliance with federal and state regulatory obligations.

Open Space: an area with few or no paved surfaces or buildings, which may be primarily in its natural state or improved for use as a park.

Preservation (cultural resources): the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project (Secretary of the Interior's Standards for the Treatment of Historic Properties [1995], NPS).

Project: as defined by the State CEQA Guidelines Section 15378, a project can be one of the following a) activities undertaken by any public agency; b) activities undertaken

by a person that are supported in whole or in part through contracts, grants, subsidies, loans or other forms of assistance from one or more public agencies; c) activities involving the issuance to a person of a lease, permit, license, certificate, or other entitlement for use by one or more public agencies.

Public Resources Code (PRC): in addition to the State Constitution and Statues, California Law consists of 29 codes covering various subject areas. The PRC addresses natural, cultural, aesthetic, and recreation resources of the State.

Recreation, Active: activities that generally involve running, throwing, or other forms of sport or exercise that may include use of specialized equipment. Examples of active park uses include bicycling, horseback riding, and rock climbing. State Parks generally restrict active park uses to designated areas or may prohibit or restrict some active uses due to the potential for conflict with park users who seek passive uses or more restful activities to more fully enjoy a park's natural features.

Recreation, Passive: activities that generally involve leisurely ways to enjoy the outdoor environment such as walking on nature trails, picnicking, fishing, and bird watching.

Rehabilitation (cultural resources): the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historic, cultural, or architectural values (Secretary of the Interior's Standards for the Treatment of Historic Properties [1995], NPS).

Restoration (cultural resources): the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading a of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project (Secretary of the Interior's Standards for the Treatment of Historic Properties [1995], NPS).

Riparian: riparian habitat represents the vegetative and wildlife areas adjacent to perennial and intermittent streams and are delineated by the existence of plant species normally found near fresh water.

Runoff: that portion of rainfall or surplus water that does not percolate into the ground and flows overland and is discharged into surface drainages or bodies of water.

Scope of Collection Statement: a comprehensive plan that describes what type of objects a park unit collects and maintains, and why it does so.

Significant Effect on the Environment: as defined by State CEQA Guidelines Section 15382, substantial or potentially substantial, adverse change on any of the physical

conditions within the area affected by the project, including land, air, water, minerals, flora, fauna, ambient noise, and objects of historic or aesthetic significance. An economic or social change by itself shall not be considered a significant effect on the environment. A social or economic change related to physical change may be considered in determining whether the physical change is significant.

Special Status Species: plant or animal species that are typically listed (State and Federal) as endangered, rare and threatened, plus those species considered by the scientific community to be deserving of such listing.

Specific Plan: a tool for detailed design and implementation of a defined portion of the area covered by a general plan. Specific plans put the provisions of the local general plan into action.

State Historic Preservation Officer (SHPO): the chief administrative officer for the OHP and is also the executive secretary of the State Historic Resources Commission.

Sub-classification: a separate classification for a portion or unit of the State Park System. The State Park and Recreation Commission establishes these at the recommendation of Department staff. Cultural Preserves, Natural Preserves and Wilderness are sub-classifications.

Threatened Species: an animal or plant species that is considered likely to become endangered throughout a significant portion of its range within the foreseeable future because its prospects for survival and reproduction are in jeopardy from one or more causes. The U.S. Fish and Wildlife Service and/or the California Department of Fish and Game make this designation.

Tiered Approach (Tiering): in general plans, used to meet the required of CEQA. The first tier EIR will be prepared of the general plan. Subsequent management plans, area development plans, and specific project plans, implementing the general plan may be subject to additional environmental review (second and third tiers, etc.). The degree of specificity will reflect the level of detail in the general plan and subsequent plans

Topography: graphic representation of the surface features of a place or region on a map, indicating their relative positions and elevations.

Trailhead: the beginning of a trail, usually marked by information signs.

Unit Data File (UDF): In California State Parks, the working file that contains an organized body of information about a unit, and references the location of other information; it acts as an organized library of both unit data and the status of current issues.

Viewshed: the area that can be seen from a specified location.

Watershed: the total area above a given point on a watercourse that contributes water to the flow of the watercourse; the entire region drained by a watercourse.

Wetland: includes the environment of subtidal, mudflats, tidal salt marsh, periodically inundated or brackish marsh, diked marshland, associated upland, and freshwater marsh.

Wilderness: within state parks, this is a sub-classification requiring approval by the State Park and Recreation Commission. It provides protection for plants and animals and their supporting ecosystems while also encouraging recreational use. Its provision includes no permanent facilities other than “semi-improved campgrounds” and possible retention of structures existing when the land was designated. No mechanical equipment may be used in a wilderness (including bicycles), and there is a 2,000-foot no-fly zone above.

Selected References

Accessibility

California State Parks Accessibility Guidelines, Accessibility Section, Acquisition and Development Division, 2009 edition.
Provides guidelines and policies regarding accessible design. Available online at: http://www.parks.ca.gov/?page_id=21944

Transition Plan for Accessibility in California State Parks, Accessibility Section, Acquisition and Development Division, 2001, updated 2003. Available online at: http://www.parks.ca.gov/?page_id=21944

Trail Plan for Accessibility in California State Parks, Accessibility Section, Acquisition and Development Division, 2001, updated 2003. Available online at: http://www.parks.ca.gov/?page_id=21944

All Visitors Welcome, DPR 2003 (third) edition.
Accessibility guidance for interpreters and interpretation planners. Available from Interpretation and Education Division web page: http://www.parks.ca.gov/?page_id=25531

Accessibility and Publications Policy, Departmental Notice No. 2000-07, DOM 1800

California State Parks Accessibility web site, 'Accessible Features in State Parks' search pages: http://access.parks.ca.gov/

Collections

Guidelines for Writing a Scope of Collection Statement, California State Parks, Sacramento, 2009.

Museum Collections Management Handbook, Vol. II

Museum Collections Management, Department Operations Manual, Chapter 2000, California State Parks, May 1997.

Cultural Resources

CRM Handbook, December 2001, Department of Parks and Recreation, Cultural Resources Division

Interpretation and Education

Many of the California State Parks documents listed below are available at www.parks.ca.gov/interptools. For copies of documents in either hardcopy or on CD, contact the California State Parks Interpretation and Education Division at (916) 654-2249, or interp@parks.ca.gov.

Helmich, Mary A.
Park-to-Park Index. California State Parks. Sacramento, 2000. http://www.parks.ca.gov/default.asp?page_id=23126

Helmich, Mary A. et al.
Workbook for Planning Interpretive Projects in California State Parks. California State Parks. Sacramento, 1997.

Porter, Erika R., and Jenan Saunders
All Visitors Welcome: Accessibility in State Park Interpretive Programs and Facilities. 3rd edition. California State Parks. Sacramento, 2003.

Ward, Carolyn J., and Alan E. Wilkinson
Basic Interpretation Learning System (BILS) Handbook. California State Parks. Sacramento, 2003.

The California State Board of Education Content Standards for grades K-12 can be downloaded from the California Department of Education website at http://www.cde.ca.gov/be/st/ss/, or hardcopies may be purchased from:

CDE Press Sales
1430 N Street, Suite 3207
Sacramento, CA 95814
1-800-995-4099

Career Technical Education Content Standards. California State Board of Education. Sacramento, 2005.

English Language Arts Content Standards. California State Board of Education. Sacramento, 1997.

English Language Development Content Standards. California State Board of Education. Sacramento, 1999.

History-Social Science Content Standards. California State Board of Education. Sacramento, 1998.

Mathematics Content Standards. California State Board of Education. Sacramento, 1997.

Physical Education Content Standards. California State Board of Education. Sacramento, 2005.

Science Content Standards. California State Board of Education. Sacramento, 1998.

Visual and Performing Arts Content Standards. California State Board of Education. Sacramento, 2001.

Natural Resources

Department Operations Manual Chapter 0300, Natural Resources

Acquisition Guidelines 2008-09 Natural Resources and Sustainable Ecosystems

Park Planning

The State Parks Planning Division provides technical assistance on a wide range of subjects for all park and recreation providers, ranging from surveys, guidebooks, articles, workshops, and studies on current trends and their implications for California State Parks. These documents are available in Adobe pdf format. A list of planning tools and other useful publications can be found on the State Parks website, http://www.parks.ca.gov/?page_id22226, Planning Division, Park Planners Toolbox.

Park and Recreation Professional's Glossary, California State Parks, July 2004. Includes planning acronyms and definitions of commonly used terms.

Park Support

Public Resources Code: searchable database at http://www.leginfo.ca.gov/calaw.html

Cooperating Associations Program Manual (March 1992) http://www.parks.ca.gov

Recreation

California Outdoor Recreation Plan, *Public Opinions and Attitudes on Outdoor Recreation in California – 2008*

California Parks and Recreation: the magazine of the California Park and Recreation Society. http://www.cprs.org/publications-magazine.htm

trendSCAN Parks and Recreation. Current issue online at http://www.cprs.org/

In-Brief: Sporting Goods Manufacturers Association newsletter, http://www.sgma.com/

California Department of Finance Demographic Research Unit, www.dof.ca.gov

State Park Visitor Survey Report (anticipated completion in 2010)

Supplemental Efforts

This section is one of the important supplemental efforts identified in the *Planning Handbook*. Additional information and guidance will be provided, as necessary, when sufficient resources become available.

This reference list will be expanded to include references referred to elsewhere in the *Planning Handbook*.

Appendices

Appendix A:
Public Resources Code
Section 5019.50-5019.80

5019.50. All units that are or shall become a part of the state park system, except those units or parts of units designated by the Legislature as wilderness areas pursuant to Chapter 1.3 (commencing with Section 5093.30), or where subject to any other provision of law, including Section 5019.80 and Article 1 (commencing with Section 36600) of Chapter 7 of Division 27, shall be classified by the State Park and Recreation Commission into one of the categories specified in this article. Classification of state marine reserves, state marine parks, and state marine conservation areas, requires the concurrence of the Fish and Game Commission for restrictions to be placed upon the use of living marine resources.

5019.53. **State parks** consist of relatively spacious areas of outstanding scenic or natural character, oftentimes also containing significant historical, archaeological, ecological, geological, or other similar values. The purpose of state parks shall be to preserve outstanding natural, scenic, and cultural values, indigenous aquatic and terrestrial fauna and flora, and the most significant examples of ecological regions of California, such as the Sierra Nevada, northeast volcanic, great valley, coastal strip, Klamath-Siskiyou Mountains, southwest mountains and valleys, redwoods, foothills and low coastal mountains, and desert and desert mountains.

Each state park shall be managed as a composite whole in order to restore, protect, and maintain its native environmental complexes to the extent compatible with the primary purpose for which the park was established.

Improvements undertaken within state parks shall be for the purpose of making the areas available for public enjoyment and education in a manner consistent with the preservation of natural, scenic, cultural, and ecological values for present and future generations. Improvements may be undertaken to provide for recreational activities including, but not limited to, camping, picnicking, sightseeing, nature study, hiking, and horseback riding, so long as those improvements involve no major modification of lands, forests, or waters. Improvements that do not directly enhance the public's enjoyment of the natural, scenic, cultural, or ecological values of the resource, which are attractions in themselves, or which are otherwise available to the public within a reasonable distance outside the park, shall not be undertaken within state parks.

State parks may be established in the terrestrial or nonmarine aquatic (lake or stream) environments of the state.

5019.56. **State recreation units** consist of areas selected, developed, and operated to provide outdoor recreational opportunities. The units shall be designated by the commission by naming, in accordance with Article 1 (commencing with Section 5001) and this article relating to classification. In the planning of improvements to be

undertaken within state recreation units, consideration shall be given to compatibility of design with the surrounding scenic and environmental characteristics.

State recreation units may be established in the terrestrial or nonmarine aquatic (lake or stream) environments of the state and shall be further classified as one of the following types:

(a) **State recreation areas**, consisting of areas selected and developed to provide multiple recreational opportunities to meet other than purely local needs. The areas shall be selected for their having terrain capable of withstanding extensive human impact and for their proximity to large population centers, major routes of travel, or proven recreational resources such as manmade or natural bodies of water. Areas containing ecological, geological, scenic, or cultural resources of significant value shall be preserved within state wildernesses, state reserves, state parks, or natural or cultural preserves, or, for those areas situated seaward of the mean high tide line, shall be designated state marine reserves, state marine parks, state marine conservation areas, or state marine cultural preservation areas.

Improvements may be undertaken to provide for recreational activities, including, but not limited to, camping, picnicking, swimming, hiking, bicycling, horseback riding, boating, waterskiing, diving, winter sports, fishing, and hunting.

Improvements to provide for urban or indoor formalized recreational activities shall not be undertaken within state recreation areas.

(b) **Underwater recreation areas**, consisting of areas in the nonmarine aquatic (lake or stream) environment selected and developed to provide surface and subsurface water-oriented recreational opportunities, while preserving basic resource values for present and future generations.

(c) **State beaches**, consisting of areas with frontage on the ocean, or bays designed to provide swimming, boating, fishing, and other beach-oriented recreational activities. Coastal areas containing ecological, geological, scenic, or cultural resources of significant value shall be preserved within state wildernesses, state reserves, state parks, or natural or cultural preserves, or, for those areas situated seaward of the mean high tide line, shall be designated state marine reserves, state marine parks, state marine conservation areas, or state marine cultural preservation areas.

(d) **Wayside campgrounds**, consisting of relatively small areas suitable for overnight camping and offering convenient access to major highways.

5019.59. **Historical units**, to be named appropriately and individually, consist of nonmarine areas established primarily to preserve objects of historical, archaeological, and scientific interest, and archaeological sites and places commemorating important persons or historic events. The areas should be of sufficient size, where possible, to encompass a significant proportion of the landscape associated with the historical objects. The only facilities that may be provided are those required for the safety, comfort, and enjoyment of the visitors, such as access, parking, water, sanitation,

interpretation, and picnicking. Upon approval by the commission, lands outside the primary historic zone may be selected or acquired, developed, or operated to provide camping facilities within appropriate historical units. Upon approval by the State Park and Recreation Commission, an area outside the primary historic zone may be designated as a recreation zone to provide limited recreational opportunities that will supplement the public's enjoyment of the unit. Certain agricultural, mercantile or other commercial activities may be permitted if those activities are a part of the history of the individual unit and any developments retain or restore historical authenticity. Historical units shall be named to perpetuate the primary historical theme of the individual units.

5019.62. **State seashores** consist of relatively spacious coastline areas with frontage on the ocean, or on bays open to the ocean, including water areas landward of the mean high tide line and seasonally connected to the ocean, possessing outstanding scenic or natural character and significant recreational, historical, archaeological, or geological values. The purpose of state seashores shall be to preserve outstanding natural, scenic, cultural, ecological, and recreational values of the California coastline as an ecological region and to make possible the enjoyment of coastline and related recreational activities which are consistent with the preservation of the principal values and which contribute to the public enjoyment, appreciation, and understanding of those values. Improvements undertaken within state seashores shall be for the purpose of making the areas available for public enjoyment, recreation, and education in a manner consistent with the perpetuation of their natural, scenic, cultural, ecological, and recreational value. Improvements which do not directly enhance the public enjoyment of the natural, scenic, cultural, ecological, or recreational values of the seashore, or which are attractions in themselves, shall not be undertaken.

5019.65. **State reserves** consist of areas embracing outstanding natural or scenic characteristics or areas containing outstanding cultural resources of statewide significance. State reserve units may be established in the terrestrial or nonmarine aquatic (lake or stream) environments of the state and shall be further classified as one of the following types:

(a) **State natural reserves**, consisting of areas selected and managed for the purpose of preserving their native ecological associations, unique faunal or floral characteristics, geological features, and scenic qualities in a condition of undisturbed integrity. Resource manipulation shall be restricted to the minimum required to negate the deleterious influence of man.

Improvements undertaken shall be for the purpose of making the areas available, on a day use basis, for public enjoyment and education in a manner consistent with the preservation of their natural features. Living and nonliving resources contained within state natural reserves shall not be disturbed or removed for other than scientific or management purposes.

(b) **State cultural reserves**, consisting of areas selected and managed for the purpose of preserving and protecting the integrity of places that contain historic or prehistoric structures, villages, or settlements, archaeological features, ruins, artifacts,

inscriptions made by humans, burial grounds, landscapes, hunting or gathering sites, or similar evidence of past human lives or cultures. These areas may also be places of spiritual significance to California Native Americans. Within state cultural reserves, the highest level of resource protection shall be sought. Improvements may be undertaken for the purpose of providing public access, enjoyment, and education, and for cultural resource protection. Improvements made or the purpose of cultural resource protection shall take into account the possible need for access to the site for ceremonial or spiritual purposes. Living and nonliving resources contained within state cultural reserves may be used for ceremonial or spiritual purposes, consistent with other laws, and if the use is not harmful to threatened or endangered species or to the cultural resources intended for protection by this designation. Management actions shall be consistent with the preservation of cultural resources and with federal and state laws.

5019.68. **State wildernesses**, in contrast with those areas where man and his own works dominate the landscape, are hereby recognized as areas where the earth and its community of life are untrammeled by man and where man himself is a visitor who does not remain. A state wilderness is further defined to mean an area of relatively undeveloped state-owned or leased land which has retained its primeval character and influence or has been substantially restored

to a near-natural appearance, without permanent improvements or human habitation, other than semi-improved campgrounds, or structures which existed at the time of classification of the area as a state wilderness and which the State Park and Recreation Commission has determined may be maintained and used in a manner compatible with the preservation of the wilderness environment, or primitive latrines, which is protected and managed so as to preserve its natural conditions, and which:

(a) Appears generally to have been affected primarily by the forces of nature, with the imprint of man's work substantially unnoticeable.

(b) Has outstanding opportunities for solitude or a primitive and unconfined type of recreation.

(c) Consists of at least 5,000 acres of land, either by itself or in combination with contiguous areas possessing wilderness characteristics, or is of sufficient size as to make practicable its preservation and use in an unimpaired condition.

(d) May also contain ecological, geological, or other features of scientific, educational, scenic, or historical value. State wildernesses may be established within the boundaries of other state park system units.

5019.71. **Natural preserves** consist of distinct nonmarine areas of outstanding natural or scientific significance established within the boundaries of other state park system units. The purpose of natural preserves shall be to preserve such features as rare or endangered plant and animal species and their supporting ecosystems, representative examples of plant or animal communities existing in California prior to the impact of civilization, geological features illustrative of geological processes, significant fossil occurrences or geological features of cultural or economic interest, or topographic features illustrative of representative or unique biogeographical patterns. Areas set

aside as natural preserves shall be of sufficient size to allow, where possible, the natural dynamics of ecological interaction to continue without interference, and to provide, in all cases, a practicable management unit. Habitat manipulation shall be permitted only in those areas found by scientific analysis to require manipulation to preserve the species or associations that constitute the basis for the establishment of the natural preserve.

5019.74. **Cultural preserves** consist of distinct nonmarine areas of outstanding cultural interest established within the boundaries of other state park system units for the purpose of protecting such features as sites, buildings, or zones which represent significant places or events in the flow of human experience in California. Areas set aside as cultural preserves shall be large enough to provide for the effective protection of the prime cultural resources from potentially damaging influences, and to permit the effective management and interpretation of the resources. Within cultural preserves, complete integrity of the cultural resources shall be sought, and no structures or improvements that conflict with that integrity shall be permitted.

5019.80. (a) The Marine Managed Areas Improvement Act (Chapter 7 (commencing with Section 36600) of Division 27) establishes a uniform classification system for state marine managed areas and is incorporated herein by reference. Any proposals for marine managed areas made after January 1, 2002, shall follow the guidelines set forth in that act. Pursuant to Section 36750, existing marine or estuarine areas within units of the state park system that have not been reclassified in accordance with the Marine Life Protection Act (Chapter 10.5 (commencing with Section 2850) of Division 3 of the Fish and Game Code) on January 1, 2002, shall be reclassified by the State Interagency Coordinating Committee into one of the following classifications:

(1) State marine reserve.

(2) State marine park.

(3) State marine conservation area.

(4) State marine cultural preservation area.

(5) State marine recreational management area.

(b) The process for establishing, deleting, or modifying state marine reserves, state marine parks, state marine conservation areas, state marine cultural preservation areas, and state marine recreational management areas shall be established pursuant to that act. The restrictions and allowable uses applicable to those areas are as set forth in that act.

Appendix B:
California Public Resources Code Section 5002.2

(a) Following classification or reclassification of a unit by the State Park and Recreation Commission, and prior to the development of any new facilities in any previously classified unit, the department shall prepare a general plan or revise any existing plan, as the case may be, for the unit.

The general plan shall consist of elements that will evaluate and define the proposed land uses, facilities, concessions, operation of the unit, any environmental impacts, and the management of resources, and shall serve as a guide for the future development, management, and operation of the unit.

The general plan constitutes a report on a project for the purposes of Section 21100. The general plan for a unit shall be submitted by the department to the State Park and Recreation Commission for approval.

(b) The resource element of the general plan shall evaluate the unit as a constituent of an ecological region and as a distinct ecological entity, based upon historical and ecological research of plant-animal and soil-geological relationships and shall contain a declaration of purpose, setting forth specific long-range management objectives for the unit consistent with the unit's classification pursuant to Article 1.7 (commencing with Section 5019.50), and a declaration of resource management policy, setting forth the precise actions and limitations required for the achievement of the objectives established in the declaration of purpose.

(c) Notwithstanding the requirements of subdivision (a), the department is not required to prepare a general plan for a unit that has no general plan or to revise an existing plan, as the case may be, if the only development contemplated by the department consists of the repair, replacement, or rehabilitation of an existing facility; the construction of a temporary facility, so long as such construction does not result in the permanent commitment of a resource of the unit; any undertaking necessary for the protection of public health or safety; or any emergency measure necessary for the immediate protection of natural or cultural resources; or any combination thereof at a single unit. Any development is subject to the requirements of the California Environmental Quality Act (Division 13 (commencing with Section 21000)).

(d) Any general plan approved prior to July 1, 1972, may be used as the basis for development if the director finds that there has been no significant change in the resources of the unit since approval of the plan and that the plan is compatible with current policies governing development of the unit and the classification of the unit.

(e) Consistent with good planning and sound resource management, the department shall, in discharging its responsibilities under this section, attempt to make units of the state park system accessible and usable by the general public at the earliest opportunity.

(f) The department may prepare a general plan which includes more than one unit of the state park system for units which are in close proximity to one another and which have similar resources and recreational opportunities if that action will facilitate the protection of public resources and public access to units of the state park system.

State of California - Natural Resources Agency DEPARTMENT OF PARKS AND RECREATION		MANUAL
DEPARTMENTAL NOTICE No. 2011 - 05		Operations
SUBJECT Review of Management Plans, and Review and Contents of Interim Guidelines		CHAPTER DOM 0500 (NEW) Park Planning
ISSUED October 14, 2011	EXPIRES When Incorporated	REFERENCE

DPR 375 (Rev. 1/2011) (Word 1/20/2011)
WHEN APPLICABLE, ENTER THE NUMBER AND DATE OF THIS DEPARTMENTAL NOTICE IN THE MARGIN OF THE MANUAL PAGE, ADJACENT TO THE SECTION(S) AFFECTED BY IT.

DEFINITION

Management plans define the objectives, methodologies and/or designs on how management goals will be accomplished. Management plans can apply to all or part of a unit. They are typically focused on specific management topics, goals, issues or core program activities. Examples include resource management plans, operation plans, interpretation master plans, concession plans, facility development plans and roads and trails plans. Management plans must be consistent with system-wide plans and policies, with the unit's general plan and the classification and purpose of the unit. Management plans act as a bridge between the desired conditions stated as goals and guidelines in the general plan and the measurable implementation actions. Individual management plans are more dynamic than general plans. The district updates management plans as needed to accommodate changing conditions, policies and management priorities.

Appendix C

Management plans and interim guidelines, prepared by Departmental staff or an outside contractor, require adequate reviews, including review by the Planning Policy and Programming Committee (PPPC). The following two sections describe the review process, including exemptions from PPPC review, and contents of Interim Guidelines.

DOM shall reference the following material, where necessary, and this DN shall be placed in its entirety in the *Planning Handbook*.

1. REVIEW OF MANAGEMENT PLANS

It is the policy of the Department to require adequate review and approval of all management plans developed for units of the California State Park System, whether the plans are developed by a district, headquarters or a service center, with or without the use of outside contractors. District Superintendents may develop or approve the development of any number of management plans for units as needed or as directed by the General Plan for the park unit or as required to address the appropriate management or use of a core program, resource property or area, and/or park facility.

District Superintendents will develop a process for district-level review and approval of all management plans that involves all necessary internal and external entities. District Superintendents will also notify the appropriate policy division chief(s) when a management plan is proposed to be developed and allow for review by the policy division chief(s) as early in the process as possible.

In addition, any management plan developed for a park unit must be reviewed using the following process:

A. Under delegation from the Deputy Director of Park Operations, field division chiefs have the responsibility to oversee management plans. The appropriate field division chief will review all management plans for units in their division and present them to PPPC for discussion. The District Superintendent shall prepare an issue paper one week prior to the PPPC meeting and submit to the PPPC Secretary. The following factors will be considered; irreversibility and magnitude of use; controversy of use or product; California Public Resources Code requirements related to general plans, natural and cultural resource stewardship; potential conflict between core functions; adherence of the plan to Department standards and policies; and deviation from past practice. Printed and electronic copies of the management plan will be kept by the district and filed in UDF as well as with the appropriate Department archives and the appropriate policy division(s).

B. Depending on the potential consequences of plan approval or implementation, including but not limited to; commitment to development or operational costs, environmental impacts, consistency with, or precedent setting for, state park policies and mandates, legal challenges, and/or public controversy, it may be forwarded to the Deputy Director of Park Operations and/or the Director for further review and approval.

C. A management plan for a unit of the State Park System may be considered a project under the California Environmental Quality Act (CEQA). If so, the management plan is subject to CEQA compliance as well as other environmental mandates and permitting requirements. DPR CEQA guidelines (DOM 0600) shall be reviewed to determine if CEQA applies [or the National Environmental Policy Act (NEPA), if the plan has a federal nexus (funding or permitting)]. A Project Evaluation Form (PEF) shall be completed and submitted to the District Superintendent for review and approval through the CEQA, PRC 5024.5 review, and applicable permitting processes. This Departmental review process must be followed concurrently with the executive review process listed above. Once all review and approval processes have been completed, including public comment and review periods, it is the responsibility of the District Superintendent to make appropriate revisions and adhere to the requirements of the management plan.

2. REVIEW AND CONTENTS OF INTERIM GUIDELINES

Periodically, the Department develops interim guidelines, or interim management guidelines, before a general plan is prepared and approved for a park unit, especially after major acquisitions. Guidelines may provide direction or guidance to park staff for resource management, interpretation, public access, recreation or the need for facilities improvements. Since the use of interim guidelines does not allow the permanent commitment of a resource of a unit, these guidelines may not trigger CEQA.

Interim guidelines have the potential of establishing future planning and implementation priorities for resource management, interpretation, recreational needs and the location of future permanent facilities. Selection of some interim use priorities and programs may influence the preparation of a unit's general plan and directly or indirectly determine intent for long-term uses or funding commitments. Therefore, due diligence is required to assure that interim use guidelines do not create significant resource management issues, costly long-term management commitments and subsequently constrain future general plan decisions. Therefore, interim use guidelines shall be reviewed with input from PPPC.

Since these guidelines will vary regarding their overall impact or sensitivity, PPPC will determine on a case-by-case basis whether additional review and consultation is necessary.

Some interim guidelines are prepared using the combined efforts of department personnel, contractors, cooperating associations and/or supporting organizations. Before preparation and PPPC review of these guidelines, the District Superintendent shall make clear in an issue paper to the Field Division Chief and all involved outside parties the responsibilities of the Department, the responsibility, interest and involvement of the outside parties, and the purpose and scope of the activities, actions and physical improvements required of the interim guidelines.

The following considerations shall be addressed to allow for PPPC review of interim guidelines:

1. Statutory, regulatory or policy requirements: Acquisition or legislative requirements or agreements limiting use of property or impacting management.

2. Inventory and Assessment: Resource inventory completed at the level that is necessary to review impacts of interim uses proposed.

    - Natural Resource Condition Assessment & Scoping
    - Cultural Resource Condition Assessment & Scoping
    - Regional context of habitat/connectivity and recreational uses
    - Known potential future acquisitions and their impact on interim guidelines

3. Uses: Existing and potential operations and public use areas and assessment of potential conflicts with natural and cultural resources.

4. Interpretation: Focus of unit-wide interpretation, including unifying, primary and secondary themes, plus primary and secondary interpretive periods for historic interpretation (if any).

5. Recommendations: Proposed management actions, including goals for desired interim facility improvements. Potential IPU projects could be identified. Specific interim use and/or development proposals may trigger CEQA, PRC 5024.5 and agency permitting reviews should be identified.

6. Management: The role of/or interaction with third party groups regarding:

    - Public access
    - User fees, concession opportunities
    - Potential partnerships and agreements

7. Other: Relevant issues not discussed above.

A PEF shall be prepared as required to provide substantial evidence of compliance with CEQA, PRC 5024.5 and applicable environmental permitting. [NOTE: The PEF triggers all environmental compliance reviews—cultural and historical resources are also subject to CEQA

guidelines—PRC 5024.5 review is required of all Departmental actions, not just when cultural and historical resources are present—the review form is required only when resources are present or potentially affected, if there are none present that is documented in the PEF—thus documenting no effect for PRC 5024.5 compliance].

These guidelines should not be confused with **Interim Public Use (IPU)** projects, which are improvement projects required to provide temporary public use or operational support facilities in recently acquired property. IPU projects are allowed without the requirement of an approved general plan as they are not considered to be a permanent commitment of capital resources. IPU projects are subject to the Department's project review and environmental compliance processes

ARCHIVING

A copy of all approved management plans or interim guidelines shall be kept at the district and filed in the Unit Data File (UDF) The district is required to file an electronic and printed copy with the Department archives, Central Records Office and with the appropriate policy division(s). Copies will be made available to others upon request.

QUESTIONS

If you have questions regarding this notice, contact the appropriate field division chief at (916) 657-4042.

The policy and guidance in this notice are effective immediately.

Anthony I. Perez
Deputy Director
Park Operations

Appendix D: General Plan Project Agreement (Example)

Topanga State Park Project Agreement

California Department of Parks and Recreation
Topanga State Park
General Plan

Project Agreement

Planning Policy and Programming Committee (PPPC)
And
Topanga State Park General Plan Team

October 9, 2008

TOPANGA STATE PARK
– GENERAL PLAN –
PROJECT AGREEMENT

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INTRODUCTION

This Project Agreement has been developed jointly between the Planning Policy and Programming Committee (PPPC), the Angeles District (District), and the Southern Service Center of the California Department of Parks and Recreation. It represents the Department's strategy for completion of the Topanga State Park General Plan, laying out the framework for the planning process, describing the expectations and responsibilities of all parties, and summarizing the major issues to be addressed in the general plan. The Planning Team includes staff from the Southern Service Center and the Angeles District office.

The objectives of the Project Agreement are:

- To establish clear expectations for the scope of the project,
- To provide an estimate of staff time required for research, public involvement, development of alternatives and a single plan, and document production,
- To hold both staff and management accountable for timely completion and appropriate support of the general plan,
- To provide a measurable framework for changes as they occur during the general plan process, and
- To inform management of the specific effects their decisions will have on the progress of the general plan.

In the event that the planning process is affected by unforeseen circumstances, amendments to this Project Agreement may be submitted by the Planning Section or District to the PPPC for their authorization. Such amendments will be submitted at the first sign of conflict or need, along with reasonable justification for the suggested changes.

RESPONSIBILITIES

To insure that the objectives of this Project Agreement are met, the Planning Policy and Programming Committee, the Southern Service Center, and the Angeles District will assume the following project responsibilities:

A. Planning Policy and Programming Committee (PPPC)

- Review and approve the scope of work, issues, and funding allocation for this planning effort.
- Make commitments of staff and funding based on the Project Agreement (see Staffing and Funding Plan on page 11),
- Review and authorize amendments to the Project Agreement, and
- Keep the Planning Section and District informed of any situations or outside actions that may affect the outcome or performance of the planning effort.
- Facilitate reviews and comments on the Draft General Plan by executive staff and all appropriate divisions.

B. Southern Service Center (SSC)

- Complete project work within the approved budget and schedule (see Schedule on page 12),
- Provide appropriate materials to the PPPC for review at the following milestones in the general plan process:
  - At the completion of the draft Project Agreement
  - Prior to public review of plan alternatives
  - Prior to public review of the preferred alternative/single plan proposals
  - At the completion of the draft general plan
  - At the completion of the CEQA public review
  - Prior to the Director's briefing for the Park and Recreation Commission hearing,
- Provide project status reports, as requested by the PPPC,
- Promptly alert the PPPC and District as problems arise during the general plan process, and
- Prepare written amendments to the Project Agreement, with justification for time extensions and increased funding allocation, and submit them to the PPPC for authorization.

C. Angeles District

- Superintendent agrees to authorize District and park staff assistance in preparation of the general plan and to lead necessary work in the field,
- Collaborate with and provide information to the Southern Service Center staff about the general plan,
- Conduct District meetings to arrive at consensus and actively discuss issues and plans with input to Southern Service Center staff before documents are written,
- Help develop and formulate planning documents, circulate as necessary, and review and submit comments and amendments for all drafts,
- Help develop, formulate, review and authorize amendments to the Project Agreement, and
- Assist with communications of general plan information to and from the local public, media, and agencies.

D. Planning Division

- Designate a project liaison from the Planning Division to serve as the contact person and responsible party for facilitating document reviews and approvals through the Headquarters Divisions and the PPPC,
- Review and comment on draft/preliminary planning and environmental documents,
- Provide technical and other assistance to the District and planning team, with information on statewide visitor needs and recreation demands and requirements of the general plan/EIR documents and process for plan reviews and approvals,
- Help develop, formulate, review and authorize amendments to the Project Agreement.

SCOPE OF WORK

Purpose
Develop a cohesive and comprehensive general plan that reconciles the outdated Topanga State Park General Development Plan (1977) and incorporates the resources, features, and facilities of recent acquisition areas, including the 1,659 acres of Lower Topanga Canyon. Complete a cursory inventory of resources and existing conditions relative to the park, which can be used as a foundation for this long-range planning effort.

Unit Description
Topanga State Park is one of the largest parks in the Santa Monica Mountains National Recreation Area [SMMNRA]. It encompasses 11,529.27 acres of varied terrain, much of it dramatically steep and scenic. Significant portions of many coastal-running creeks lie within its boundaries, including the creeks of Topanga, Santa Ynez, Temescal, Los Liones, and Rustic Canyons, as well as countless tributaries and drainages. The park now extends from its northern boundary in the hills above inland San Fernando Valley to the coast along Pacific Coast Highway [PCH].

Topanga State Park contains traditional lands of both the Tongva and Chumash peoples, historically marking an interface between these two groups. Archaeological sites within the park represent many types and time periods, including those characteristic of the Topanga Complex, which spans some 8,000 years of prehistory. Historic resources, such as the Trippet Ranch complex and the Topanga Ranch Motel, represent important periods of California's recreational history. In addition to serving as landmarks of a more contemporary "Topanga Culture" they connect the visitors of today and tomorrow with those who visited this mountain-canyon-coastal landscape in the past. Topanga State Park currently offers limited camping opportunities; a modest, but recently re-furbished nature center at Skeet Lodge; and an extensive trail network that serves multiple regional and park-wide circulation needs, as well as the demands of local convenience.

Topanga State Park lands are located in Los Angeles County. Most this rugged, natural park lies within the City of Los Angeles' urban limits. Originally created in the 1960s and 1970s, the park is currently under the stewardship of Angeles District and Topanga Sector of the California Department of Parks and Recreation. The scope of work identified by the planning section and the District includes the identification of major issues and opportunities to be addressed by the planning effort (Scope of Issues and Opportunities) and estimated future staffing time and costs to be allocated from the Southern Service Center and Angeles District (Staffing and Funding Plan).

A. SCOPE OF ISSUES AND OPPORTUNITIES

The following represents a scope of significant issues and opportunities to be addressed in the general plan. They are presented under general headings, and each is described briefly, along with any indicated actions or desired outcomes known at this time. The park as it exists and functions today cannot be understood without looking at the enormous changes and land-use developments that have taken place in the last few decades. Generally speaking, planning efforts and studies undertaken for this park through the years, including recent ones, have focused on specific features, areas, and purposes. What is most lacking is a comprehensive plan that gathers up the disconnected parts and viewpoints, corrects obvious deficiencies,

considers evolving land-use relationships, and creates a planning structure that reflects this great park as a whole. To do this is the Planning Team's primary intention.

1. **Unit Purpose and Vision and their relationship to the cultural, natural, and recreational resources, and desired visitor experiences.**

   The Planning Team will re-establish a Declaration of Purpose and Vision for the park. The Declaration of Purpose, along with the Unit's Vision, will provide a context and direction for unit management, the planning process, and future development of the park. These statements will inform and guide the consideration of various alternatives and proposals throughout the general plan process and beyond. The Planning Team will conduct additional site investigations where needed and analyze collected information. They will then identify the park's resource strengths and its opportunities for resource enhancement; improvements in park operations and services; and how best to serve the recreational, interpretive, and educational needs of its visitors. Public input will inform the process, and the potential impacts of plan proposals will be assessed, per the California Environmental Quality Act.

2. **Relationship of the park to the Santa Monica Mountains National Recreation Area and its role in serving regional, statewide, and national recreational, educational, and environmental needs.**

   Topanga State Park is a cornerstone park of the Santa Monica Mountains National Recreation Area, bringing the natural, cultural, scenic, and recreational resources of this mountainous area right to the edge of urban Los Angeles and within reach of millions of potential visitors. There are many "porous" boundary issues along the park's perimeter, which will require consideration of adjacent communities, land uses, and neighboring open space holdings.

   Timely opportunities exist to develop, restore, or maintain vital regional connections. These include the ecological relationship of Topanga Creek to the Santa Monica Bay and the freedom of wildlife to live and move throughout a natural habitat area. This park also affords opportunities for a sizable portion of the state's population to access cross-country trails such as the Backbone Trail and the proposed Coastal Slope Trail and experience the breadth and magnificence of the Santa Monica Mountains.

   Coordination and consistency with the SMMNRA General Management Plan (2002) and the draft SMMNRA Trail Management Plan, as well as local coastal plans, will be taken into account, along with long-range planning efforts for the North Santa Monica Bay Watersheds and recently launched statewide directives for the protection of coastal waters.

3. **Natural Resources**

   According to the 1975 Declaration of Purpose "the prime resource of this unit is the substantial body of wildland and its open space situated within a metropolitan area" and one of the park's primary purposes was "to protect and preserve the wildland area and its open space character along with its scenic, geologic, edaphic, and biotic features." Three decades later the environmental and social [anthropogenic] pressures coming to bear on these natural resources is relentless. For the Topanga Creek Watershed alone the list of sensitive amphibians, birds, fishes, insects, mammals, plants, and reptiles has grown to 64 species.

The park's vegetation is dominated by mature chaparral, a community ecologically dependent on fire. The fire hazard is severe. Significant stands (80± acres) of oak woodland are located at Trippet Ranch and in Rustic Canyon. Coastal sage scrub, bay-laurel woodland, savannah grassland, and a variety of riparian habitats are also found within the park. The Planning Team will survey the park's vegetation, wildlife, and geo-physical resources to a level useful for long-range, comprehensive planning. The diversity of flora and habitats allows a diverse wildlife community to exist in the park. One source states that it is composed of some 50 mammals, 384 birds, and 36 reptiles and amphibians.

The Lower Topanga Canyon acquisition added a significant portion (2 ½ miles) of Topanga Creek to the park. This riparian corridor is composed of sycamore woodlands, arroyo willow woodlands, and white alder woodlands. The southernmost end includes 2.2 acres of remnant estuary and lagoon habitat, as well as riparian woodlands and fresh water marshes. Topanga Creek Watershed [TCW] is the third largest watershed to drain into the Santa Monica Bay. The TCW is 80% public lands (primarily under jurisdiction of unincorporated County of LA and State Park lands). Numerous other coastal-flowing creeks and their tributaries originate in the park and travel through its landscape.

There are five potentially hazardous or critical conditions known at this time, relative to Topanga State Park and its surroundings—fire, flooding, extended drought, erosion/sedimentation, and [run-off] pollution or contamination. Each is inextricably connected to the park's natural resources, the safety of its visitors, and the greater environment to which it belongs. The Planning Team will consider each, in terms of their long-range general planning effort and current statewide policies.

4. Cultural Resources

As previously mentioned, the range of cultural resources in the park is exceptional. The park contains sites (including one of the oldest known cultural sites in California) that are identified with the Milling Stone Horizon, representing an early seed-gathering society. These sites, along with other nearby sites, have been categorized in three distinct phases and are collectively called the *Topanga Complex*. They are in the process of being nominated to the National Register of Historic Places. A cultural preserve sub-classification or cultural overlay zone will be considered during the planning process. Additional cultural sites exist in Lower Topanga (recently inventoried) and elsewhere in the park. General plan goals and guidelines will be developed for the preservation and protection of valuable archaeological sites.

The park's built facilities include many structures, some of which are historic and eligible for the National and California Register of Historic Places. They range over geographic area and include the Trippet Ranch complex and the Josepho Barn in Rustic Canyon. A number of additional structures were acquired in Lower Topanga, including the Topanga Ranch Motel, Wylie's Bait and Tackle store, and two restaurant establishments. These will be considered in terms of their significance and potential for adaptive re-use. Many non-contributing structures, both residential and commercial, have already been removed from this area.

Topanga State Park was created on a landscape that is both substantial in area and rich in layers of cultural history and prehistory. Planning efforts for this park must consider its future

with a clear understanding of these cultural landscape components. In its entirety the park represents an astounding, shared legacy of human history.

3. Visitor-Use Resources

The following topics are pertinent to visitor-use in this park and will be included in general planning efforts.

- *Park Access, Orientation, and Circulation*—Note that the park has some 59 documented entrances and nearly 40 miles of trails. Transportation issues such as vehicular circulation and mass transit systems shall be explored.
- *Future Park Visitation*—TPSP is located adjacent to the densest urban area in California and receives heavy use. It is used by many school groups and supported by local volunteers. Visitor profiles, patterns of use, and other demographic information [if available] will inform long-range planning for the park.
- *Aesthetic Resources*—The Park's dramatic mountain-canyon landscape offers spectacular open space views. From roads, trails, and destination points, visitors experience lands still natural and wild, bucolic scenes of rolling grasslands, native oaks and mountain streams, as well as perched views of the Pacific Ocean. Protection of scenic resources and Topanga's essential character will be considered alongside with continued public access.
- *Trails*--Recreation resources currently include the network of trails and fire roads that are heavily used by hikers, mountain bikers and equestrian users. Old trails, new trails, and proposed trails and realignments will be examined holistically at a general planning level. The Planning Team will consider use-conflicts and resource protection issues as they relate to future trail use in the park.
- *Camping*—The Park offers only a few campsites, backcountry sites currently located at Musch Camp. The Planning Team will explore the park's potential for additional facilities, consider current proposals for additional backcountry sites, and update the outdated recommendations made in the 1977 development plan.
- *Other Recreational Facilities*—In light of the park's many structures and newly acquired facilities, the Planning Team will analyze their potential for enhancing recreational, educational, and interpretive opportunities at the park.
- *Education and Interpretation*—Planning for interpretation and education is an important facet of long-range future planning for Topanga State Park. Due both to its rich resource base and urban location, the park serves substantial public needs in these areas. Wise forward planning is called for to meet the growing demands facing the park in the near future. Coordinating interpretive and educational planning with resource protection and future development goals is ideal.
- *Sustainability* – Throughout this planning process, sustainable ideas shall be interjected into the various issues discussions where applicable, so that the Park and any proposed facilities will meet the needs of the present generations without compromising the needs of the future generations. In short, the Plan will seek the balance among environmental inputs and outputs, as to cause no overall net environmental burden or deficit.
- *Public Safety* – Being located adjacent to highly urban areas, public safety such as crime prevention will need to be fully considered when addressing all the above issues.

Land Use

The Topanga State Park General Plan will develop over a two year period (2009-2010). It culminates forty years of park-making history (1968-2008). The plan will project forward over a planning period of about 20 to 30 years (2010-2040), initiating a new era of park-making and park-using. General Plans define land use decisions made for a park, and in terms of Topanga State Park, such decisions will require coordination with other planning entities. These include, but are not limited to the following:

- The Santa Monica Mountains Conservancy [SMMC] and the Mountains Restoration and Conservation Authority [MRCA] manage many of the most heavily-used public entrances to Topanga State Park and hold access agreements involving state park property in Rustic Canyon.
- The National Park Service is charged with co-administration of the SMMNRA and manages federal park holdings within the SMMNRA.
- The City and County of Los Angeles hold jurisdiction over lands adjacent to or included in the state park unit boundaries. The County is developing [has developed] the Santa Monica Local Coastal Plan, which includes areas of the park. The Malibu Local Coastal Plan [currently] includes areas of the park in its Land Use Plan.
- The Resource Conservation District of the Santa Monica Mountains leads the Topanga Creek Watershed Committee [TAC], a consortium of agency representatives and community members. The TAC was tasked with developing the Topanga Creek Watershed Management Plan (completed in March of 2002).

The park contains many component areas and places, each with its individual identity and planning concerns. The following list presents some of these special areas.

Trippet Ranch Area—Yoba Area	Garapito Open Space—Hub Junction
Musch Camp	Los Liones Canyon
Westridge—Sullivan Canyon Area	Santa Ynez Area/ Access Points
Topanga Canyon Boulevard	Pacific Coast Highway Frontage
Topanga Ranch Motel Complex	Calle Deborah Entrance Area
Caballero Canyon—Valley-side Areas	Temescal Canyon & Rustic Canyon

"Dirt" Mulholland Area; 21000 Mulholland Acquisition/Access Area
Rodeo Grounds, Malibu Lane, Old Malibu Road, Parker Mesa Overlook
Topanga Creek Riparian Corridor, Watershed, Historic Lagoon-Estuarine Areas
Backbone Trail; Will Rogers State Park Connection Corridor
New baseline mapping will be put in place to support resource data gathering, the general plan process, and future planning at the park.

5. Public Involvement

An involved and informed local citizenry and a variety of organizations and agencies have vested interests in the future of Topanga State Park, so it is expected that a public participation and information program will yield valuable planning input and allow many concerns to be voiced. The Planning Team will conduct three public meetings and workshops at critical times during the active planning phases. Also, the Planning Team shall utilize available technology, such as the interactive potential of the internet, with periodic newsletters distributed electronically or by mail to enhance public input and awareness of the Planning process. The planning document, along with its proposed plans, guidelines, and policies, is subject to public review during the CEQA process, and the Planning Team will respond to public comments. The State Park and Recreation Commission will conduct a public hearing prior to formal adoption of the Topanga State Park General Plan.

Compliance with the California Environmental Quality Act (CEQA)

A "tiered" approach will be used to meet the requirements of CEQA. A first tier programmatic EIR will be prepared for the general plan, to include the environmental impact assessment of the planning proposals and guidelines included in the general plan and evaluation of alternatives and cumulative impacts. The Planning Team shall prepare the required documents listed below, and file these with the State Clearinghouse for proper notice and availability of the Draft environmental documents to the public for review and comment. The team shall also prepare responses to public comments and produce the Final EIR that will be circulated to Planning and Legal offices for review, and ultimately submitted to the State Park and Recreation Commission for certification.

- Environmental Checklist
- Notice of Preparation
- Draft EIR
- Notice of Availability
- Notice of Completion
- Final EIR – Response to Comments
- Notice of Determination

Draft findings shall be prepared for each of the significant impacts identified in the Final EIR in conformance with State CEQA Guidelines, Section 15091. In the event that the EIR concludes that significant and unavoidable effects would occur, then a draft Statement of Overriding Considerations shall be provided.

Subsequent management plans, area development plans, and specific project plans, implementing the general plan may be subject to additional environmental review (second and third tiers, etc.). The degree of specificity will reflect the level of detail in the general plan and subsequent plans.
Potential adverse impacts in the first tier include:

- soil erosion and geological impacts
- vegetation/habitat changes or loss
- wildlife disturbance or loss
- traffic generation and reduction in level of service
- land use changes
- loss or destruction of historical and archaeological resources
- loss of recreational opportunities

TOPANGA STATE PARK GENERAL PLAN PROJECT COSTS					
STAFFING AND FUNDING PLAN (Funding Source: Prop 84 - Project#129500))					
Staff	**Assignment**	**Person-Days**	**Estimated Hours**	**Billing Rate**	**Estimated Cost**
Southern Service Center					
Sup. Landscape Architect	Project Management	25.0	200	$ 90.00	$ 18,000.00
Assoc. Landscape Architect	Project Coordination Land Use Planning Recreation/Aesthetic Res.	106.0	994	$ 69.50	$ 69,083.00
Sr. Environmental Scientist	Natural Resources	68.8	550	$ 54.30	$ 29,865.00
Research Analyst II (GIS)	GIS / Mapping	81.3	650	$ 52.00	$ 33,800.00
Assoc. Park & Rec Specialist	Env. Impact Report	81.3	650	$ 56.00	$ 36,400.00
Assoc. State Archaeologiest	Cultural Resources Document Production	112.3	900	$ 51.20	$ 46,080.00
State Historian II	Historic Resources	50.0	400	$ 51.20	$ 20,480.00
State Park Interpreter II	Interpretation	56.3	450	$ 51.20	$ 23,040.00
Landscape Architect	Project Support	43.8	350	$ 53.00	$ 18,550.00
Administrative Staff	Project Support	10.0	80	$ 22.10	$ 1,768.00
Seasonal Staff	Cultural Resource Support	8.8	70	$ 22.10	$ 1,547.00
Angeles District					
District Superintendent	Planning Support Public Particip. Program District Liason	8.0	64	NA	No Project Charges Noted
Sr. Env. Scientist/Support	Planning Support Public Particip. Program Resource & Field Support	10.0	80	NA	No Project Charges Noted
Planning Division					
Division Chief	Director's Briefing Commission Hearing	2	16	NA	No Project Charges Noted
Sr. Landscape Architect	Project Oversite	6	48	NA	No Project Charges Noted
Planning Support	Division Liaison Document Review	15	120	NA	No Project Charges Noted
Other					
Dep. Director--Communications	Public Relations	2	16	NA	No Project Charges Noted
			Subtotal of Staffing Costs		**$ 298,613.00**
ADDITIONAL PROJECT COSTS					
Expenses					
Travel & Meeting Expenses					$ 26,500.00
Mailing & Publication Expenses					$ 4,500.00
Contracts					
Traffic Study					$ 18,000.00
Native American Consultation					$ 5,000.00
Contract Services					$ 1,500.00
Fees					
CEQA Filing Fees					$ 3,000.00
			Subtotal of Additional Costs		**$ 58,500.00**
TOTAL PROJECT COSTS FOR TOPANGA STATE PARK GENERAL PLAN / EIR					**$ 357,113.00**

Project Agreement—Topanga State Park – General Plan
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PROPOSED WORK SCHEDULE
TOPANGA STATE PARK GENERAL PLANNING PROCESS

Planning Phase	Phase Duration	Planning Task	Task Duration	Anticipated Completion Date
Preparatory	1 mo.	Prepare Project Agreement		Sept 2008
		Finalize Project Agreement		Oct 2008
Phase I	6 mo.	**Inventory of Resources & Existing Conditions**		April 2009
		NOP, Initial Study, Mailing Lists Prepared		April 2009
		Preparation of Resource Summaries		April 2009
Phase II	5 mo.	**Public Meeting & Workshop** Introduce Planning Process Present Resource Summaries Identification of Public Issues	1 month	May 2009
		Initial Planning Steps Vision Statement & Declaration of Purpose Statement of Issues & Opportunities Management Zones & Sensitivity Areas	2 months	July 2009
		Development of Plan Alternatives Determine Areas of Potential Development Develop Plan Alternatives Preliminary Impact Analysis PPPC Review	2 months	Sept 2009
Phase III	4 mo.	**Public Meeting & Workshop** Present Alternatives Public Review and Comments	1 month	Oct 2009
		Development of Preferred Plan Development of Single, Preferred Plan Preliminary Impact Analysis Draft Goals & Guidelines PPPC Review	2 months	Dec 2010

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		Public Meeting & Workshop Present Preferred Plan & Draft Goals/Guidelines Public Review and Comments Address Initial Public Issues & Concerns	1 month	Jan	2010
Phase IV	9 mo.	**Draft Preliminary General Plan & Draft EIR**			
		Production of Preliminary GP/DEIR Documents	Feb-Mar	Mar	2010
		DPR Review 15-Day Review Period Prepare Revisions	April	April	2010
		CEQA Public Review 45-Day Review Period (May-June) Prepare Response to Comments (July)	May-June-July	July	2010
		Preliminary Final EIR			
		Production of Final EIR Documents	July-Aug	Aug	2010
		Preparation of Staff Report/Resolution	Aug	Aug	2010
		Director's Briefing	Sept	Sept	2010
		Parks and Recreation Commission Hearing Review of Documents & Resolutions Site Visit & Briefing Commission Hearing	Sept-Oct	Oct	2010
		Final General Plan & EIR	*Final publication date to be set upon adoption of plan.*		

Notes: Anticipated Project Start Date is November 1, 2008.
Anticipated Project Completion Date is October, 2010, with final publication to follow.
Public Meetings/Workshops are scheduled at five-month intervals.
The Public Review Period occurs within 5 months of final public meeting.
The Public Hearing follows within 5 months of the public review period.
All dates and duration periods are estimated, based on previous general plans averages, available staffing, and anticipated issues and opportunities relative to the park.

SIGNATURES

California Department of Parks and Recreation
Planning, Policy and Programming Committee (PPPC)

_____

Dan Ray, Committee Chairman
Chief, Planning Division

Date: _____

California Department of Parks and Recreation
Angeles District

_____

Ron Schafer, District Superintendent

Date: _____

California Department of Parks and Recreation
Southern Service Center

_____

Kathy Amann, Assistant Deputy Director

Date: _____

California Department of Parks and Recreation
Southern Service Center

_____

Barney Matsumoto, Project Manager

Date: _____

California Department of Parks and Recreation
Planning Division

_____

Dave Keck, General Planning Program Manager

Date: _____

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Appendix E:
General Plan Distribution Lists

DRAFT General Plan – Departmental Review (2 weeks):

1) Planning Policy and Programming Committee (PPPC):

Send 1 printed copy and cover memo to the following members:

Chief Deputy Director
Chief, Southern Field Division
Chief, Northern Field Division
Chief, Planning Division
Chief, Natural Resources Division
Chief, Archaeology, History and Museums Division
Chief, Interpretation and Education Division
Chief, OHMVR Division
Manager, Northern and Southern Service Centers
Counsel, Legal Office

2) Additional PPPC members and others who should receive review notice:

Send e-mail to everyone above and to the following individuals, with electronic WORD version of the general plan. You may also direct them to an ftp site or server location to download the file, or provide a printed copy upon request.

Deputy Director, Park Operations
Assistant Deputy Director, Park Operations
Deputy Director, Acquisition and Development
Chief, Office of Acquisition and Real Property Services
Deputy Historic Preservation Officer
Chief, Concessions, Reservations, and Fees Division
Deputy Director, Communications
Manager, Accessibility Program Section
District Superintendent
Sector Superintendent
Supervisor, General Plan Section, Planning Division
All Planning Team Members

GENERAL PLAN DISTRIBUTION LIST

PRELIMINARY General Plan / Draft EIR – 45 day CEQA Public Review

1) **State Clearinghouse copies:**
   - Provide 15 copies on CD-ROM in Acrobat (PDF) format to the State Clearinghouse for state agency distribution/review
   - Provide 15 printed copies of the Executive Summary to the State Clearinghouse for state agency distribution/review (a summary of proposed actions, indicating the potentially significant impacts and any areas of controversy)

2) **PPPC Members and Executive Staff:**

   Send e-mail to PPPC members and individuals listed on the previous page, with electronic PDF version of the general plan. You may also direct them to ftp site or server location to download file, or provide printed copy upon request.

3) **Libraries:** Send a printed copy to local libraries where the project is located

4) **Commission Assistant:** Send 10 copies to the Commission Assistant, Planning Division (for State Park and Recreation Commission). Commission Assistant will send general plans to the Commissioners 45 days prior to the Commission hearing.

5) **Henry Madden Library, Government Documents Section,** California State University, Fresno, 5200 North Barton Avenue M/S ML34, Fresno, CA 93740-8014: 1 printed copy

6) **Federal and Local Agencies:** CD or printed copy to appropriate federal and local agencies (refer to Notice of Preparation distribution list), specific to park location and planning issues

7) **Other Agencies and Organizations:** refer to Final GP Distribution List

8) **Native American representatives:** CD or copy to appropriate individuals

9) **District Office:** 1 copy for public review

10) **Northern and/or Southern Service Center:** 1 copy for public review

11) **Planning Division:** 1 copy for public review

12) **Public requests:** CD or printed copy individuals who have previously requested a review copy

13) **Agency staff:** CD or copy to any other agency staff, as recommended by the planning team

GENERAL PLAN DISTRIBUTION LIST

FINAL General Plan

Send Final GP copies to the following locations:	Provide Notice or Electronic Version (PDF)	Suggested number of Printed Copies to be sent:	
		Final General Plan	Final Environmental Impact Report
Agencies and Organizations that commented on the Preliminary GP/Draft EIR through the CEQA review process	Provide notice that Final GP is available on internet website, and send copy upon request	NONE	NONE
Local and State Libraries that received Preliminary GP copies		1 copy	1 copy
California State Parks Northern Service Center General Plan Library One Capitol Mall - Suite 500 Sacramento, California 95814		2 copies	2 copies
California State Parks Southern Service Center General Plan Library 8885 Rio San Diego Dr., Suite 270 San Diego CA 92108		2 copies	2 copies
California State Parks Planning Division General Plan Library P.O. Box 942896 Sacramento, CA 94296-0001		2 copies	2 copies
District office – District to provide copies to Sector and Park Unit	1 CD	6 copies	6 copies
California State Parks Central Records Office One Capitol Mall – Suite 500 Sacramento, CA 95814	1 CD	1 copy	1 copy

DPR Archives (Located in Headquarters Archaeology, History and Museums Division)	1 CD	1 copy	1 copy
Government Documents Section Henry Madden Library California State University, Fresno 5200 North Barton Avenue M/S ML34, Fresno, CA 93740-8014		1 copy	1 copy
Government Publications Librarian San Diego Public Library 820 E Street San Diego, CA 92101		1 copy	1 copy
Select appropriate agencies and organizations from the list below, as necessary. Provide notice that the Final GP is available on State Parks' internet website, and send printed copy upon request. NOTE: this list is not inclusive			
Agencies and Organizations that commented on the Preliminary GP/Draft EIR through the CEQA review process			
Native American Heritage Commission 915 Capitol Mall, Room 364 Sacramento, CA 95814			
Elected Officials representing the park district			
California State Parks PPPC Members and Executive Staff			
California State Parks Planning Team members and Consultants			
Native American Tribal Council (Local Representatives)			
California Native Plant Society (Local Chapter)			
California Wilderness Coalition 1212 Broadway, Suite 1700 Oakland, CA 94612			
California Department of Transportation (District Office)			
California Department of Fish and			

Game (District Office)			
Sierra Club (Local Chapter)			
Save the Redwoods League 114 Sansome Street, #1200 San Francisco, CA 94104			
California State Coastal Conservancy 1330 Broadway, 13th Floor Oakland, CA 94612			
County Planning Department			
Wildlife Conservation Board 1807 13th Street, Suite 103 Sacramento, CA 95814			
Park Interpretive or Cooperative Association			
U.S. Fish and Wildlife Service Pacific Southwest Region (Region 8) 2800 Cottage Way #W-2606 Sacramento, CA 95825			
CA Department of Forestry and Fire Protection (Cal Fire)			
California Regional Water Board (Regional Office)			
Bureau of Reclamation (Area Office)			
City Planning Department and/or City Department of Parks and Recreation			
USDA Forest Service Pacific Southwest Region 1323 Club Drive Vallejo, CA 94592			
US Army Corps of Engineers (District Office)			
Bureau of Land Management (Field Office)			

Note: Always check current address and revise as necessary

Appendix F:
Unit Data File Matrix (Example)

The following matrix provides staff with the opportunity to score the importance of the resource information and its availability. This scoring guide indicates what inventory work is needed prior to proceeding with the request for a general plan.

An assessment team, established by the District Superintendent or Service Center, uses this UDF matrix to determine if sufficient information is available to schedule a general plan. This form is also used as a tool by the planning team to identify gaps in the data prior to the actual beginning the general plan process.

UDF Matrix (Example)

Unit Data File - (Index/Evaluation)

Park Name Palomar Mountain SP

Park Number 812

Scoring Guide*

C1, D1, D2: Inventory work is needed prior to proceeding with request for General Plan.

All Others: No inventory work is needed prior to proceeding with request for General Plan.

		Importance of Information				**Availability of Information**			
		A	B	C	D	1	2	3	
File Name	*Sub File Name*	*Not needed*	*Low*	*Medium*	*High*	*None*	*Some*	*Comprehensive*	*Score**
Plant Life	Mapped				x			x	D3
	Communities				x				**D2**
	Terrestrial Vegetation				x				**D2**
	Rare and Endangered Flora				x	x		x	D3
	Special Interest Flora				x	x	x		**D2**
	Exotic Flora		x			x			B1
	Marine Flora		x						B2
	Monitoring Data			x		x			**C1**
						x			
Animal Life	Mapped								

		Importance of Information				Availability of Information			
		A	B	C	D	1	2	3	
File Name	*Sub File Name*	*Not needed*	*Low*	*Medium*	*High*	*None*	*Some*	*Comprehensive*	*Score**
	Terrestrial Animal Life								
	Threatened and Endangered Species								
	Aquatic/Marine Fauna								
	Special Interest Fauna								
	Monitoring data								
Geology/Soils	Mapped								
	Geologic History								
	Unique Features								
	Volcanic Hazard								
	Seismicity								
	Erosion								
	Mineral Resources								
	Soil Maps								
	Geomorphology								
		Importance of Information				**Availability of Information**			

File Name	Sub File Name	A *Not needed*	B *Low*	C *Medium*	D *High*		1 *None*	2 *Some*	3 *Comprehensive*		*Score**
Hydrology	Mapped										
	Watersheds										
	Water Quality										
	Water Quantity										
	Water Rights										
	Data and Reports										
	Watershed Features										
	Flooding										
Meteorology	Climatic Records										
	Isohaietal maps										
Cultural Resources	Mapped										
	Archaeological sites										
	Historic Sites, Structures, and Buildings										
	Euroamerican History										
	Sensitivity Zones										
	Historic Districts										
	Historic Landscape										

	Elements									
	Traditional Properties									

		Importance of Information				**Availability of Information**			
		A	B	C	D	1	2	3	
File Name	*Sub File Name*	*Not needed*	*Low*	*Medium*	*High*	*None*	*Some*	*Comprehensive*	*Score**
Aesthetic Resources	Mapped								
	Congruent Features								
	Incongruent Features								
	Scenic Vistas								
Recreation Resources	Mapped								
	Recreation Facilities								
	User Surveys								
	Attendance Data								
Public Use Facilities	Mapped								
	Water								
	Sewer								
	Telephone								
	Electrical								

	Gas										

		Importance of Information					**Availability of Information**				
		A	B	C	D		1	2	3		
File Name	*Sub File Name*	*Not needed*	*Low*	*Medium*	*High*		*None*	*Some*	*Comprehensive*		*Score**
Land Use	Mapped										
	Land Rec. Areas										
	Water Rec. Areas										
	Entrance Areas										
	Administrative Areas										
	Wilderness Areas										
	Preserve/Reserve										
	Roads and Trails										
	Staff Housing										
	Operations and Mtce. Areas										
Interpretive	Mapped										
	Interpretive Period										
	Unit History										
	Oral Histories										

	Natural History Info.									
	Statistics									

		Importance of Information				**Availability of Information**			
		A	B	C	D	1	2	3	
File Name	*Sub File Name*	*Not needed*	*Low*	*Medium*	*High*	*None*	*Some*	*Comprehensive*	*Score**
Scope of Collections	Museum Collections								
	Archaeological								
	Archives								
Mapping/Photos	Aerial Photos								
	GIS								
	Unit Base Maps								
	Video/Photo Records								
	APN Database								
Acquisition History	Classified								
	Parcel Maps								
	Dedication Information								
	Boundary Survey								

Visitor Use Info.	Mapped									
	Attendance									
	Point of Origins									
		Importance of Information				**Availability of Information**				
		A	B	C	D	1	2	3		
File Name	*Sub File Name*	*Not needed*	*Low*	*Medium*	*High*	*None*	*Some*	*Comprehensive*		*Score**
	Trends Identified									
Regional Planning	Coastal Plan Area									
	Special Planning Area									
	Adjacent Planning									
	Zoning Maps									
	Trail Planning									
	Traffic Analysis									
Constraints	Existing MOUs									
	Concessions									
	Binding Agreements									
Park Management	Fire Mgmt. Plans									
	CEQA Files									

	Tree Hazards										
	Discharge Permits										
	Pest Management										
		Importance of Information					**Availability of Information**				
		A	B	C	D		1	2	3		
File Name	*Sub File Name*	*Not needed*	*Low*	*Medium*	*High*		*None*	*Some*	*Comprehensive*		*Score**
	Agency Permits										
	Issues Resolution										
	Mgmt. Actions										

Appendix G:
Meta Data (Example)

The following example was taken from the Department's website at the following address:

http://intranet.inside.parks.ca.gov/offices/general_plans/about/about06.htm

Central Division - Bay Area
Candlestick Point State Recreation Area

Identifier	General Plan Document
Citation Information	
Title	Candlestick Point State Recreation Area Resource Management Plan, General Development Plan, and Environmental Impact Report
Originator	California State Park System
Edition	General Development Plan 1978 – 120 pages 10,757kb General Plan Amendment 1987 – 103 pages 6,385kb
Publication Date	Approved 1978, Final Printed June 1979 This GDP was made functionally obsolete when the PRC approved a "General Plan Amendment" in May 1987. The Final Amendment report, printed in March 1988, revised or reprinted the entire original RMP - GDP -EIR.
Information Resource Type	Format: Hardcopy, Adobe Portable Document Format (PDF) Content: Documents; Maps; Reports
Other Citation Details	State Park and Recreation Commission Resolution 64-78
Identification Information	
Abstract	Provides resource management policies and development proposals for Candlestick Point SRA, the State Park System's first urban development. Provides general guidelines for all area development and management.
Purpose	Candlestick Point SRA, with its bay shoreline, is less than one hour away from millions of urban dwellers; with statewide significance of an acreage and shoreline on the biggest and most significant estuarine system in California. The SRA enables the State Park System to extend recreational and cultural facilities to urban areas, where opportunities for access to the system have

	traditionally been limited.
Time Period	1970s - 1980s
Currentness	As of Publication Date
Progress	Complete
Update Frequency	None
Place	California 170 acres, and about 3 1/2 miles of San Francisco Bay shoreline; Project boundary abuts the US Naval Shipyard at the furthest northern border and the San Mateo County line to the South. Project is directly across the street from the San Francisco Executive Park, Candlestick Stadium, and the Alice Griffith Housing project.
Geographic Region	Southeast part of San Francisco City and County. Northeast part of San Mateo County. Access is from Highway 101 (Bayshore Freeway) and city streets.
Themes	Park Districts; Parks; State Recreation Area
User Keywords	California State Parks; Department of Parks and Recreation
Access Limitations	Public
Use Limitations	Free Use - except in cases of copyright publications. Note however that the supplier is not responsible for inappropriate use of this dataset, nor is he responsible for any erroneous conclusions as a result of use of this dataset.
Data Contact	State of California, Park Services Division
Distribution Information	
Online Linkage	Departmental Intranet
Distribution Format	Adobe Acrobat Portable Document Format (PDF)
Distribution Contact	State of California, Central Records

Appendix H:
Management Zone Matrix (Example)

The example on the following pages was taken from the Chino Hills State Park General Plan, dated February 1999. This example describes four management zones, and for each zone addresses the primary goal, resource management, carrying capacity, typical visitor activities, public access, and the range of appropriate facilities. There is no set standard or single way to prepare a management zone matrix. Other general plan examples can be found (Humboldt Redwoods State Park, Castle Rock State Park, and Mount San Jacinto State Park, Año Nuevo State Park, Butano State Park), which should be reviewed for alternative methods in preparing a matrix for discussion of management zone or land use areas.

Please refer to the previous section in this handbook titled General Plan Chapter 4: The Plan (Goals and Guidelines) for a more detailed discussion and guidelines on the preparation of management zones.

	Core Habitat Zone	*Natural Open Space Zone*
PRIMARY GOAL	• The primary goal of the Core Habitat Zone is to preserve and protect sensitive plant and animal species and their supporting habitats, as well as to protect the movement of plants and animals within the park and throughout the region. Resource protection will be the foremost consideration for all land use and management decisions.	• The primary goal for the Natural Open Space Zone is to preserve and protect the resources and at the same time to provide for quality recreational opportunities.
RESOURCE MANAGEMENT	• Visitor and management activities within the zone will have no significant adverse impact on resources. Patrol and utility company vehicles and motorized equipment use is permitted on designated park roads and trails.	• Visitor use and management activities will not have more than minimal impacts on resources. Patrol and utility company vehicles and motorized equipment use is permitted on designated park roads and trails.
CARRYING CAPACITY	• Visitors will experience a sense of remoteness and calm. The sights and sounds of nature will be more prevalent than those of human use. The chance of encountering other people will be low, and there will be extensive opportunities to experience natural quiet and solitude. Encounters with others should be less than 2/hour during peak use periods. Human uses will not disrupt or compromise sensitive resources.	• The social environment will be leisurely and uncrowded with occasional sights and sounds of people. During some seasons, days, and times of day, there will be a good chance of encountering other people or groups of people. Opportunities for natural quiet and solitude will be variable depending upon the park location and season, day, and time of day. Encounters with others should be less than 6/hour during peak-use periods.
TYPICAL VISITOR ACTIVITIES	• Acceptable uses of the Core Habitat Zone include approved scientific research that increases our knowledge of the resources and improves management strategies. Conducted and self-guided interpretive programs are acceptable in the Core Habitat Zone. Visitor activities will be confined to daylight hours only.	• Conducted and self-guided interpretive programs are acceptable in the Natural Open Space Zone. Visitor activities will be confined to daylight hours only.

PUBLIC ACCESS	• Public access through the zone includes hiking, biking, and horseback riding. Bikers and horseback riders are restricted to designated trails only.	• Public access through the zone includes hiking, biking, and horseback riding. Bikers and horseback riders are restricted to designated trails only.
RANGE OF APPROPRIATE FACILITIES	• Multiple-use trails, trailhead features, and trailside rest stops are appropriate.	• Multiple-use trails, trailhead features, trailside rest stops, and day-use parking along boundary (see *Park Access Points,* Page 70) are appropriate.

	Historic Zone	***Recreation and Operations Zone***
PRIMARY GOAL	The primary goal of the Historic Zone is to protect the cultural resources and at the same time to provide for quality recreational and educational experiences.	The primary goal of the Recreation and Operations Zone is to provide for vehicle access, structured recreation, visitor service, and operational needs.
RESOURCE MANAGEMENT	• Visitor use and management activities will not have more than minimal impacts to natural and aesthetic resources, and will include only those that do not detract from the historical setting and experiences. Vehicles and motorized equipment will be allowed on designated park roads and trails and will be managed to minimize impacts. Protection of cultural sites will include preservation of the surrounding cultural and natural landscapes by the elimination and exclusion of modern intrusions that adversely affect the cultural landscapes.	• Visitor use and management activities will be mitigated to reduce significant impacts to resources. Activities may include the movement of vehicles, and intense visitor use. Vehicles and motorized equipment will be allowed on designated park roads and trails.
CARRYING CAPACITY	• The social environment will be active and communal. At times, the sights and sounds of human use and activities will be more prevalent than those of nature. There will be frequent encounters with vehicles, other people, and groups of people. The chance of interacting with others will be high.	• The social environment is active and communal. At times, the sights and sounds of human use and activities are more prevalent than those of nature. There are frequent encounters with vehicles, other people, and groups of people. The chance of interacting with others will be high.
TYPICAL VISITOR ACTIVITIES	• Acceptable activities include interpretation and educational programs, exhibits, and historic structure museums. Opportunities for other interpretive programs and appropriate visitor services also exist. Overnight use is limited to educational and environmental living programs.	• Acceptable activities include vehicle circulation, interpretation, camping, picnicking, and other forms of recreation suitable in the park. Overnight uses will be permitted only in specific areas designated for such use.

PUBLIC ACCESS	• Public access through the zone includes hiking, biking, horseback riding, and driving (highway legal vehicles). Bikers and horseback riders are restricted to roads and designated trails only.	• Public access through the zone includes hiking, biking, and horseback riding on designated trails and driving (highway legal vehicles). Bikers and horseback riders are restricted to roads and designated trails only.
RANGE OF APPROPRIATE FACILITIES	• Only those facilities that support the visitor's use, understanding, and appreciation of the historical landscape and that are visually compatible with the historical scenery are appropriate.	• Any visitor service and support facilities that are consistent with Parkwide and Specific Area Goals and Guidelines are appropriate. These could include but are not limited to: - Overnight Accommodations (camping, lodging) - Concession Facilities - Restrooms - Park Operations Buildings - Roads and Trails

Appendix I:
Interpretation Considerations

Additional Planning Documents and Contents

Note: This text is from a draft version of the Department Operations Manual interpretation section (2-11-09). This will be replaced if necessary when the section is finalized.

Interpretation Management Plans

Interpretation management plans more specifically define the objectives, methodologies and concepts for how goals and guidelines identified in the General Plan will be achieved. The length and complexity of an interpretation management plan will vary based upon an array of factors, including park unit size, diversity of resources, interpretive themes and periods, and interested constituencies and park stakeholders.

The development process for interpretation management plans must be inclusive and involve all possible stakeholders, not just those involved in interpretation. When preparing these documents, appropriate review and approval must occur at the district and Headquarters levels.

Refer to the *Workbook for Planning Interpretation Projects in California State Parks* for more information on the process of development.

Interpretive Prospectus

When there is no approved General Plan for a park unit or the approved Gneral Plan does not contain sufficient detail to adequately guide the development of interpretive services for a unit, an Interpretive Prospectus may be developed to guide the unit's overall interpretation. This document contains the same interpretation information as the General Plan and evaluates existing conditions for interpretation in the park unit. The Prospectus identifies a unifying theme for the unit, along with supporting primary and secondary themes, primary and secondary interpretive periods for cultural resources, and key goals and guidelines. The Prospectus also makes general recommendations about suitable methods and media for interpreting the unit's cultural, natural and recreational resources.

The Interpretive Prospectus should be considered a provisional document, as it does not have the same authority that is invested in an approved General Plan.

For more information, see the *Workbook for Planning Interpretation in California State Parks*.

Interpretation Master Plan

An Interpretation Master Plan takes a long-range approach to interpretation planning and may be developed for a unit, sector, or geographical region, or may be used for particular resources found throughout the state. It updates and expands upon the General Plan and is intended to help guide park unit staff toward realizing its vision for interpretation. The Master Plan provides greater background and context, while analyzing existing conditions and looking at opportunities and constraints for expanding interpretation and meeting visitor needs. A Master Plan offers recommendations for facilities, media and programs, with objectives and strategies that are in line with the park unit's goals and guidelines. The Master Plan can be a stand-alone document or combined with an Action Plan. Master Plans may be used to request and attract funding for project-specific development.

Refer to the *Workbook for Planning Interpretation in California State Parks* for information on Master Plan development.

Interpretation Action Plan

An Interpretation Action Plan should follow the development of a Master Plan and may be set up as a stand-alone document. The Action Plan is a "roadmap," offering a realistic and flexible mechanism for achieving the park unit's interpretive goals, objectives and strategies. Guided by the Action Plan, park staff can methodically approach interpretive development, adapting to the continuing evolution of the park unit while moving toward the realization of the stakeholders' shared vision.

Refer to the *Workbook for Planning Interpretation in California State Parks* for direction on Action Plan development.

Annual Interpretation Implementation Plan

The Annual Interpretation Implementation Plan is a versatile planning tool available to Districts to help give structure and direction to their overall interpretation program. As the name implies, this type of interpretation planning document is prepared each year by District and park staff to identify objectives of the interpretation program for the District and set priorities for the coming year. Once developed, the plan is reviewed throughout the year to help ensure objectives are met.

Refer to the *Workbook for Planning Interpretation in California State Parks* for direction on preparing and implementing an annual interpretation implementation plan.

Interpretive Project and Program Plans

Interpretive project and program plans, which include, but are not limited to exhibit plans, furnishing plans, audio-visual plans, interpretive trail plans, living history plans and environmental living plans, take their direction from the park unit's General Plan and interpretation management plans. Project and program plans make detailed recommendations for producing formal exhibits, furnishing historic settings, creating

audio-visual media, developing trails and wayside exhibits, or producing such interpretive programs as living history or environmental living activities.

Refer to the *Workbook for Planning Interpretation in California State Parks*, the *Guide for Preparing a Furnishing Plan: Furnishing and Interpreting Historic Structure Museums* and *Basic Interpretation Learning System: Basic Interpretation Handbook* for further information on interpretive project and program planning.

Potential Interpretation Goals and Supporting Guidelines

Introduction

Development of a General Plan offers many opportunities for guiding interpretive facilities and programs for a park unit. Listed below are a series of potential interpretive goals and supporting guidelines, which may or may not be appropriate to the park unit's situation with its particular resources, needs, opportunities or constraints. This list is intended to promote critical thinking about the park unit's present needs and potential for interpretation. To have real meaning, goals and guidelines must be identified carefully and individualized for each park unit.

Although every park has its own special sense of place, there are system-wide interpretation goals that apply to most units of the California State Parks System. These system-wide goals reflect long-range department initiatives, such as educating the public about global climate change, ensuring universal accessibility, or increasing diversity in parks, and should be included in all General Plans.

The General Plan should focus on the most important long-term interpretive goals for the park unit and for the Department. This will make the plan more succinct and readable, encouraging its use. Less significant goals and guidelines, as well as objectives and strategies, should be identified and addressed in subsequent Interpretation management plans.

Organization

For convenience, the list is divided into categories generally addressed in a general plan. These broad categories include:

- Sense of Place
- Visitors
- Park Stewardship
- Resources
- Park Interpretation Planning
- Programs
- Facilities
- Support
- Concessions

Under each category, one or more potential goals and possible supporting guidelines are offered. Again, the park unit's most significant resources and long-term needs should be addressed, as well as Department-wide, long-term initiatives.

Suggested Topics, Goals, and Sample Guidelines

Sense of Place

Goal: Provide for the appreciation, understanding, and enjoyment of the park's special qualities.

Sample Guidelines:

- Express the park's sense of place in all interpretation.
- Support and encourage interpretive activities that promote the park's significant resources.
- Create a variety of interpretive programs featuring the park's cultural, natural, scenic, and recreational resources to enhance visitor experiences.
- Tell significant stories associated with the park using museum collections and other interpretive objects in compliance with Department policies.
- Create an environment that will enable visitors to find their own values in the compelling stories of the park.
- Provide interpretive activities that do not distract from the resources but rather contribute to the visitor experience.

Visitors

Goal: Engage park visitors on a daily basis for fun, as well as education.

Sample Guidelines:

- Offer interpretive programming that is both visible and frequent on a daily, weekly, and yearly basis.
- Develop a variety of entertaining, innovative interpretive services to capture the attention and involve visitors of all ages.
- Develop a plan for regulatory, informational, and interpretive signage to coordinate their appearance, minimize impacts to the resources and meet multiple language needs.
- Regularly maintain, repair, replace, or update signs to optimize the park visitor experience.
- Make signage with current information available to park visitors at any hour.

Goal: Reach out to diverse populations, including underserved groups and non-traditional users.

Sample Guidelines:

- Develop training programs to support "All Visitors Welcome" and department accessibility policies at park interpretive programs.
- Provide meaningful interpretation that incorporates multiple perspectives, including those of park visitors.
- Offer multi-sensory and multi-lingual interpretive opportunities in a variety of locations and settings throughout the park.
- Develop interpretive facilities and programs to encourage the public to share cultures, experiences, perspectives and histories related to the park.

- Develop programs and partnerships with local schools, youth groups, colleges and universities aligned with the state's educational standards and the park's significant resources.
- Encourage interpretive outreach to community groups.
- Work with different community cultural groups to develop programs and events that will draw nontraditional users to the park.

Park Stewardship

Goal: Inspire people to recognize and preserve the park and its resources.

Sample Guidelines:

- Create opportunities for visitors to learn how to protect natural and cultural resources within the park and within their daily lives.
- Encourage visitors to safely pursue compatible uses of the park.
- Interpret the relationships between people and the park's listed endangered or threatened species.
- Promote understanding of why protection is needed for sensitive natural and cultural resources.
- Create opportunities for public involvement in park stewardship programs.
- Build positive public recognition for the park, its ongoing activities and future development plans.
- Create a signature logo/slogan/message that expresses the park's values, and promote its use on signs, brochures, and other interpretive and promotional materials.
- Strive to achieve park management goals for public safety, land use, critical resources, human impacts, resource management strategies, and other issues through interpretation.

Resources

Goal: Maintain or restore authenticity, establishing the park as a valuable natural or cultural landscape and repository for California history and culture.

Sample Guidelines:

- Establish a program to preserve and interpret the personal stories and experiences of the people associated with the area's history.
- Use non-intrusive interpretive techniques to minimize impacts around sensitive and fragile resources, complementing the surrounding open space or cultural landscape.
- Interpret the landscape as a cultural expression of its history, and the cultural history as a human response to the landscape.
- Explore the possibilities for interpreting the sub-surface cultural resources of the park through excavation and exposure, or through other media and public programs and identification markers.

- Reduce and/or eliminate modern intrusions that take away from the interpretive experience in the park.
- Interpret the restoration of disturbed cultural and natural landscapes.

Goal: Support museum collections and their care using park guidelines and Department policies. *(NOTE: Collections goals and guidelines may also be presented in a separate section in the general plan – not within the Interpretation section).*

Sample Guidelines:

- Establish (or review) the park's Scope of Collections Statement to ensure there are clear guidelines on objects to seek, to decline, and to de-accession.
- Update the Scope of Collections as needed, for example when previously unknown important resources are discovered, new collection needs are defined, or the collections policy is revised.
- Acquire and maintain objects for the park to: 1) preserve original elements of the cultural and natural environments; 2) preserve documentation of people, events, cultural features, or natural features central to its purpose; and 3) support the interpretation of important themes.
- Manage collections in accordance with the policies and procedures outlined in the Department's Operations Manual.

Park Interpretation Planning

Goal: Create strategies to sustain park interpretation and education.

Sample Guidelines:

- Develop documents to direct appropriate interpretive development, including an Interpretation Master Plan and Interpretation Implementation Plan, as part of an overall Interpretation Management Plan, and specific project plans.
- Use interpretive planning teams to develop or update interpretive plans and historic reports.
- Schedule regular program evaluations and interpretive training for all staff, volunteers, and concession operators.
- Evaluate visitor and management interests for interpretive programming to determine the most effective way to allocate resources and staff.
- Develop park training manual(s) to standardize, inform, and direct staff, docents, and concessionaires about the park's history, sites, and significant stories, landscapes, historic crafts and trades, interpretive methods, park media, accessibility, and park values.
- Encourage cultural organizations to develop park interpretive programs in the park, emphasizing the contributions of ethnic and cultural groups.
- Design an educational plan to meet sections of California's K-12 educational frameworks and content standards that fit well with the park's significant interpretive resources.
- Ask teachers to periodically review and advise the park on its interpretive programming.

- Establish a volunteer advisory committee to encourage volunteer participation in park interpretive programs and activities.

Programs

Goal: Bring the park alive, recreating or interpreting its vital character.

Sample Guidelines:

- Aesthetically sensitize as well as intellectually inform our visitors, in order for them to have an optimal park experience.
- Establish an environmental living/studies program to enhance learning among school age children.
- Support and encourage appropriate concession activities that help to promote a "living" historic environment.
- Support and encourage appropriate concession activities that help to promote a better understanding of the park's natural landscape.
- Create special activities year-round tied to the park's natural history, history and/or cultural traditions.

Goal: Use interpretation to provide a broader context for the park and its resources.

- Interpret how cultures have used or developed technologies to exploit area resources, resulting in changes to the environment.
- Interpret how the environment has shaped the cultures of the people who lived in the vicinity of the park.
- Interpret specific ways that global climate change may affect park resources, and measures that visitors can take to reduce climate change.
- Evaluate traditional, new, and innovative technologies and techniques to determine the most effective methods for communicating messages in the park's interpretive and educational programs and facilities.
- Alter the park's interpretive and educational programs to keep pace with any changes in the park resources, facilities, and/or visitor demographics.
- Share resources and exchange ideas with other parks and museums having related themes and resources.

Services

Goal: Provide services that address interpretation and education needs of the park.

Sample Guidelines:

- Provide personal interpretation, when possible and reasonable, via permanent and/or seasonal staff, volunteer docents and/or concessionaires.
- Develop interpretive resources for concessions in historic units to support their interpretive efforts (such as interpretive furnishing plans having information about appropriate fixtures, period merchandise, attire, and suggested programmatic elements).

- Develop interpretive resources for concessions in parks featuring natural history and recreation to serve as guides for interpretive programming and to help answer frequently asked questions.

Facilities

Goal: Develop facilities to address the interpretive needs of the park and its visitors.

Sample Guidelines:

- Create spaces throughout the park that foster personal reflection.
- Place wayside exhibits at strategic points where visitors can immediately connect with significant park resources.
- Develop a visitor center to help interpret the important messages represented by the park's resources.
- Consider adaptive uses of existing buildings to expand available space for interpretation.
- Provide adequate storage space for interpretive objects and program supplies.
- Develop office space for interpretive staff and docents.
- Develop interpretive spaces/facilities in the park to provide permanent and/or temporary exhibit spaces for highlighting the park's resources.
- Provide spaces for flexible modes of interpretation and education, such as for plays, poetry readings, lectures, musical performances, movies, educational and interpretive programming, art exhibits, cooking, festivals, parades, demonstrations, cultural events, workshops, markets, and contests.
- Use portable facilities, such as interpretive discovery carts and interpretive concession carts to increase the flexibility and mobility of interpretive services.

Goal: Ensure universal accessibility in all interpretation.

Sample Guidelines:

- Offer interpretive facilities, programming, and services that respond to people who have visual, hearing, mobility, or other special needs.
- Identify strategies and implementation methods for removing barriers to language, education, and economic classes during interpretive planning and development phases.

Support

Goal: Provide up-to-date reference resources and support for the park's interpretation.

Sample Guidelines:

- Train all park staff that has regular contact with visitors, including maintenance staff, park rangers, park aides, docents and concessionaires, in effective interpretive techniques and sound park practices.

- Maintain an up-to-date, well-organized reference library accessible to staff, docents, and concessionaires.

- Create opportunities for ongoing research, capturing new information about the area's resources and historic events or traditions that might be interpreted.
- Coordinate the interpretation of local resources through collaborative partnerships with other interpretation and education providers.
- Produce printed materials to stimulate interest in the park's history, natural history and programs.
- Provide ongoing interpretive and resource learning opportunities for park staff, docents, and concessionaires.

Appendix J:
Task Checklist - General Plan Interpretation Section

- ☐ Review past interpretation and its characteristics.
- ☐ Review interpretation currently taking place in the unit.
- ☐ Review demographic information on visitor and surrounding populations.
- ☐ Evaluate suitability of existing interpretive activities with the park's natural, cultural, and recreational resources and local environmental conditions.
- ☐ Evaluate compatibility of the park's interpretation with current department philosophy, existing park and local planning documents, and recent research.
- ☐ Identify the elements that affect interpretation in the park, including resource limitations, staffing, local support, and available support.
- ☐ Assess the park's interpretation on local, regional and statewide basis. Examine the relative significance (uniqueness) of the natural, cultural, and recreational resources and how they are represented through interpretation.
- ☐ Evaluate the current trends that may affect interpretation in the park, including demographics, surrounding land use, technology, and educational curricula.
- ☐ Identify opportunities for interpreting the park's natural, cultural, and recreational resources.
- ☐ Work closely with cultural, natural, and recreational specialists on the planning team to identify when and how interpretation can assist in meeting the challenges facing them.
- ☐ The parkwide Interpretation Section contains all of the following:
    - Interpretive Goals
    - Unifying Theme
    - Primary Theme(s)
    - Secondary Theme(s)
    - Interpretive Programs
    - Interpretive Facilities
    - Future planning efforts needed

Appendix K:
Task Checklist - General Plan Cultural Resource Inventory

Archival and Background Research

____ Records Search at DPR Repositories (AHM Division, Archaeology Lab, Service Centers, District, Unit files)

____ Records Search at Information Center

____ Records Search and Consultation with California Native American Heritage Commission (CNAHC)

____ Primary and Secondary Historical Research

____ Primary and Secondary Ethnographic Research

____ Native American Consultation

Reconnaissance (field oriented)

____ Identify known sites, structures, buildings and features and assess adequacy of information

____ Reconnaissance survey

____ Scope additional surveys and information gathering

Survey and Assessment

____ Field Survey Completed

____ Prehistoric Archaeological Resources Identified

____ Historical Archaeological Resources Identified

____ Historic Landscapes Identified

____ Traditional Cultural Properties and Sacred Sites Identified

____ Historic Buildings and Structures Identified

____ Historic Districts Identified

____ Underwater Cultural Resources Identified

____ All Cultural Resources Mapped

____ Resource Inventory Compiled

____ Assess sites/features/structures/buildings/districts for potential National Register eligibility

____ Summary Report Completed

____ Ethnographic Background

_____ Land Use History

_____ Park History

_____ Previous Work Summarized

_____ Findings/Results

_____ Future Studies and Management Plans Identified

Appendix L:
Departmental Notice 2007-02:
Department Brand Image

State of California - The Resources Agency DEPARTMENT OF PARKS AND RECREATION **DEPARTMENTAL NOTICE** **No. 2007-02**		MANUAL Administration
SUBJECT Department Brand Image		CHAPTER 0100, Public Relations
ISSUED January 8, 2007	EXPIRES When Incorporated	REFERENCE PRC § 5001; CBPC §§ 14200, 14330, and 17200 et seq.; *CA State Parks Brand Standards*

DPR 375 (Rev. 10/2001)(Word 6/25/2002)

WHEN APPLICABLE, ENTER THE NUMBER AND DATE OF THIS DEPARTMENTAL NOTICE IN THE MARGIN OF THE MANUAL PAGE, ADJACENT TO THE SECTION(S) AFFECTED BY IT.

This Departmental Notice (DN) provides policy, guidance and clarification of issues regarding the Department's brand image, including brand elements such as the Department name, logo and tagline. Correct usage of the Department's brand elements will establish a clear and consistent image for California State Parks. The policies in this DN apply to the entire Department, including its formal relationships with concessionaires and cooperating associations.

This Notice supersedes Departmental Notices 99-17 (Department Logo) and 2001-09 (Department Logo). The policies and guidance in this DN are effective immediately.

LEGAL AUTHORITY

Public Resources Code, Section 5001; California Business and Professions Code, Sections 14200 et seq., 17200 et seq. and 14330; and Federal Trademark laws, Title 15 United States Code, Section 1051 et seq.

BACKGROUND

California's State Park System is recognized as the most geographically diverse and resource rich state park system in the nation. Accordingly, the Department has determined that a clear and consistent image is needed to communicate a unified brand image to current and potential park visitors and to convey the diversity of our parks.

BRAND IMAGE

A brand is a combination of names, words, symbols and/or designs that identifies a product and/or service and distinguishes it from competing products and/or services. A brand is the personification of an organization and its products and services. Brands are designed to build relationships and emotionally connect with customers. Brands also promise certain benefits to consumers.

One of the most important things an organization must do to be successful is communicate a strong, appealing brand image. Presenting a consistent brand image and message helps differentiate California State Parks from other parks and recreation providers, and helps promote park advocacy and consumer loyalty. When communicated consistently across all points of contact, the California State Parks brand will become familiar to consumers and motivate them to cherish, preserve and protect the parks.

With the help of consumer research, a unique California State Parks brand identity has been developed to communicate the breadth of California State Parks and the California State Park System in a friendly, exciting way.

BRAND POLICY

It is the Department's Brand Policy to:

1. Communicate to current and potential park visitors a single strong, unified and consistent brand image across all communication lines.

2. Incorporate into park material, as space is available, the identified brand elements contained in the *California State Parks Brand Standards Handbook*—Copy Content and Tone (including Department Name), Logo, Headline and Tagline and Design Elements—following the guidelines put forth in the handbook.

3. Protect its brand image (elements and/or assets) against unauthorized use, whether intentional or unintentional, by individuals or organizations, to the extent practicable.

BRAND ELEMENTS

Because the brand image must be communicated at every point of consumer contact, the brand elements should be used by all divisions, units, individuals, concessionaires and cooperating associations involved with designing and producing California State Parks consumer material, including, but not limited to: Advertising material; park signage (both permanent and temporary signage, including banners); websites; publications (brochures, posters, flyers, etc.); park entrance tickets; event materials; public relations products; merchandise and product packaging; uniforms; Department business materials (e.g., letterhead, fax coversheets, business cards, envelopes and mailing labels, e-mail signature blocks). Incorporating the brand elements, or assets, correctly and consistently will create a strong, unified style and tone. See the *California State Parks Brand Standards Handbook* for specific usage guidelines.

I. DEPARTMENT NAME

Background

The Department's name is an important brand element. The *California State Parks* has been referred to by various other names, including "California Department of Parks and Recreation," "California State Parks" and "The California State Park Service." To enhance recognition efforts, it is essential that the Department consistently present a single unified image and name to the public.

Department Name Policy

It is the policy of the Department that:

1. California State Parks is the approved name to use for the Department. For specific guidelines regarding the use of this name, see the *Brand Standards Handbook*. Previously created signs, publications, videos, etc., that feature other Department names are acceptable only until such time as they are replaced. All new material should use the current "California State Parks."

2. Depending on individual circumstances, the use of the term “the department” or “the Department” may be appropriate (such as in operational documents, plans and reports) and is allowed after the name California State Parks has been introduced in a document. The decision as to whether to use the lowercase “department” versus the capitalized “Department” is at the discretion of the office preparing the document in question, but whichever option is chosen, it must be used consistently throughout the document.
3. Alternative names should not be used except under the following specific circumstances:
    a. *California Department of Parks and Recreation* - This is the legal name of the Department, and should be used in situations where the legal name is called for (for example, references in state codes and regulations, legal documents such as contracts, court filings, administrative filings, official documents, etc.).
    b. *California State Park System* - This name collectively refers to all of the classified and unclassified park properties managed by the Department. It should only be used in circumstances when all parks are being referred to as a collective unit and the use of the name California State Parks is not appropriate (for example, “There are currently 278 units in the California State Park System”). The term “California’s state parks” can be used as an alternative way to refer to the units that make up the California State Park System, and in such an instance, the words “state” and “parks” may not be capitalized.

II. DEPARTMENT LOGO

Background

The logo is a primary component of establishing a “brand” for the Department. In the past, there have been various logo images used to represent the Department. To enhance recognition efforts, it is essential the Department consistently present a single unified image and name to the public.

General Logo Use Policies

It is the policy of the Department that:

1. The Department logo should be displayed on all products produced by or copyrighted to California State Parks wherever practical to build the strongest possible visibility and recognition for the Department and its resources, services, products and personnel. Where appropriate, this will be done in conjunction with approved individual unit marks/logos.

The Department logo shall be used in/on publications, web pages, audio-visual programs, letterhead, envelopes, business cards, mailing labels, fax coversheets, press releases, vehicle and equipment decals, signs and panels, State Park passes, and other such products and property as might be appropriate. Previously created signs, publications, videos, etc., that feature old Department logos are acceptable only until such time as they can be replaced.

2. When Department offices, or individual employees, are having the logo embroidered or screened onto fabric, a sample must be sent to the Chief of the Interpretation and Education Division for review and approval before production unless the work is being done by a pre-approved vendor (vendor list available from the Interpretation and Education Division).

3. Use of the logo is restricted to Department publications and activities, unless the Department allows otherwise. Use of the logo by external entities must not be allowed unless any association created through use of the logo is consistent with promoting the goodwill of the Department and the Department's goals. When the logo is used by an external entity, the following policies apply:

   a. A written license agreement must be executed by the Department and the third party entity, confirming the terms and conditions of use. This may be incorporated into an existing agreement (e.g., concession and cooperating association contracts, donor agreements, memoranda of agreement or understanding) or may be crafted as a separate license agreement. Agreements that incorporate logo license language must be reviewed and approved by the Legal Office prior to approval. Copies of all such agreements must be sent to the Interpretation and Education Division for permanent retention.

   b. Once an entity has been licensed, advance approval must be obtained before each specific use of the logo. For entities using the logo under a stand-alone license agreement, that approval must come from the Chief of the Interpretation and Education Division, or his or her designee. For entities using the logo under language contained in a valid contract or other written agreement (such as a Memorandum of Understanding or Memorandum of Agreement), approval must come from the California State Parks employee responsible for administering that contract or agreement, or his or her designee.

c. The logo shall not be the most prominent design element (unless the license agreement states otherwise, such as when the logo is used on uniforms and merchandise).

d. The logo shall not be used in a manner that implies editorial content has been authored by or represents the views or opinions of the Department.

e. The logo shall not be used in any venue that displays adult content, promotes gambling, involves the sale of tobacco or alcohol, or otherwise violates applicable law.

f. The logo shall not be used in a manner that is determined by the Department in its sole discretion to be misleading, defamatory, infringing, libelous, disparaging, obscene, or otherwise objectionable.

Specific Logo Use Policies

It is the policy of the Department that:

1. Because the logo is a trademark registered with the U.S. Patent and Trademark Office, the registration symbol ® must be used in connection with each use of the logo unless it is infeasible from a design or fabrication standpoint (such as for patches or decals). The ® registration symbol must now be used instead of the trademark symbol ™ that had previously accompanied the logo before it was registered. Versions of the logo with the ™ symbol may no longer be used.
2. Logo components may not be altered, and the components of the logo may not be used separately. For instance, the bear cannot be used alone or replaced with another element and/or the lettering cannot be used without the bear or replaced with different words.
3. The logo may not be used to create other, new logos.
4. The logo must always appear clear and crisp. In order to meet this requirement, it must be printed at a minimum of 300 DPI.
5. The logo may not be tilted, skewed, or distorted.
6. To maintain clarity, the logo must be a minimum of 5/8” in diameter.
7. The logo may be reproduced only from camera-ready proofs or electronic printing files. It may not be redrawn or traced.
8. Due to its low resolution, the logo may not be downloaded and printed from the Department’s website.
9. The logo may not be cropped, overprinted, screened, superimposed, or printed behind art or copy.

10. To make sure the logo stands out clearly, it must be placed within an area of unobstructed space. This also applies to the placement of the logo relative to the edge of a page or screen. There are two ways to determine the clear zone around the logo:
    a. The space must be the "I" height of the type in the word "CALIFORNIA" in the logo.
    b. The space must be approximately 1/8 of the diameter of the logo. For example, if the logo is 2 inches in diameter, then the clear zone would measure 1/4 of an inch.
11. The four-color logo may not be converted to grayscale. Instead, the black-and-white version of the logo must be used.
12. The four-color logo may not be copied on a black ink photocopier (except in the case of providing printouts of presentations that use the color logo). Instead the black-and-white version of the logo should be used.
13. The logo, in both four-color and black-and-white, may be used on colored paper and fabrics.
14. When printing in one or two colors, only the black-and-white version of the logo may be used. When printing in two colors, the logo must be printed in the darker of the two colors.
15. When embroidering the logo or screening it onto fabric, the four-color version may be used, or the logo can be reproduced in any single color.
16. Except in the case of printing, screening, or embroidering the logo in one color as specified in the policies above, the logo colors may not be added to, changed or altered.
17. Exceptions to the policies above must be approved by the Chief of the Interpretation and Education Division.

DEPARTMENT HEADLINE AND TAGLINE

Background

The Department's official headline and tagline can be found in the *Brand Standards Handbook.* The headline contains the words in the leading position in an advertisement or visitor information—the words that will be read first and are situated to draw the most attention. Effective headlines attract attention, engage the audience, and explain the visual that will lead the audience into the body of the ad or visual. A tagline, or slogan, reiterates a phrase identified with a product or service. Taglines have two basic purposes—to provide continuity to a series of ads in a campaign and to

reduce an advertising message strategy to a brief, repeatable, and memorable statement.

Department Headline and Tagline Policy

It is the policy of the Department that:

1. The official headline and tagline shall be used in/on all marketing and/or consumer materials, as applicable, that promote California State Parks. Use of the headline and tagline shall follow the guidelines outlined in the *Brand Standards Handbook*.
2. Because the official Department headline and tagline are in the process of being registered with the Federal Patent and Trademark Office and the California Secretary of State, the symbol ™ shall be used in connection with each use of the headline and/or tagline. However, when the headline and tagline become registered, ™ will be replaced with ®.
3. When the headline and/or tagline are used, they shall be surrounded by unobstructed space in order to remain clearly legible and have the desired visibility. A space equal to the height of the upper case letter "D" must be maintained on all sides of the tagline. A space equal to the height of the upper case letter "W" must be maintained on all sides of the headline. These are minimum areas—a greater amount of space is always recommended.
4. Use of the headline and/or tagline is restricted to Departmental publications and materials, unless the Department allows otherwise. Use of the headline and/or tagline must not be allowed unless any association created through use of the headline and/or tagline is consistent with promoting the goodwill of the Department and the Department's goals. For use of the headline and/or tagline, all external entities must obtain written permission from the Chief of the Interpretation and Education Division, documented by an appropriate license agreement, unless the license is being granted as part of a contract that includes the Department's standard boilerplate language for headline/tagline use—copies of all such agreements must be sent to the Interpretation and Education Division for permanent retention.

IV. BRAND DESIGN ELEMENTS

Background

All of the brand design elements help create the Department's overall brand image and were chosen to convey the warm, down-to-earth, adventurous and approachable nature of California State Parks.

Brand Design Elements Policy

It is the policy of the Department to use the official brand design elements in/on all marketing and/or consumer materials produced by California State Parks, as applicable. The brand design elements shall be used together whenever practical. Use of the brand design elements shall follow the guidelines in the *California State Parks Brand Standards Handbook.* If you are unsure about whether to use the brand design elements on a product you are creating, contact the Partnerships and Consumer Strategies Division at (916) 653-5682.

V. BRAND POLICIES FOR SPECIFIC TYPES OF CONSUMER MATERIALS

Background

While the policies above related to brand elements apply to all consumer materials, some specific types of materials also require additional policies in order to ensure consistency of content and design and quality of brand element reproduction.

Policy

It is the policy of the Department that:

1. All event banners shall include the official Department headline, tagline, and logo, name and date of the event, and park name. Colors and fonts used for event banners should follow the brand fonts and colors shown in the *Brand Standards Handbook*.
2. Samples in the *Brand Standards Handbook* shall be followed when creating new signs or replacing pre-existing signs, unless the park has been given permission to have a unique sign design by the Deputy Director of Park Operations.
3. E-mail to External Entities: It is permissible to use the Department's official tagline (but not headline) in e-mail signature blocks. All other phrases, sayings, quotes, etc., are not acceptable and shall not be used as part of e-mail signature blocks. The Department logo may not be inserted into e-mail messages as it may not reproduce accurately or at a high quality on all computers. (This policy does not apply to logo files that are attached to e-mail messages for purposes of sending the logo to someone who is authorized to use it.)
4. The standardized version of the Department's letterhead, which features the logo, is required for use throughout the Department.

5. The standardized format for envelopes and mailing labels is required for Departmental use, and no other versions are acceptable.
6. Business cards must use the four-color logo, blue lettering, and be printed on 80-lb. gloss cover paper—they must follow the design standards shown in the *Brand Standards Handbook* and contain the elements indicated.
7. All press releases regarding California State Park news, issues, programs, and activities must be distributed using the DPR 985, Press Release form.

IMPLEMENTATION OF BRAND POLICIES

For each aspect of implementation, there will be appropriate phase-in periods to minimize Departmental expense and inconvenience. Each division, district, and unit will determine a schedule that meets Departmental expectations and allows for the accommodation of necessary changes using available resources.

QUESTIONS

Questions regarding graphics or technical issues related to use of the logo should be directed to the Interpretation and Education Division at (916) 654-2249. Questions regarding the other brand elements and the *Brand Standards Handbook* should be directed to the Partnerships and Consumer Strategies Division at (916) 653-5682. Questions about the use of the logo by concessionaires should be directed to the Concessions, Reservations and Fees Division at (916) 653-7733. Electronic copies of the *Brand Standards Handbook* can be obtained from the Document Library on the Departmental Intranet.

Keith L. Demetrak

Deputy Director for Administration

A goal without a plan is just a wish.

- Antoine de Saint- Exupery (1900 - 1944)

Bite off more than you can chew, then chew it.
Plan more than you can do, then do it.

- Anonymous