

PESCADERO MUNICIPAL ADVISORY COUNCIL (PMAC)

MEETING NOTICE AND PROPOSED AGENDA

[www.pescaderocouncil.org](http://www.pescaderocouncil.org)

Tuesday, July 11, 2006, 7:30 PM,

Native Sons Hall, 112 Stage Road, Pescadero CA 94060

1. CALL TO ORDER/ROLL CALL
2. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA  
Note: Public comment is limited to 5 minutes per speaker
3. ANNOUNCEMENTS/PRESENTATIONS
4. APPROVAL OF MINUTES OF REGULAR MEETING, June, 2006.
5. FINANCIAL REPORT – Paisley Nash-Dooley
6. REPORTS FROM CURRENT COMMITTEE CHAIRS
  - A. Emergency Preparedness – Roy Brixen
  - B. Housing Committee – Meeting with the County, and latest developments re: conveying surplus county site to Habitat - Catherine Peery
  - C. Fire Suppression –Results of recent hydrant tests in town –CDF firefighters/Catherine Peery
  - D. 150<sup>th</sup> Anniversary Event – approval of some expenses overcoming the \$500 threshold. General review of the event.
  - E. Other Committee reports, if available.
7. OLD BUSINESS:
  - A. Elections office reports and submissions, deadlines for candidates, and report of some 2-year terms available.
  - B. Review Correspondence from/to PMAC
8. New Business –
9. Next Meeting August 8, 2006
10. Adjournment

This site is NOT wheelchair accessible. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting; or who have a disability and wish to request an alternative format for the agendas, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact Catherine Peery at least 3 working days before the meeting at 650-879-0150, fax 650-879-1847, [cpeery@pescaderocouncil.org](mailto:cpeery@pescaderocouncil.org). Notification in advance of the meeting will enable PMAC to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it.

SPANISH TRANSLATION AVAILABLE UPON REQUEST. Traducció n en espa ñol esta disponible si es solicitado.

## **Notice of Local Offices to be Filled at the Gubernatorial General Election**

NOTICE IS HEREBY GIVEN that a Gubernatorial General Election shall be held on Tuesday, the 7<sup>th</sup> day of November 2006.

NOTICE IS HEREBY GIVEN TO ALL QUALIFIED PERSONS that local elections will be held in the following school and special districts of the County of San Mateo, State of California, for the purpose of electing members to the governing boards and boards of directors of those districts as follows:

### School Districts:

Bayshore School District: Member, Governing Board; three 4-year terms  
Brisbane School District: Member, Governing Board; three 4-year terms  
Cabrillo Unified District: Member, Governing Board; three 4-year terms  
County Board of Education: Member, Governing Board; three 4-year terms, one 2-year term  
Jefferson Union High School District: Member, Governing Board; three 4-year terms  
La Honda-Pescadero Unified School District: Member, Governing Board; two 4-year terms  
Las Lomitas Elementary School District: Member, Governing Board; three 4-year terms  
Menlo Park City Elementary School District: Member, Governing Board; three 4-year terms  
Pacifica School District: Member, Governing Board; three 4-year terms  
Ravenswood City School District: Member, Governing Board; three 4-year terms  
South San Francisco Unified School District: Member, Governing Board; three 4-year terms

Qualifications for the offices as set forth in the Education Code are:

Members of the Governing Board: Any registered voter who is a resident of the school district, and who is not disqualified by the Constitution or laws of the state from holding a civil office.

### Special Districts:

\*Midpeninsula Regional Open Space District: Member, Board of Directors; two 4-year terms  
North Coast County Water District: Member, Board of Directors; three 4-year terms  
Peninsula Health Care District: Member, Board of Directors; three 4-year terms  
Pescadero Municipal Advisory Council: Councilmember; six 4-year terms, three 2-year terms  
San Mateo County Harbor District: Member, Board of Directors; two 4-year terms  
Sequoia Healthcare District: Member, Board of Directors; three 4-year terms

Qualifications for the offices as set forth in the Principal Acts are:

Member, Board of Directors: Must be a voter of the District, or as otherwise specified in the Principal Act of the District.

Nomination documents for eligible persons desiring to declare candidacy for any of the elective offices may be obtained from the office of the Registration-Elections Division, 40 Tower Road, San Mateo, (650) 312-5370, on or after July 17, 2006 and must be filed not later than 5:00 P.M. on August 11, 2006. If nomination documents for an eligible incumbent are not filed by the later date and hour, any person other than the incumbent shall have until 5:00 P.M. on August 16, 2006 to file nomination documents for the elective office.

**WARREN SLOCUM**  
**SAN MATEO COUNTY CHIEF ELECTIONS OFFICER & ASSESSOR-COUNTY CLERK-RECORDER**  
**November 7, 2006**  
**GUBERNATORIAL GENERAL ELECTION CALENDAR - DISTRICT**

# DAYS PRIOR	DATE	ACTION TAKEN
130	June 30, 2006	(School or Special District Vacancy) Last day for the governing body of the local jurisdiction to call an election to fill a vacancy. GC §1780; Ed. Code §5091
125	July 5, 2006	Last Day for School or Special District to Return Candidate Policy Form.
123	July 7, 2006	(School District Vacancy) Last day for the school governing board to deliver resolution to County Superintendent and Elections Official calling the election of governing board members. Ed.C §5322
120	July 10, 2006	(School District Vacancy) Last day for the County Superintendent to deliver official order and formal notice of election of governing board members to Elections Official. Ed.C §5324
120 90	July 10, 2006 August 9, 2006	Between these dates, the County shall publish Notice of Election. EC §§12109, 12112; GC §6061; Ed.C §5363
113 88	July 17, 2006 August 11, 2006	Declarations of Candidacy/Nomination Papers - Between these dates, eligible candidates for local offices may obtain and file required nomination forms, submit statement and payment. EC §§8000 et sec., 10220, 10407, 10510, 10603, 13107, 13307; Public Resources Code §5532; Harbors & Navigation Code §6054
Fixed	July 31, 2006	Last day to file semiannual campaign statements, if required, by all candidates and committees. Also, last day to file supplemental independent expenditure reports. GC §§84200,84218, 84203.5
88	August 11, 2006	Candidate filing period closes; all required forms must be complete. Also, last day for LOCAL candidate whose filing period ends this day to withdraw from the election. EC §§8000 et sec., 10220, 10407, 10510, 10603, 13107, 13307 ; Public Resources Code §5532; Harbors & Navigation Code §6054
88	August 11, 2006	Last day for local entity to request consolidation from the Board of Supervisors. EC §§10400 - 10403, 9400, 9401; Ed.C §5322 & 5325 (for Schools, this applies to Measures only) Also, deadline for filing Tax Rate Statement for any bond measure appearing on the ballot. EC §9401
88 78	August 11, 2006 August 21, 2006	Local 10-calendar day examination period begins at 5:00 p.m. for documents filed as of the 88th day prior to the election. Between these dates, any registered voter of the election jurisdiction, or the elections official, may seek a writ of mandate or injunction requiring any or all of the materials to be amended or deleted. The request shall be filed no later than the end of the 10-calendar-day public examination period. Includes resolutions, ordinances, tax rate statements, declarations, and candidate statements. EC §§9190, 9295, 9380, 9509, 13313
87 83	August 12, 2006 August 16, 2006	Extended candidate filing period for declarations of candidacy and nomination papers. If an eligible incumbent does not file or fails to qualify by 5:00 p.m. candidates other than the incumbent may obtain and file all required nomination forms. This extension <b>does not apply</b> to Federal Offices or State Legislative offices appearing on the general ballot. EC §§8024, 10225, 10407(b), 10516, 10604; Public Resources Code §5532



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/05/2006

**PRODUCER**  
 BROOKE AGENCY SERVICES CO., LLC  
 P O BOX 980008  
 W SACRAMENTO, CA 95798-0008

**INSURED**  
 SAN MATEO COUNTY  
 USE SEPERATE INSURED  
 SET UP INDIVIDUALLY  
 REDWOOD CITY, CA 94063-1664

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: INS CO OF THE STATE OF PENNSYLVANIA	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

**COVERAGES**  
 THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

NSR LTR	ADPT. INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> PUBLIC ENTITY <input checked="" type="checkbox"/> ERRORS/OMISSIONS EXCESS OF \$300,000/600,000 SIR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	8766707	5/22/06	5/22/07	EACH OCCURRENCE \$ 4,750,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ N/A MED EXP (Any one person) \$ N/A PERSONAL & ADV INJURY \$ 4,750,000 GENERAL AGGREGATE \$ N/A PRODUCTS - COMP/OP AGG \$ 4,750,000
		<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
		<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS  
 EVIDENCE OF INSURANCE FOR SUNDAY JULY 2, 2006.  
 LOCATION: IDES HALL, 60 STAGE ROAD, PESCADERO, CA 94060

**CERTIFICATE HOLDER**  
 PESCADERO MUNICIPAL ADVISORY COUNCIL  
 P O BOX 249  
 PESCADERO CA 94060

**CANCELLATION**  
 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.  
 AUTHORIZED REPRESENTATIVE  
 CECIL JACK

## **IMPORTANT**

If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

## **DISCLAIMER**

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.



## GOOD NEIGHBOR POLICY

Adopted by the Board of Directors

October 26, 1988

Amended August 14, 1996

Amended (*Month*), 2006

### Introduction

The Midpeninsula Regional Open Space District (District) is committed to building and maintaining good relationships with all its *neighbors*<sup>1</sup>. To demonstrate this commitment, the District's Board of Directors adopted a Good Neighbor Policy in 1988. Since the last revision to the District's Good Neighbor Policy in 1996, the Local Agency Formation Commission (LAFCo) approved the District's Coastside Protection Program, in 2004, and expanded the District's boundary to include coastal San Mateo County from the southern boundary of the city of Pacifica to the Santa Cruz County line. This geographic area is called the Coastside Protection Area. In conjunction with LAFCo's approval, the Board of Directors adopted a *Service Plan*<sup>2</sup> for the Coastside Protection Program, which outlines the preservation and management services that will be provided by the District in the Coastside Protection Area.

*The mission of the District is: "to acquire and preserve a regional greenbelt of open space land in perpetuity; protect and restore the natural environment; and provide opportunities for ecologically sensitive public enjoyment and education."*

A specific condition of the LAFCo-approved Service Plan required the District to amend its Good Neighbor Policy to include the key Service Plan policies, guidelines and implementation actions which relate to the enjoyment of privacy on adjoining private lands and public involvement in policy development, as well as in the use and management decision-making process. Accordingly, the provisions of this Good Neighbor Policy meet the requirements of the Service Plan for the Coastside Protection Program and implement the specific LAFCo condition which the District's Board adopted by Resolution No. 04-12 on May 26, 2004.

In Section 1 on the following pages each of the 13 Service Plan and LAFCo provisions (shown in *italics*) includes an implementation guideline, which describes how the District will carry out each provision and which in some cases supplements the provision (while the Good Neighbor Policy provisions apply District-wide, some provisions were designated by LAFCo to apply to the coastside only. Where this is the case, the term "Coastside Protection Area" has been added at the end of the relevant implementation guideline). In addition, Sections 2 and 3 of this policy have a number of provisions that are based on input given to the District by neighbors during a series of public meetings throughout the District.

### Purpose

The purpose of the Good Neighbor Policy is to establish guidelines and principles for ensuring good relationships between the District and its neighbors. In both the day-to-day conduct and in the long-range planning for public open space preserves, the District will make every effort to cooperate with neighbors, to take into account their perspectives, address their concerns, and engage and involve them in the process of making decisions regarding the public preserves.

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<sup>1</sup> *Neighbor – Residents and property owners located adjacent or close to a District preserve who may be affected by maintenance or visitor activities on the preserves.*

<sup>2</sup> *Service Plan – The District's plan for the Coastside Protection Program on the San Mateo County coast, which outlines preservation and management services that will be provided by the District.*

## **GOOD NEIGHBOR POLICY**

### **PUBLIC PARTICIPATION AND PRIVACY**

Many of the provisions in this section discuss public participation and notification and explain how the District will provide opportunities for neighbors to participate in decisions which may affect neighboring private lands and how the District will seek to notify them of these opportunities. To the District, being a good neighbor is a public-private partnership.

#### **Policy provision 1**

*The District shall institute appropriate forms of representation so that the District planning and decision-making relating to the Coastside Protection Area includes the input of Coastside residents.*

*The District relies on public participation to complete its planning process for District preserves. For example, during the development of a master plan, the District holds a series of public workshops to obtain public input on access improvements and resource protection. Adjoining neighbors receive notifications about these meetings. Information about the meetings will also be available on the District's website.*

#### **Implementation guideline 1**

**The District's Board of Directors voted on November 9, 2004 to approve a final redistricting plan and expand District Wards 6 and 7 to represent about 30,000 constituents in the Coastside Protection Area.** (Coastside Protection Area)

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#### **Policy provision 2**

*The District shall establish advisory committees, task forces or work groups as needed to develop or review specific policies or plans.*

#### **Implementation guideline 2**

**When planning for large-scale or complex projects public input is particularly valuable. Advisory committees, task forces or work groups can help assist the District in developing specific policies or plans. Workshops with *neighbors* and the general public are a good way to discuss items of a controversial nature or significant changes in land-use or planning.**

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#### **Policy provision 3**

*To ensure that local viewpoints are considered in all significant District planning and decision-making relating to the Coastside Protection Area, the District shall consult with local elected officials, government agencies, and government-sponsored organizations within the Coastside Protection Area including, but not limited to the Midcoast Community Council, Pescadero Municipal Advisory Council, Half Moon Bay City Council and their elected bodies.*

#### **Implementation guideline 3**

**The District will establish a database of elected officials, government agencies, and government-sponsored organizations it will consult with on all significant planning and decision-making. Such consultations may occur through written questionnaires or requests for comments.** (Coastside Protection Area)

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## Policy provision 7

*The District shall provide private property signs where appropriate and provide trail users information regarding private property boundaries and to prohibit trespass to minimize public/private use conflicts and trespassing. The District shall clearly sign trails adjacent to active agriculture and provide trail users with information regarding property boundaries to minimize trespassing and conflicts with agricultural users.*

### Implementation guideline 7

**The District will install private property signs, where appropriate, and provide trail users with preserve maps and other information to help identify private property boundaries and guard the privacy of District neighbors. To further inform trail users, where appropriate, the District will also post signs along trails adjacent to active agricultural land.**

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## Policy provision 8

*The following measures will be included in every future Use and Management Plan for parcels within the Coastside Protection Area:*

*Use and Management Plans balance opportunities for public recreation with natural resource protection through a comprehensive planning approach in partnership with the community.*

- a. *In areas where trail routes are immediately adjacent to private property, fencing shall be employed as necessary to deter users from leaving the trail. Specific fence, gate, and crossing designs will be determined in consultations with adjacent affected property owner(s) at the Use and Management Plan stage.*
- b. *All new trails/facilities shall be sited away from the edges of new preserves to the greatest extent possible. All new trails/facilities will be designed to preserve existing vegetation within new preserves and at the property lines so that views of land uses in adjacent residential properties would be minimized.*
- c. *Trails shall be sited a minimum distance of 300 feet from occupied dwellings unless site-specific circumstances make this infeasible. Where a 300-foot setback is not feasible, trails shall be set back a minimum distance of 50 feet. Potential noise and privacy impacts must be evaluated for any subsequent District action and shall be reduced by berms, fencing, landscaping, and other feasible and compatible means, if necessary.*

### Implementation guideline 8

**The District will consider neighbors' concerns including the desire for privacy on properties that adjoin District lands, and assist with the prevention of unintentional trespass by preserve visitors through the following:**

- 8.1 Evaluate potential noise and privacy impacts when planning trails and facilities adjacent to occupied private property. Reduce potential noise or privacy impacts with berms, fencing, landscaping, and other feasible and compatible means, if possible.**
- 8.2 Carefully conduct District business (such as performing maintenance or installing fencing) to avoid encroachment on adjacent private property. If a neighbor believes that the District is encroaching on adjacent private**

property, he or she should notify the District as soon as possible.

**8.3 Site new trails and facilities away from private property boundaries, to the extent possible, and design trails to preserve existing vegetation and minimize views of adjacent residential properties' land uses. An effort will be made to site new trails 300 feet from occupied dwellings on neighboring properties, to the extent feasible. If infeasible, the District will seek to maintain a minimum setback of 50 feet. Fencing or visual screens may be used to prevent trespassing in rare cases when trails are located directly adjacent to private property.**

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#### **Policy provision 9**

*Upon completion of the annexation process and with public involvement through local groups, the District shall conduct public hearings to develop its Basic Policies for the Coastside Protection Area. These hearings shall address, at a minimum, the following topics: public participation; resource management; public access; recreational use; public safety; cultural resources; agricultural and timber production; interagency relationships; and public information.*

#### **Implementation guideline 9**

**Individuals, local groups and organizations will all be consulted through a process that will involve public meetings and offer ample other opportunities to provide input concerning revisions to the District's existing Basic Policies and the development of Basic Policies specific to the Coastside Protection Area. (Coastside Protection Area)**

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#### **Policy provision 10**

*As noted in 6 above, all proposed Coastside Protection Area Policies shall be considered by the full Board of Directors at public meetings held in the Coastside Protection Area.*

#### **Implementation guideline 10**

**The Board of Directors will hold public meetings in the Coastside Protection Area, as necessary, when policy changes specifically affect the coast. (Coastside Protection Area)**

*In addition to the District's Planning Manager, neighbors may also contact the District's Ombudsperson who is an independent appointee of the Board of Directors. The Ombudsperson follows up on resident and neighbor inquiries or complaints to attempt and resolve misunderstandings or conflicts that have not been resolved satisfactorily by District staff.*

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#### **Policy provision 11**

*A District staff liaison will be assigned to the Coastside Protection Area to work with local residents, property owners, government, and interest groups in developing recommendations to the District Board of Directors.*

#### **Implementation guideline 11**

**The District's Planning Manager has been named as the primary staff liaison to work with local residents, property owners, government, and neighborhood and other interest groups in developing recommendations for the District's Board of Directors. In addition, all District staff are ready to work with District constituents to answer questions, provide information and help develop recommendations. (Coastside Protection Area)**

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### Policy provision 12

*The Legislative, Finance, and Public Affairs Committee, a Standing Committee of the Board, shall at an annual public meeting review the Good Neighbor Policy and its implementation and effectiveness. The Good Neighbor Policy shall be amended as necessary to ensure the best possible relationship between the District and its neighbors.*

### Implementation guideline 12

**The District will review the Good Neighbor Policy annually at a public meeting of the District's Legislative, Funding and Public Affairs Committee to ensure its continued effectiveness and implementation. Based on input from the public, the Board will amend the Policy, as necessary, to ensure the best possible relationship between the District and its neighbors.**

**Throughout the year, the District will also gather information and suggestions that neighbors provide to staff in person or send in via the Web site, e-mail or regular mail.**

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### Policy provision 13

*The District shall develop a Good Neighbor Brochure and shall update it regularly and distribute it to property owners with land adjoining District Preserves. The Brochure shall contain the following information:*

*The District currently uses a variety of techniques to reduce fire danger on its preserves, supports "live-fire" training efforts, and coordinates with other local fire agencies for training and response. In the event of a fire on District preserves or neighboring lands, neighbors should always contact local fire emergency services first by calling 911.*

1. *Emergency contact information for District and other agencies by nature of emergency (fire, flooding, medical, illegal activity, abandoned vehicles, etc.)*
2. *District contact for resource management (weed abatement, feral animal control, restoration and re-vegetation, etc.)*
3. *District contact for fire and hazard prevention (fuel management, information regarding fire-safe practices, fallen or hazardous trees, etc.)*
4. *District contact for conflicts between neighbors and Preserve visitors (trespass, parking, noise, etc.)*
5. *District contact for general questions regarding use and management of Preserves*
6. *How to make a suggestion or file a complaint regarding use and management of District Preserves or the District's operation in general (phone, write, e-mail, in person)*
  - *Contact information for Ombudsperson*
  - *Management and Board of Director contact information*
  - *Website mailbox*
  - *Office hours and location*
  - *Board meeting dates and times*
7. *Copy of the Good Neighbor Policies*

### Implementation guideline 13

**The District will develop and periodically update a Good Neighbor Brochure with contact information for District rangers, law enforcement and fire officials, among others. The Brochure will be made available to neighbors.**

## **LAND PURCHASE, PLANNING AND MANAGEMENT**

The District will encourage neighbors to provide input in the following ways:

1. For potential new land purchases or land transfers and management agreements, the District will notify adjoining property owners of Board and Board Committee meetings where issues such as access to the new property and changes to existing land uses will be discussed. For significant or coastside purchases, the Real Property Committee will conduct public on-site meetings.
2. The District will evaluate access to newly acquired land by neighbors on a case-by-case basis to ensure public safety and determine whether access is compatible with District ordinances and low-impact recreation. To the extent feasible, the District will consider continuing access through a permit system managed by the District.
3. In managing District preserves, to the extent possible, the District will
  - a. Control non-native vegetation and animals and initiate cooperative efforts with neighbors to control non-natives on lands adjacent to District preserves.
  - b. Minimize the impact on native plants when removing invasives
  - c. Consider neighbors' desire to preserve the natural landscape viewshed.
  - d. Cooperate with local and state fire officials on emergency response and fire prevention.
  - e. Implement its resource management policies.

*The Good Neighbor Brochure includes key contact and emergency phone numbers such as whom to contact regarding non-native vegetation on neighboring properties, and to whom neighbors can report observed violations of District ordinances on preserve lands. The brochure also contains important information on how the District operates with respect to neighboring properties. Examples of this type of information include the roles of the District's Rangers and how the District cooperates with fire officials in the event of a fire.*

## **PUBLIC INFORMATION, EDUCATION AND OUTREACH**

District staff will provide information to educate neighbors about the District, its mission, events and activities. Interaction with neighbors through outreach is one way to provide services to them. The following provisions will guide the District's public education and outreach to neighbors:

1. To acquaint new neighbors with District policies and ordinances, provide a letter of introduction, basic policies and ordinances to each adjacent property owner following close of escrow of land purchased by the District.
2. Generally represent the District in the community by attending local community meetings and contacting neighbors on relevant issues, as appropriate.
3. Provide information through a variety of means such as the District's Web site, quarterly newsletter, signboards, among others.
4. Make reasonable efforts to address and resolve situations that may arise between neighbors and the District. The District may also respond to specific neighborhood concerns by holding office and/or site meetings, as needed.
5. The Board has appointed an Ombudsperson to assist the public with their interactions with the District and facilitate the resolution of conflicts. The Ombudsperson works independently and objectively to assist in maintaining positive relations with District residents and neighbors. Contact information for the Ombudsperson is listed in the Good Neighbor Brochure.

#### **Policy provision 4**

*The Coastside Protection Area covers the San Mateo County coast from south of the City of Pacifica to the Santa Cruz County line.*

*To further ensure recommendations representing local involvement are considered in District planning and decision-making relating to the Coastside Protection Area, the District shall directly notify community-interest groups, non-profit land trusts, elected officials, and other interested organizations about District Board meetings or other public meetings that involve subjects relating to the District's activities within the Coastside Protection Area.*

#### **Implementation guideline 4**

*The Coastside Protection Program's goal is to protect 11,800 acres of the coastside as open space and agricultural land over the next 15 years*

**Participation by local citizens is of critical importance to the District which will encourage it by notifying all appropriate neighboring property owners, neighborhood organizations and other interested parties of upcoming Board meetings, special meetings, or workshops as established in the District's Public Notification Policy. The District may also use other methods to notify the public of opportunities for public input, including, but not limited to, notification as required by the California Environmental Quality Act, press releases, the District's Web site, local newspapers, local bulletin boards, articles, print ads, and special mailings to targeted audiences. Efforts will be made to notify the public a minimum of one week in advance of a public meeting.**

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#### **Policy provision 5**

*In addition to adopted and legally required noticing, the District shall notify owners of contiguous properties about public meetings where property acquisitions in the Coastside Protection Area or any significant use or improvements proposed on District-owned lands in the Coastside Protection Area are considered.*

#### **Implementation guideline 5**

**The District will contact and notify owners and residents of contiguous properties of meetings where significant purchases or uses and land management agreements are being considered.**

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#### **Policy provision 6**

*Because each land use management plan, policy update, acquisition project and significant capital improvement project is subject to full review by the District Board (Page 23 of service plan), meetings of the District Board and/or subcommittees on such matters concerning Coastside Protection Area territory shall be held in the Coastside Protection Area.*

#### **Implementation guideline 6**

**The Board of Directors will hold public meetings in a specific area of the District when they consider significant policies, and large-scale Use & Management Plans affecting that area.**

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## **OTHER RELEVANT DISTRICT POLICIES**

Below is a list specific policies approved by the Board of Directors that provide additional direction on many aspects of District business and complement the Good Neighbor Policy:

1. The *Basic Policy* provides public information about the mission, purpose, strategic direction, and major elements of the District's operations.
2. The *Public Notification Policy* ensures that reasonable efforts are made to notify surrounding landowners and interested members of the public of District activities.
3. *Land Acquisition Policies and Procedures* offer information about land purchases.
4. *Resource Management Policies* establish techniques to restore the natural environment and define the practices to protect and manage resources including managing vegetation, encouraging native plants, controlling non-native plants and animals, agricultural practices, and use of fire as a land management tool.
5. *Use and Management Planning Process* is a public process to develop use and management policies for District lands to protect the natural environment and provide opportunities for ecologically sensitive public enjoyment and education.
6. The District is developing an *Encroachment Policy*. This policy will educate District neighbors and users of open space areas about activities that are not allowed on District land, or allowed only by permit. The policy's goal is to protect public lands from encroachment. Examples of encroachments are a fence or trail that has been placed on District lands without permission.

In the near future the Midpeninsula Regional Open Space District will develop or amend a number of public policies and policy documents. For example, the District's Public Notification Policy and its Basic Policy will both be revised shortly and a new set of Basic Policies will be developed for the San Mateo County coastside.

## **LEGAL NOTE**

It is not the purpose of this policy to adopt legal notice, public meeting or land management policies beyond those required by law. These policies are meant to supplement public notices and procedures required by law, not to replace them, or to impose additional legal requirements. No action taken by the District shall be invalid for failure to comply with this policy.

