

# PLANNING HANDBOOK

*Provides guidance for the different levels of state park planning:*

Systemwide / Regional Planning

Unit Classification and Naming

General Planning

Management Planning

Specific Project Planning



**California State Parks**

**February 2002**

## PLANNING HANDBOOK REVISIONS February 2002

This document reflects text revisions that have been made to the Draft Planning Handbook dated March 27, 1998. These revisions were the result of a continuing effort by former members of the General Plan Improvement Team (GPIT) and representatives from the various divisions and service centers. This current effort is an on-going process that will improve information and guidance to planning teams and others preparing general plans, and provide a continuing focus on the need to clarify related processes.

This document will be maintained by the Northern Service Center and updated, as necessary, with input and participation by staff Department-wide and under the direction of the Planning Policy and Programming Committee. The Planning Handbook will also be posted on the Department's Internet website, and updated periodically, as revisions become necessary or additional guidelines are prepared.

If you wish to request copies or provide further input into this document, please direct your request to:

Dave Keck, Supervisor, General Planning  
Northern Service Center  
One Capitol Mall, Suite 500  
Sacramento, CA 95814  
(916) 445-8903 or email [dkeck@parks.ca.gov](mailto:dkeck@parks.ca.gov)

Keith Demetrak, Chair  
Planning Policy and Programming Committee  
Planning Division  
1416 9<sup>th</sup> Street  
Sacramento, CA 95814  
(916) 653-9377 or email [kdeme@parks.ca.gov](mailto:kdeme@parks.ca.gov)

California State Parks  
**Planning Handbook**

**February 2002**



GRAY DAVIS  
Governor

RUSTY AREIAS  
Director  
Department of Parks and Recreation  
P.O. Box 942896  
Sacramento, CA 94296-0001

MARY D. NICHOLS  
Secretary for Resources



California State Parks  
**Planning Handbook**  
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**Bold** items have been prepared by the General Plan Improvement Team and are included herein. All other items are considered supplemental efforts that will be completed at a later date.



## **PREFACE**

In the summer of 1994, the Department's Planning Policy and Programming Committee (PPPC) (formerly the General Plan Policy Committee – GPPC) appointed a 9-person group to examine the manner in which the Department prepared unit-level general plans, and to make recommendations for changes in the planning process and the resultant general plan documents. The desired changes were to respond to the then-current perceptions that the then-standard general plans took too much time to prepare, and were too long, too detailed and too constraining in their content. The group's goal was to create a new process and new standards for general plan preparation.

The appointed study group, the General Plan Improvement Team (GPIT), met periodically over the next three years. Basing its efforts on the Total Quality Management approach, the GPIT systematically examined the current approach to general plan preparation in order to determine how to achieve the goals of their assignment. The GPIT's draft materials were reviewed throughout the Department and were consolidated as a two-part document, which contained a Team Report and a draft Planning Handbook, issued on March 27, 1998. The Department on April 27, 1999 accepted this joint document, and its approach to general planning, as Departmental Notice #99-07.

Following summary inventory and analysis of the unit's natural, cultural and recreational resources, the general plan document would provide a guiding vision for the unit. It would indicate broad guidance as to the sort of management that would best protect its resources and make them available for appropriate public enjoyment and use. The general plan would provide a vision and focus on the unit's current critical issues rather than attempt a comprehensive overview of all likely issues. More detailed planning for the unit, for the management of certain resources or the development of specific facilities or programs, would be the subject of separate, subsequent, more specific studies and plans.

The recommendations of the GPIT Team Report were not confined just to alterations in the general plan and its preparation. It did do this, but in doing so it went on to recommend necessarily related major adjustments in other aspects of Department's entire existing planning system (see figure entitled Park Planning Structure). Three major adjustments are perhaps most noteworthy:

- Due to the simplification, brevity and vision-orientation of the new type of general plan, subsequent and more specific unit-level management plans took on greater importance;
- As broad guidance to general planning, the study and development of a guiding framework of Systemwide Planning and Policies took on great importance; and
- It was emphasized that the initiation, development, and upkeep of Unit Data Files was necessary to serve both the on-going management of park units and to be a major factor in reducing the amount of resource inventory work that precedes the preparation of a general plan.

The draft Team Report had identified seven high priority supplemental efforts that would be needed in order to bring the recommended new Departmental planning system into being. In the three years since the Report was issued, little or no work has been done on any of these supplemental efforts. This is why the corresponding gaps (their “placeholders”) which appeared in the draft Planning Handbook still remain in this revised version.

The general plan for Chino Hills SP, approved in February of 1999, was the first general plan prepared using the GPIT approach. The general plans for Pfeiffer Big Sur SP (October 1999) and Castle Rock SP (March 2000) also used this approach, and a number of other general plans currently in process will be using the GPIT model. With three years of experience using this new Departmental planning system and its new approach to general planning, the GPPC appointed a short-term study group to determine two things:

- What was going well with the new GPIT approach to general plan preparation and what sort of changes or corrections might be needed to permit desired improvements; and
- What additional work was needed and feasible in the effort to continue to create the broad new Departmental planning system recommended by the GPIT?

Meeting on March 13, 2001, the consensus of the study group was that:

- A number of relatively modest changes should be made in the current process of preparing unit-level general plans;
- The draft Planning Handbook should be revised to reflect these changes, and a new, updated edition should be issued for the benefit of staff and other concerned parties; and
- At this time, there were insufficient resources to allow work on the previously identified important supplemental efforts, which the original Team Report had made recommendations for and established placeholders in the draft Planning Handbook.

Based on the efforts of this study group, the Planning Handbook was revised and issued in this present form in February of 2002. It is believed that this revised handbook will provide better guidance to those who will be preparing unit-level general plans. It will also serve as a reminder of the type and amount of additional work that is needed to transform the Department’s total planning system into the new, integrated framework envisioned by the GPIT.

Reflecting this last point, this revised handbook must be taken not as a final product, but only as a point-in-time indication of how general plans are prepared by the Department. Realization of the Department’s new planning system, in total, will take a great deal of additional work over the coming years and is critical to good comprehensive planning.

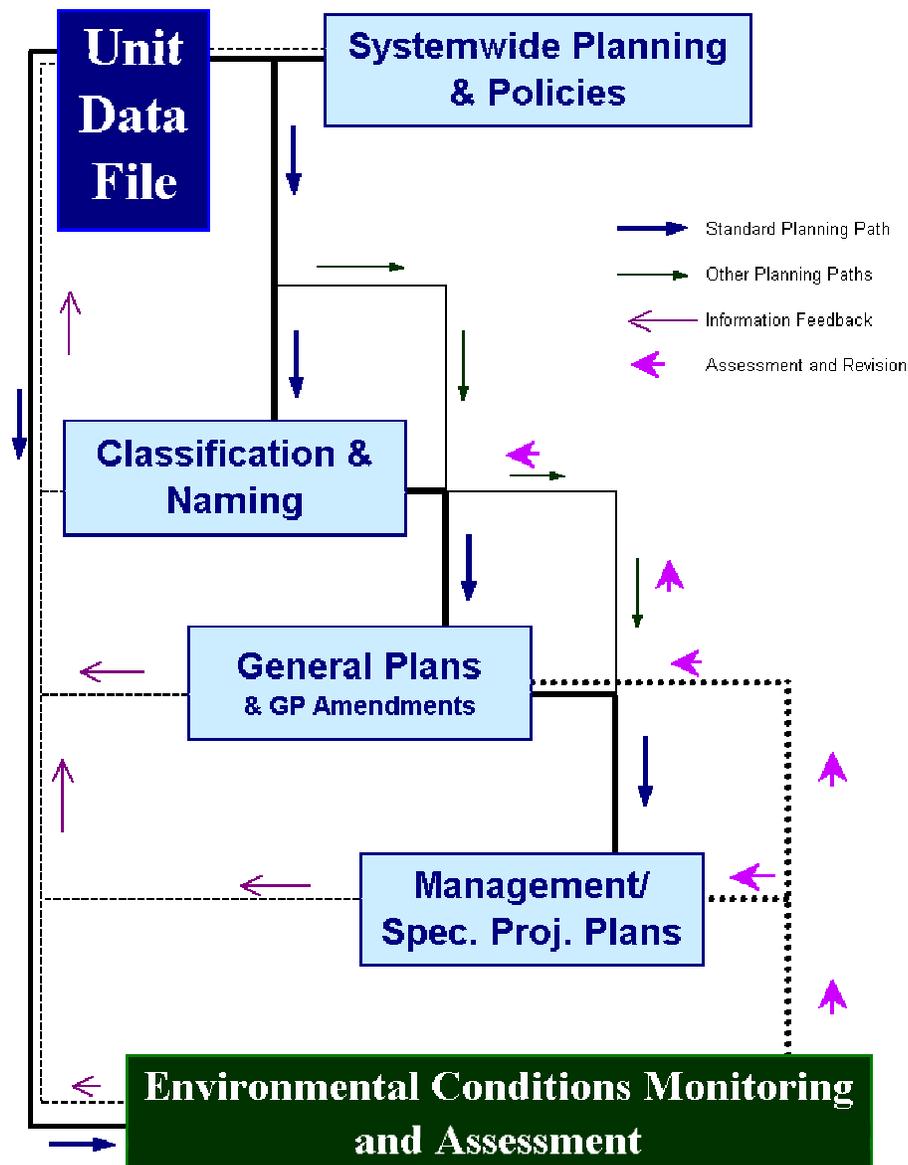
## **OTHER GUIDING DOCUMENTS**

This Planning Handbook replaces all guidelines prior to 1997 that refer to the specifics of general plan preparation and content, including portions of “Guidelines for Resource Documents” (September 1987), and “Guidelines for Preparing Interpretive Elements” (May 1992).

## DEPARTMENT PLANNING STRUCTURE

### PLANNING STRUCTURE OVERVIEW

The following schematic portrays six broad planning components, which encompass the full range of planning needs in the Department. The schematic portrays the relationships among components. It should be noted that the components do not necessarily relate in a linear process. For instance, some unit planning efforts can be, and are, accomplished without the benefit of a general plan.



### **Standard Planning Path** (See diagram on previous page)

When a new unit is added to the State Park System, the collection of information (data) precedes any planning efforts. The *Unit Data File* is the repository (or reference system) for all collected information about a unit. The *Systemwide Planning and Policies* component combines with the *Unit Data File* to support and direct the *Unit Classification and Naming* component. After a unit is classified, there is often a lull in planning efforts, but, in time, work begins on preparing a general plan for the unit. After a unit's *General Plan* is completed and approved, various *Management Plans* are developed which give direction on particular resources, issues, or programs. *Specific Project Plans* specify the detailed information necessary to implement projects. To further guide project design, visitor capacity determinations, environmental impact assessment, and mitigation, the Department's new Inventory Monitoring and Assessment Program performs specific site investigations, establishes baseline resource conditions, and initiates a program for monitoring changes and determining appropriate management actions.

### **Other Planning Paths**

The Standard Planning Path is not necessarily followed in all planning situations. As depicted in the schematic, some types of management plans can be accomplished without benefit of an existing general plan and some specific project plans can be prepared without the unit's classification, general plan, or management plans in place. However, there are times when environmental law and the Public Resources Code dictate that the standard path must be followed.

### **Data Feedback**

Four planning components (Unit Classification and Naming, General Plan, Management Plans, and Specific Project Plans) continuously feed information back to the Unit Data File. This file also receives and stores information from other sources.

### **Definition of Planning Components**

**Unit Data File:** The Unit Data File (UDF) is 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.

**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 will typically address issues and trends, needs and deficiencies (gap analyses), roles and responsibilities, or actions and opportunities for the entire State Park System.

**Classification and Naming:** The classification system for state park units is established by law 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 component consists of an identification of the unit's primary values and intended purpose based on a review and evaluation of Departmental goals, systemwide plans and policy, 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 State Park and Recreation Commission.

**General Plan:** The general plan is the primary management guideline for a unit defining a framework for resource stewardship, interpretation, facilities, visitor use and services. 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 and designs on how to accomplish these goals.

**Management Plans:** Management plans define the specific 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.

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

**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 unit 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.



## **SYSTEMWIDE / REGIONAL PLANNING AND POLICIES**

### **DEFINITION / SCOPE**

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 and trends, needs and deficiencies (gap analyses), roles and responsibilities, or actions and opportunities for the entire State Park System (or the Department of Parks and Recreation beyond the State Park System). Systemwide planning may also focus on one or more of the core elements of the System; i.e., Natural Resources, Cultural Resources, Recreation, Interpretation/Education, Facilities, Public Safety and Visitor Services. Typically, systemwide planning will have a 20-year horizon. Examples of systemwide planning include:

- State Park System Plan
- California Outdoor Recreation Plan
- Public Opinions and Attitudes on Outdoor Recreation in California
- California History Plan
- Statewide Trails Plan
- Bioregional studies
- Economic Impact Studies

Regional planning may encompass several units, an entire District or parts of two or more Districts. By focusing on the relationship among units, regional plans facilitate coordination, provide for greater consistency, create economic efficiencies, and/or allow for greater effectiveness in 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 effectiveness in general planning by considering priorities between and among units, such as the coordination of interpretive media for several units that are linked thematically or geographically. Examples of regional plans may include:

- Central California Coast Mountain Bike Recreation Plan
- Native Grasslands Restoration Plan
- Prescribed Fire Management Plan
- Natural Communities Conservation Plans

### **Guidelines/Level of Detail**

The level of detail is determined by the complexity of the issues and/or policies addressed.

### **Timing and Circumstances**

Systemwide Planning should be done on an on-going basis and actively pursued by the Department, however, it may be issue driven and pursued as needed. Agency regulations are made available and are updated as soon as approved texts are available.

### **Approvals**

Dependent upon subject matter, the Director or appropriate Division Chief will approve Systemwide Plans and Policies.

**SUPPLEMENTAL EFFORTS – Systemwide / Regional Planning and Policies /**

**This section is one of the important supplemental efforts previously identified in the Planning Handbook. The Department will provide additional information and guidance, as necessary, when sufficient resources become available.**

## UNIT DATA FILE

### DEFINITION / SCOPE

The Unit Data File (UDF) is 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. This file contains information (including maps) about a unit's acquisition and history, natural and cultural resources, demographics, population diversity, visitor use patterns, recreation experiences, land use, facilities, and key issue papers. The UDF encompasses much of what was traditionally referred to as the unit's Resource Inventory. As proposed, the UDF does not necessarily contain a summary of the information or documentation of any evaluation or analysis of the data, but may reference the complete files in other locations. In addition to its value to the general plan process, this comprehensive collection of information will be a valuable asset to other planning and management efforts. As file information is digitized, the UDF will be accessed as an electronic data base and map file.

### Guidelines/Level of Detail

Department standards, district priorities, and the availability of information and staff shape the level of detail. 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 (Preplanning Phase). An example UDF Matrix (Inventory checklist) is provide in Appendix B, which can be used, or adapted, for determining the inventory work needed prior to proceeding with a general plan.

### Timing and Circumstances

The data in this file is continuously updated with additional information by staff from throughout the Department. Data collection efforts, plans, projects, reports and scientific investigations, visitor use surveys, resource monitoring programs, resource management projects, CEQA review, consultant contracts and the focused efforts of technical teams will all contribute information to the Unit Data File. Gathering future data and converting existing data in digital form will be necessary in order to easily update and share this information.

### Approvals

Since this is a dynamic collection of information, no formal approval is needed for individual unit data files. However, additions, deletions, and corrections will be made only by authorized staff.

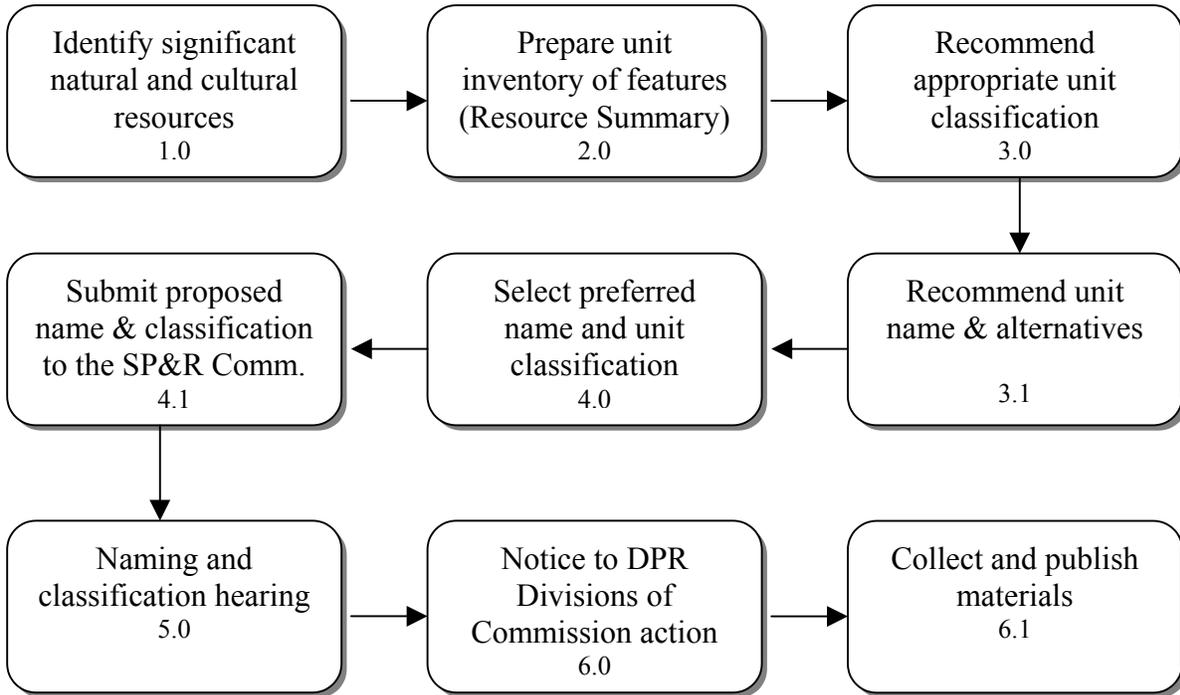
### SUPPLEMENTAL EFFORTS – Unit Data File

**This section is one of the important supplemental efforts previously identified in the Planning Handbook. The Department will provide additional information and guidance, as necessary, when sufficient resources become available.**



## CLASSIFICATION AND NAMING PROCESS

The following schematic describes the key process actions in naming and classifying a unit of the State Park System, followed by a brief description on what action is intended.



Following the acquisition or transfer of property to the Department of Parks and Recreation for inclusion into the State Park System, the Department will provide the commission with a recommendation containing the unit’s permanent name and classification.<sup>1</sup> Once acquired, the property becomes the responsibility of the Department to manage for its protection of resource values, and in some cases, provide access for interim 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 management of natural and cultural resources. Before classification, the Department refers to the property as a “project” and not a unit.

### 1.0 Identify Significant Natural and Cultural Resources

Once the land is in State ownership, the Department’s staff has access to the land to begin site investigations and resource studies. Generally, this is the first opportunity to identify and determine the significant natural and cultural sites and features that exist in the unit. Knowing the significant values and sensitivities of these resources, as well as the historical uses of the land, will guide the Department staff in determining the appropriate unit classification. This level

<sup>1</sup> See California State Park and Recreation Commission Statements of Policy and Rules of Order: Policy Number 3 – CLASSIFICATION AND NAMING UNITS OF THE STATE PARK SYSTEM

of resource inventory is intended to provide a broad understanding of the significant resource values and not a detailed accounting of all sites and features.

## **2.0 Prepare Inventory of Features**

The Inventory of Features (Resource Summary) document is the culmination of the initial research and site investigations, which should summarize the significant resource values of this park property. This inventory will be included in the document package submitted to the State Park and Recreation Commission for its consideration when classifying or reclassifying a unit. Division 5, Chapter 1 – Article 1.7. Section 5019.50 – 5019.74 of the Public Resources Code should be consulted in making a determination of the appropriate unit classification.

## **3.0 Recommend appropriate unit classification**

Following the initial investigations and preparation of the unit Inventory of Features, the Department's staff (usually at the District or in the Resource Divisions) will evaluate the information and alternatives and make a recommendation for unit classification. This staff recommendation is submitted to the Planning Policy and Programming Committee (PPPC), along with the Inventory of features, for review and comment. It should also be noted that classification of sub-units, such as natural or cultural preserves, may be proposed at any time following the unit classification through a similar process. Generally, subclassifications 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.

### **3.1 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 or naming requirements, which should be researched first. Typically, staff will recommend three alternatives for consideration, indicating the preferred alternative with justification.<sup>2</sup> Refer to the California State Park and Recreation Commission Statements of Policy and Rules of Order: Policy Number 3 and Chapter 18, Unit Classifications of the Departmental Directives on Resource Management for guidance.

## **4.0 Select preferred name and unit classification**

The Director is responsible for selecting and recommending the preferred name and unit classification based on the 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 State Park and Recreation for their consideration and approval. This classification proposal shall include a map and legal description depicting the unit boundary.

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<sup>2</sup> See California State Park and Recreation Commission Statements of Policy and Rules of Order: Policy Number 3 – CLASSIFICATION AND NAMING UNITS OF THE STATE PARK SYSTEM. Also refer to Chapter 18, Unit Classifications 1810 of the Departmental Directives on Resource Management for the California State Park System.

#### **4.1 Submit proposed classification to the SP&R Commission**

The State Park and Recreation Commission is charged with the responsibility for naming and classifying units in the State Park System.

The classification report will be submitted, with a letter of transmittal, to the Commission for individual member review prior to the scheduled hearing date. The report will include the Inventory of Features (Resource Summary) along with the recommended unit name and justification for classification and designation.

#### **5.0 Naming and classification hearing**

The Department will provide proper public notice and make a presentation on the resource values and classification proposal at a scheduled hearing of the SP&R Commission, which allows the public an opportunity to provide testimony on the unit classification and name.

Per Public Resources Code 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 Public Resources Code 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.

#### **6.0 Notice to DPR Divisions of Commission action**

Following Commission approval, the Department shall submit proper notice to all DPR Divisions and other appropriate agencies regarding this action, with the approved name and unit classification. This important step will place the new name and classification into the Department records for accounting and management programs.

#### **6.1 Collect and Publish Materials**

The Planning Division will publish and make the standard limited distribution of the classification document, which includes the following items: explanatory cover sheet (standardized format), DPR letter to the Commission, Commission resolution, and Resource Summary.



## **GENERAL PLANS DOCUMENT PURPOSE AND SCOPE**

### **PURPOSE**

The general plan is the primary management document for a unit of the State Park System, establishing its purpose and a management direction for the future. By providing a defined purpose and vision, long-term goals, and guidelines, the general plan defines the broadest management framework for a unit's development, ongoing management, and public use. Thereafter, this framework will guide day-to-day decision-making and serve as the basis for developing focused management plans, specific project plans, and other management actions necessary to implement the goals of the general plan.

General plans are required by law prior to the development of a unit and serve as a Programmatic Environmental Impact Report (E.I.R.). The general plan is based on an analysis of information contained in the Unit Data File and additional information gathered during the planning effort. It is also based on systemwide planning and policies, and input received from both the public and other agencies through a planned public involvement process.

The Public Resources Code: Division 5, Chapter 1, Article 1, Section 5002.2 requires that a general plan be prepared prior to the development of permanent facilities, and specifically states that "so long as such construction does not result in the permanent commitment of a resource of the unit".

In the past, the Department considered general plans to have a 15 to 20-year planning horizon or life span. Under this planning structure of broad, goal-oriented general plans and subordinate, more specific management plans, general plans are no longer thought of as having endpoints or a finite life span. Instead, general plans will have no specified timeframes. They will only be reconsidered for amendments or revisions when circumstances and needs dictate. Because of their broader scope and the focus on purpose and direction, they will likely be more enduring. General plans will be more adaptable to changing circumstances and customer needs. The goals will be constant while the specific approach(es) for implementing those goals may change with new technology or customer needs.

### **SCOPE**

#### **Content of General Planning**

General planning is holistic in approach, considering both internal and external influences, the multiple strategies of the Department's mission, and the inherent resource values and facilities of the unit. Overlapping or conflicting purposes or goals are integrated into a consistent whole. This is the only place in the planning for a unit where this occurs.

General planning also considers the unit within the larger context of the State Park System, utilizing systemwide plans already in place. It considers the unit's context within surrounding

state park units, regional planning, land uses, and other influences, and it considers local and regional recreational opportunities and services.

General planning includes a public involvement process.

### **Level of Specificity**

The level of detail in general plans is shaped by the Public Resources Code (PRC), CEQA requirements, Planning Handbook, and Project Agreement. The Project Agreement represents a joint strategy between the general planning team and Policy Planning and Programming Committee for each general plan, which spells out staffing, funding, schedule, and product expectations. It also highlights the major issues that Department management wants addressed in the general plan. The most significant change in the general plan from previous Department practices is the limiting of its level of specificity. Previous general plans contained not only broad strategies and goals but also specific objectives, methodologies and designs on how to go about accomplishing the stated goals. The scope of the general plan in the new park planning structure does not include specific objectives and the details of how strategies and goals are to be accomplished. Instead, specific objectives and strategies will be developed when needed in subsequent planning components (management plans or project plans).

General Plan strategies and goals define an ultimate purpose and aim of management, but stop short of defining a specific accomplishment and/or timeframe for fulfilling those goals.

Essentially, the general plan is a “goal-based”, as opposed to an “objective-based”, document. The following two charts are provided to clarify the scope of the general plan.

**Goal** as used in this report means 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 which attainment of the goal involves.

**Guidelines** as used in this report are a general set of parameters that provide directions towards accomplishing goals.

**Objective** as used in this report is a specific statement of expected accomplishment or desired future condition toward which management will direct effort in the context of striving to achieve a broader goal. Objectives are achievable, and where possible, measurable and time specific.

The chart below demonstrates the differences between general plans and management plans. The “Content” column highlights those questions that almost certainly will need to be addressed in each type of document.

<b>PLANNING DOCUMENT</b>	<b>CONTENT</b>
General Plan	What (type only) Why (purpose) Where (general zones, areas, clarification of overlapping goals)
Management Plan / Specific Project Plan	How (methods, design) When (time, schedule) Where (site specific) What (specific type, size, shape)

The level of specificity should be the same in most unit general plans, answering what, why, and where type questions. However, more specific planning questions on “how” or “when” proposals will be implemented may need to be included to further clarify the intent, or to resolve what appears to be overlapping or conflicting planning goals.

At times 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. However, the level of detailed planning or design accomplished for the sake of the management plan should not be specifically included as part of the general plan document.

The charts on the following pages are included to show examples of the level of detail or specificity appropriate for each of the various components of the Department’s planning structure, including general planning, management planning, and specific project planning. From top to bottom, each hypothetical statement leads to a proposal of greater detail. The most detailed planning is done at the Management Plans and Specific Project Plans levels.

**Examples below are the types included in General Plans**

Unit Purpose Statement Example

**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.

**Natural Resource Examples**

**Cultural Resources Examples**

Unitwide Goals and Guidelines Examples

Ancient redwood groves growing along canyon bottoms, the significant geological sandstone cliff formations, and expansive ridge top vistas are the prime natural and scenic resources of the unit.

There are several structures and over 60 campground facilities built by the Civilian Conservation Corp (CCC) in the unit. These features provide a rustic and historical character to the park (a sense of place), 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.

These resources will be managed for their perpetuation in an essentially natural condition while supporting visitor awareness and enjoyment.

Each of the features (structures and campground facilities) will be viewed as part of a larger and more significant whole. While some features may be lost or altered, the goal is to maintain the character they give to the park, and to maintain the integrity of historical preservation. The historical record of all CCC features in the unit will be preserved.

A program of active resource management will be implemented to perpetuate these values including the protection of natural hydrologic processes, ecological restoration of fire, and control of non-indigenous plant and animal species.

Specific Area Goals and Guidelines Examples

There are impacts to riparian areas along Little Creek originating from logging activities outside the unit. These impacts will continue to threaten or damage park values. The Department will take a proactive role in protecting the unit from damaging impacts including participation in local and regional planning and decisions, and by developing watershed restoration to correct, as possible, impacts that have degraded natural values.

The Wardens Cottage, built by the CCC, is an excellent example of rustic park architecture and has retained its exterior integrity, while the historic fabric of the interior has been mostly lost. The structure's location adjacent to Big Creek redwood forest provides the best opportunity for indoor interpretive facilities.

The Big Creek redwood forest in the core of the prime resource area will be managed toward a natural condition while allowing pedestrian access and interpretation. The goal of park management will be to maintain a natural primeval feel and appearance, maintain fragile understory vegetation, and minimize the appearance of a trampled and worn look. Management will minimize intrusions such as signs and fences, while providing access and preventing off trail use. Interpretation will be used to enhance the visitor's appreciation and protection of resources.

The historical integrity of the structure's exterior and immediate surroundings will be maintained in its utilization for interpretation.

**Examples below would not be included in General Plans**

Management Plan Examples

The Little Creek Watershed Management Plan is prepared, which identifies and prioritizes specific areas of the creek for restoration and develops a program of methodology and potential funding.

A management plan is prepared for the unit's CCC resources guiding management and including key preservation components and methods for preserving historical integrity.

Project Plan Examples

Working Drawings are prepared for the restoration of portions of The Little Creek Watershed.

Plans and specifications are prepared for stabilization of an individual CCC structure.

**Examples below are the types included in General Plans**

Unit Vision Statement Example

**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 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.

**Interpretive Examples**

**Recreation Examples**

Unitwide Goals and Guidelines Examples

The primary interpretive theme at this unit is: Humans and natural forces have interacted here over time, continuously using, changing, and redefining the landscape's inherent values.

Interpretation will emphasize the values of the old growth redwoods and the important park-making role of the CCCs.

The interpretive period for the unit covers the flow of history extending from the earliest known human occupation to the present.

A primary goal is to provide park visitors with high quality outdoor recreational opportunities, day use and overnight, that are directly related to the unit's inherent natural values.

The unit's diverse scenery from heavily shaded forest understory, to open canyon vistas, to ridgetop panoramas provides outstanding opportunities for trail-type recreation. Multi-use trails will allow visitor access to the four prime resource areas of the unit-- Big Creek, Lover's Ridge, Little Creek, and Mule Flat.

To provide for visitors of various abilities and desires, a system of trails will consist of increasingly large loops away from core public use areas.

Specific Area Goals and Guidelines Examples

In support of the primary theme, interpretation at the Little Creek Area will show how people have used, influenced change in, and eventually restored this fragile area.

The primary theme is: Timber cutting brought settlement to the area and changes to the land that eventually spurred park creation and restoration.

In the Little Creek Area management will integrate the goals of interpretation and resource management by providing first-hand opportunities for visitors to experience past and on-going ecological restoration.

A ridge-top trail and overlook will be sited in the Lovers' Ridge Area.

Trails in the Lovers' Ridge Area will be laid out and designed to enhance the visitor's experience of the natural environment. The intent is to give trail users the feeling that they are immersed in wilderness. Visual impacts from other trail use and artificial facilities will be minimized.

The goal of park management will be to provide recreational access and opportunities in the Big Creek redwood forest that supports its naturalness and primeval qualities.

**Examples below would not be included in General Plans**

Management Plan Examples

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.

A Trail Management Plan is prepared. The plan identifies trail corridors to and around the Lovers' Ridge Area. 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.

Project Plan Examples

Construction drawings and specifications are prepared for the development and installation of interpretive panels and trail in the Two Forks area.

Plans and specifications for the Lovers' Ridge Trail and Overlook are prepared to guide construction by a volunteer trail crew.

Unit Purpose and Vision Statement Example for State Historic Park

**Purpose:** The purpose of Brock Mansion SHP is to provide for the people 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 with a remarkable integrity of historic fabric for the period.

**Vision:** The Brock Mansion is an historic place in California providing an opportunity for visitors to submerge themselves in a distinctive period in 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 background visit the mansion to partake of the interpretive exhibits and tours and or participate in special events or living history programs.

**Cultural Resources Examples**

Unitwide Goals and Guidelines Examples

The Brock Mansion retains a very high degree of historic fabric. The architectural and structural qualities will be taken into account during development and maintenance of the building to achieve the desired uses while causing minimum disturbance to historic fabric.

The primary management goal is to preserve and restore the Brock Mansion and to provide special events, interpretation, sales, and public use facilities within the mansion proper. Restoration and use will be guided by historical significance. For example, highest quality restoration and public access control will be in areas of greater historical significance.

Conversely, adaptive changes to allow for public use and interpretation will be in areas of lesser historical significance. The exterior of the main structure will be restored as closely as possible to the building's appearance around 1876. The interior will be restored to the Brock period, 1868 to 1882. Historic fabric from that period will not be significantly altered or removed to accommodate uses.

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. The unit's purpose, vision, and primary interpretive themes and the Scope of Collections Statement guide artifacts, appropriate for acquisitions at Brock Mansion SHP. Those materials not appropriate for interpretation at the unit, or of minimum public benefit will not be acquired, but referred to more appropriate locations.

[MAP] - A map is presented of the floor plan of the historic structure dividing the area within into several major management categories for levels of historic preservation and use from museum-quality restoration to adaptive use.

**Interpretive Examples**

The purpose for interpretation at Brock Mansion SHP will be to expand visitor awareness, understanding, and appreciation of the mansion and significance of Marshall Brock in California and U.S. history. Interpretation is considered to be essential in providing the quality park experience.

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.

**Recreation Examples**

A principle guiding the unit's development and provision for public use is that visitor enjoyment and appreciation is enhanced by their participation in healthful recreation activities associated with the Unit's primary resources and facilities. Also guiding the development is the belief that visitors will expect to be able to do more than simply to look at the Unit's cultural features.

A primary theme is: The Brock Mansion is a symbol of political authority, wealth, and power in 19th-Century California.

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. It is the intent in the unit's development to provide a sales room or area within the mansion. Sales items should have a direct relationship to the mansion and its history.

Public access will be provided to all major areas and floors of the mansion and to the grounds. Public access will be controlled relative to the need to insure the protection of resources. For example: only small well-controlled tour groups would access rooms with mostly original family furnishings. In contrast, rooms such as the ballroom with little or no furniture or artifacts will accommodate larger and less-controlled groups.

Integration of disabled and other special needs visitors is to be sought in the development of public access, and provision for enjoyment of the mansion.

It is expected that the Brock Mansion will be especially popular with school groups. The development of facilities and programs will be provided for young students and other types of 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. Operation of the mansion will provide for continuation of this historical use of the mansion with special events of the day, and living history programs.

## Examples for Brook Mansion State Historic Park

### Cultural Resources Examples

### Interpretive Examples

### Recreation Examples

Specific Area  
Goals and  
Guidelines  
Examples

<p>The “Ballroom”, “Library” and adjoining “East Parlor” will be used 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). The rooms will be rehabilitated with historic fabric and finishes to exactly match what was in place during the historic period (1868-1882). Fixtures and utilities that support multiple use will be installed with minimum disturbance of historic fabric.</p>	<p>Visitor needs for orientation, formal interpretation, sales, and restrooms will be provided 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.</p>	<p>Visitor’s needs for recreation activities will be provided through facilities located on the grounds of the mansion and through activities offered associated with the mansion’s interpretive programs and events.</p>
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## Examples below would not be included in General Plans

Management  
Plan  
Examples

<p>A management plan is prepared guiding historic restoration and rehabilitation of the mansion including specific objectives, restoration phases, furnishing plan, and methodologies.</p>	<p>An interpretive plan is prepared that identifies interpretive themes, and establishes objectives for development of interpretive facilities and programs.</p>	<p>Living History programs will include opportunities for park visitors to get involved in historic reenactments.</p>
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Project  
Plan  
Examples

<p>Plans and specifications are prepared for restoration of the “Library” and “East Parlor” rooms.</p>	<p>Plans and specifications for the Orientation Exhibits are prepared.</p>	<p>Prepare a plan for the development of picnic facilities, group picnicking and trails on the mansion grounds. Develop a schedule of interpretive programs, events, and historic reenactments.</p>
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## GENERAL PLANNING PROCESS

### HOW GENERAL PLANS ARE ACCOMPLISHED

General Plans are typically accomplished using three different methods. Each method has a specific Departmental review and approval requirement.

- 1. Service Center** -- The Department may assign an interdisciplinary general plan team consisting of specialists located at a regional service center to accomplish the general plan. This team has a service center project manager overseeing the process, reporting progress to the Planning Policy and Programming Committee and coordinating reviews. The District Superintendent represents the unit and district operations.
- 2. Districts** -- The Department may assign the responsibility of accomplishing a unit general plan to a district. In this case, a project manager is assigned through the district to oversee the planning process and completion of the general plan. Additionally, the district will provide for appropriate technical support resources. A project coordinator will be assigned from a regional service center to track the district's progress, provide the Planning Policy and Programming Committee with monthly updates of the planning progress, and coordinate review. The Project Manager should be present for all briefings.
- 3. Consultants** -- The Department may hire a consultant to accomplish a unit general plan under the direction of a project manager assigned by the contract or from within the Department. The District Superintendent represents the unit and district operations. The Department will assign a DPR Coordinator who is responsible for coordinating all review and approval steps referred to above and listed below. The DPR coordinator and a representative of the consulting firm should be present for all briefings.

### REVIEW AND APPROVAL PROCESS

In each case, the Department requires a review and approval process that includes the following staff:

- Executive Staff
- DPR Legal Counsel
- Planning Policy and Programming Committee (PPPC)

Listed below are the review and approval requirements for all unit general plans.

1. The PPPC will review and approve the Project Agreement prior to allocating significant staff resources to the general plan preparation.
2. The PPPC, or a designated sub-committee, will review "alternatives and planning proposals," prior to the dissemination of this information to the public. This would

typically occur prior to the second and/or third public meetings, or posting on the Internet website.

3. The PPC (Executive Staff, optional) will be briefed on the Preliminary General Plan, following Departmental review and prior to release of the Preliminary General Plan & Draft EIR for public CEQA review.
4. The Executive Staff and appropriate Field Division Chief will be briefed prior to the scheduled Park & Recreation Commission hearing on the General Plan.

General plan briefings will include staff necessary to provide answers to questions brought up by the PPC or Executive Staff. By direction of the PPC or Executive Staff, a briefing or issue paper may be requested of the general plan project manager, and could eliminate the need for a scheduled briefing. Department reviews should include ample time (two weeks) and sufficient plan copies (approximately 12) for distribution to various divisions and coordinated response to the planning team. Electronic versions of the documents being reviewed are also preferred.

## **PROCESS CHART**

The General Planning Process chart (at the end of this section) provides an overview of the typical planning steps, tasks, responsibilities, time frames, and the sequence of planning events or milestones in the planning process. The actual planning tasks and their completion times will be determined by the Project Teams and may vary greatly between general plans. This variation is expected due to the differences in unit classification, number and type of planning issues involved, size of the park and the extent of public participation in the planning process. The Project Teams will determine the required tasks and their estimated completion times for each general plan.

## **PREPLANNING PHASE**

Prior to the preparation of a general plan, 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. During this phase, three primary actions occur: (1) An evaluation for completeness of the Unit Data File (UDF) and identification of major planning issues, (2) Recommendation by the District Superintendent, Service Center Manager, or the assessment team to prepare a general plan, and (3) PPC authorization to form the project team and proceed with a general plan.

### **Prerequisites for General Plan Request**

When anticipating a request to prepare a general plan, a level of preplanning work is required by the requesting office (generally the District), to review the Unit Data File and clarify unit issues and what is expected by such a plan. An assessment team made up of multidiscipline planning services from a Service Center and/or the district's planning staff may be needed to fulfill this

step. This team shall consist of appropriate staff that can make judgments on the adequacy of the file. A typical team may include the District or Park Superintendent, Resource Ecologist, Cultural Resource Specialist(s), Landscape Architect, Park and Recreation Specialist, Architect, Engineer, etc.

Before making this request, the District or assessment team must review the Unit Data File, a working file containing or referencing to an organized body of information about the unit, to determine the completeness of resource inventories. This review shall also include an evaluation of existing conditions, issues and possible options, political climate (locals and governments), etc. This review and evaluation will help determine if a general plan is the appropriate vehicle (or proper time) to address and resolve the identified issues or unit problems.

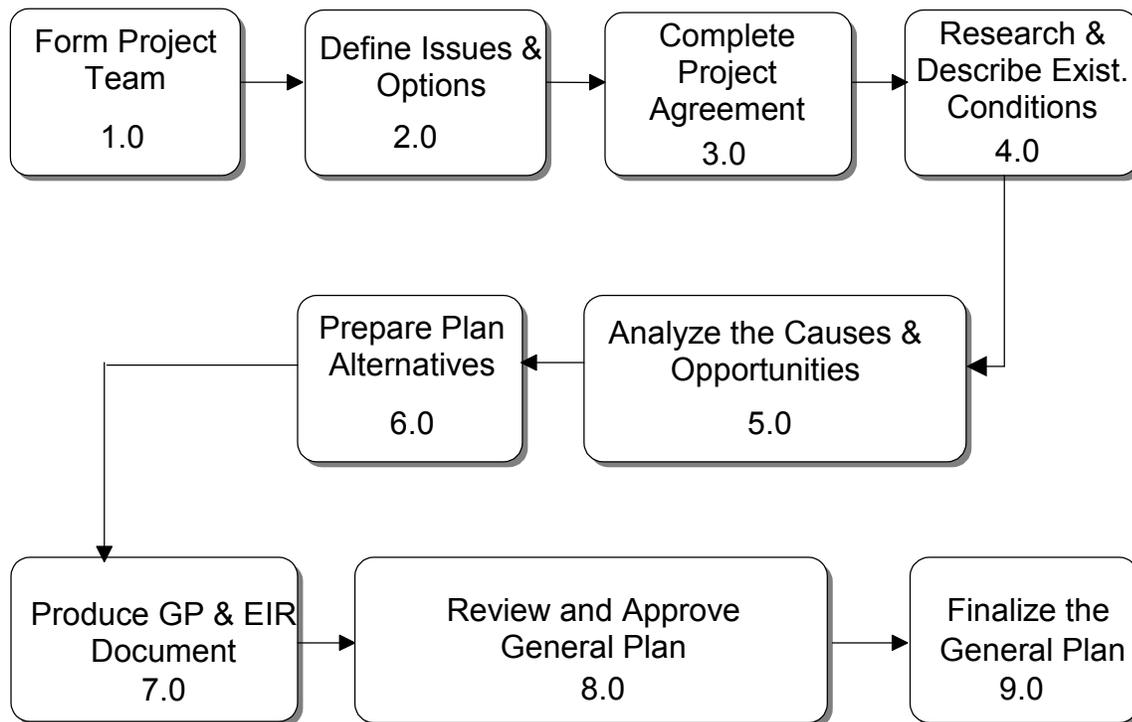
This preplanning work should:

- Define clearly the major problem(s) or issue(s) that provides the basis for requesting a general plan. Definition of the major problems and issues will set the stage for determining the scope of work and the benchmark for where to start evaluations in the general plan process.
- Evaluate the completeness of the Unit Data Files. Prior to the preparation of the general plan, 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 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 summarized such that a future planning team would be able to determine what is “significant” and can easily comprehend the resource information. The evaluation portion of the UDF Matrix form (see Appendix B) is used to determine if sufficient information is available or as a tool to identify if gaps exist prior to scheduling a general plan. These information gaps may be filled in by assignment to District staff, requesting staff from the Service Center, contracting, or by other appropriate means.
- 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 provision of services and facilities. Developing a brief understanding of this feasibility will help determine the desired scope of the general plan, whether it’s a focused plan, an amendment, a full general plan, or management plan that’s needed. If it is anticipated to be more of a “focused” general plan, 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 environmental impact report for the general plan.

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 the Planning Policy and Programming Committee (PPPC) with others in the State Park System. Upon assignment to the project 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 the PPPC. General planning officially begins upon the completion of this phase and the authorization by the PPPC.

## GENERAL PLAN PREPARATION

The following schematic describes the key process actions in the preparation of a general plan, followed by a brief description on what action is intended and what value it has in the process.



### 1.0 Form Project (Planning) Team

The first step in the process is the formation of the Project (planning) Team. The planning and decision-making process should be performed by an interdisciplinary planning team and involve public participation and coordination with other state and local agencies. The Project Team should include a district representative and persons experienced and knowledgeable in the management and interpretation of both natural and cultural resources, state park operations, and land use planning for recreation opportunities and public use. The Project Team can be formed in either the Service Centers, Districts, or Headquarters offices, and will work closely with the District Superintendent for the purpose of preparing a general plan for a unit in his or her district.

### 2.0 Define Issues and Options

The Project 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 “gaps” in the resource inventory and determine how much additional information is needed to adequately address known planning and management issues.

### **3.0 Complete Project Agreement**

The Project Agreement provides a framework in which the Department can make advanced decisions about the scope and schedule of a planning effort. It is a contract between the Project Team and the PPC for preparation of the general plan. The agreement establishes the scope of work and level of issue resolution that the team expects to address in the general plan and serves as a benchmark for the team to start the planning process.

Upon the assignment of a general planning project, the PPC outlines their expectations for the desired scope and time frame for project completion. The project team prepares a Resource Summary (if one is not currently available). The team then prepares a concise workplan that details the scheduling milestones, staffing needs and funding requirements. The workplan 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 and resolved by the Final General Plan. Finally, the workplan notes the need for any focused planning that should be addressed by the Project Team, 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 Legal Counsel and the PPC for review and approval, followed by revisions as needed. A presentation to the PPC is scheduled at this point.

During the course of a planning process, unexpected issues can arise, important information can be discovered, staff is sometimes redirected and statewide planning priorities change. As soon as these changes occur, the Project Agreement will be amended by agreement between PPC and the Project Team. Amendments will be made through a memo from the Service Center Manager (or District Superintendent), with justification and an approval block for the PPC chairperson. A Project Agreement should be used for all large planning assignments, not merely general plans. Appendix A includes the Big Basin Redwoods SP General Plan Project Agreement as an example.

### **4.0 Research & Describe Existing Conditions**

During this phase, the planning team becomes intimately familiar with what is known about the unit as it relates to their scope of work. The project team works to gain a common understanding about 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 may be necessary to amend the Project Agreement to meet newly identified project needs and planning issues. Project teams will employ numerous methods to gain this understanding about the physical and social conditions of the unit. This process would also include contacts with other agencies, user surveys, public meetings, interviews, etc. in order to identify stakeholders of the general plan and understand their needs and concerns about the 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 is appropriate, for describing the existing or baseline conditions for the assessment of the potential environmental impacts of alternative proposals.

### **5.0 Analyze Causes and Opportunities**

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

At this point in the process, when the planning team has completed its data gathering and resource inventories, an environmental checklist should be prepared that identifies the subject areas and issues to be addressed in the environmental analysis. The project team shall also prepare the Notice of Preparation, in coordination with the Legal Office, and submit this document to the required agencies and interested organizations, as required by the California Environmental Quality Act.

### **6.0 Prepare Plan Alternatives**

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 created. The analysis of issues, problems, and opportunities (5.0) is used to develop alternatives and goals to be achieved, expressed in terms of desired resource conditions and visitor experiences. Broad categories of land use may be defined, and potential recreation opportunities are identified. The set of recommended goals and desired outcomes is analyzed for environmental and public concerns. Planning alternatives are evaluated for their potential effect on the environment, and possible mitigation measures are identified.

The planning team presents draft planning alternatives for consideration by park staff, other agencies, and the general public. To reach consensus on a preferred plan or desired outcomes, this phase of the process will likely include several team workshops and meetings involving other participants with park planning and land management responsibilities. Some alternatives may also require additional field investigation and study to verify the feasibility of the team’s proposal. Planning materials developed during this step typically include such things as 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 for future reference.

More detailed planning scenarios may be prepared in order to determine a goal’s feasibility and to communicate the possible implications of the goals, but these scenarios are not a part of the general plan document. This information will be placed in the UDF, and used in the development of future management plans and specific project plans. It may be desirable to

immediately follow-up a general plan with a management or project plan, as determined in the Project Agreement. If so, alternative goals could be fully developed and considered for each planning level, but each type of plan remains a separate document.

Public evaluation of the appropriate alternatives is part of this phase. A planning workshop or public meeting is scheduled for public review and discussion of alternative plan proposals. Controversial issues and solutions may require review and direction by the PPPC prior to presentation of these ideas to the public.

Developing a preferred plan requires a creative synthesis of alternatives. The varied alternatives are analyzed to determine which combination of options best serves the park purpose and vision, DPR goals, 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. This process may vary from one general plan to another, and resulting maps, text, and illustrations may look different from one park to the next.

The preferred plan proposals are reviewed by the PPPC prior to public review, to facilitate high-level feedback, support, guidance and general concurrence. Substantial changes in the plan or policy decisions made by the PPPC may require revisions by the project team and resubmission of the plan to the PPPC before proceeding into full document production.

## **7.0 Produce General Plan / 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 Environmental Impact Report, as required by the Public Resources Code Sections 5002.2 and 21000 et seq. Preparation of this document shall follow the General Plan Guidelines described in this Planning Handbook for general content, level of specificity and layout. Through this planning process, the document is presented in four drafts, as determined by the level of review and decision-making authority and sequential order of planning steps.

- Preliminary Draft - Team Review
- Draft General Plan - Department Review (PPPC & Legal)
- Preliminary General Plan/ Draft EIR - CEQA Document - Public Review
- Preliminary General Plan/ Final EIR - Incorporates Public Comments & DPR Responses
- Final General Plan - SP&R Commission Approved

Elsewhere, this Planning Handbook provides general guidelines and standards for graphic presentation and document layout. Project Teams, however, may use different staffing, media and processes in preparing the general plan documents. The reason for this is due to the different customer needs and availability of equipment and staff. Therefore, Project Teams, with PPPC approval, will determine the best production methods to ensure customer satisfaction and continuous improvement of general plan documents.

## **8.0 Review and Approve General Plan**

The Department's review and approval process is described here in the identification of the product, or outcome of the process and evolution of the planning document.

PRELIMINARY DRAFT: The preliminary draft document is circulated for team member's review and comment. This is the first opportunity for the team to review all parts of the general plan text and most illustrations assembled into one document, and provides for individual comments for team consideration and plan revisions prior to the distribution of a Draft General Plan outside the Project Team.

DRAFT GENERAL PLAN: The Draft General Plan document is prepared for distribution to members of the Planning Policy and Programming Committee, Legal Office, and to designated Department staff. A 3-week time frame is considered typical for staff review and comment on the draft plan. Presentation of the Draft General Plan is made to PPPC, and if deemed necessary by them, also to the Director or Executive Staff representative. With PPPC and/or the Director's concurrence, the Project Team proceeds with preparation of the Preliminary General Plan.

PRELIMINARY GENERAL PLAN/ DRAFT EIR: The Preliminary General Plan/Draft EIR document is prepared for the required 45-day CEQA public review period. Upon review and approval by the Department's Legal Counsel, the Preliminary General Plan/Draft EIR and necessary public notification are submitted to the State Clearing House, Department of General Services, Office of Planning and Research, to start the official CEQA review process. An electronic version of the general plan may be posted on the Department's Internet website and/or by General Services for public viewing, as appropriate based on current state policy.

PRELIMINARY GENERAL PLAN/ FINAL EIR: Following the 45-day public review period, the planning team coordinates with the Legal Office in preparing responses to written comments that were received, and submits them to the persons who commented. Comments received following the official review period, or sent by email, may be considered by the planning team, but do not require an official Departmental response. The Preliminary General Plan document, along with CEQA comments and responses, constitutes the final EIR and is forwarded to the California State Park and Recreation Commission 45 days (30 days minimum) prior to the scheduled public hearing.

Prior to the public hearing, a representative of the Project Team will brief the Director on controversial planning issues that may have evolved through the CEQA review. This briefing may include a "preview" of the presentation that will be given to the Commissioners at the public hearing. The Project Team and appropriate district staff will prepare for a Commission field trip 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 hearing is expected to be concise and give the Commission and the public a brief overview of the plan. The format of the official presentation and field review shall remain 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. With general plan approval and direction by the State Park and Recreation Commission, necessary revisions are made and incorporated into the Final General Plan.

## **9.0 Finalize General Plan**

The Final General Plan is the Preliminary General Plan as amended and approved plan by the Park and Recreation Commission at its public hearing. Following the hearing, a Notice of Determination (includes findings by the Commission regarding environmental impacts) is prepared by the Project Team and Legal Office for the Director's signature and filed with the Office of Planning and Research.

Also following the hearing, the planning team will editorially transform the Preliminary General Plan into the Final General Plan by making necessary corrections and changes in both content and format. This would also include the public comments and Department responses (final EIR), most often published in a separate CEQA document. A photo-ready copy of these final documents will be prepared, including its text, the Commission resolution(s), illustrations, maps, the credits page and a cover. These materials will conform to Departmental standards for these documents, including format, needed text, use of color, etc., and reference to supplemental documents.

The Department will arrange for the publication and the appropriate distribution of both the final plan document and the supplemental CEQA document (includes public comments and staff responses) and provide for the appropriate filing of such materials for future reproduction. The Planning Division will add the plan's new purpose statements to the Department's Access Database and insure that appropriate Divisions are notified of name or classification changes that will affect unit programs.

The Project Team Manager will make available to the Department's Intranet manager an electronic version of the Final General Plan as well as a MetaData summary of the document (see Appendix C for example). Both items will conform to the Department's current standards and specifications.

After completing the final plan preparation, the planning team will place into the subject unit's Unit Data File the formal and informal materials generated in the course of the planning process. These materials would include general background information, details on the plan alternatives considered, any special studies, and all newly gained resource information, as well as relevant correspondence and notes from meetings held during the planning process. These materials would include both hard copy and electronic items.



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## PUBLIC INVOLVEMENT

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

- Increase our knowledge about a park's resources and public use patterns.
- Develop plans that are based on the general public's preferences.
- Keep the public informed of the general plan process and proposals.
- Develop long-term supporters (stakeholders) for the park.

The general plan team can accomplish these objectives through formal meetings and workshops, informal onsite discussions, surveys, and newsletters. Each of these tools may be utilized during any of the 3 phases in a public involvement process:

**Phase One** – The purpose of the first phase is three-fold. The general planning team will:

1. Announce the beginning of the general plan process and explain that process. It is important for the team to explain future opportunities for public involvement and to explain the many factors that will shape the general plan, public comment being one of those.
2. Briefly summarize what the team knows about the natural, cultural, and recreational resources of the park and receive additional information from the public.
3. Hear from the public what their hopes and concerns are regarding the future of the park. If plans exist that may be directing the Department's intent or outcome for this unit, their role or effect in this planning effort should be presented.

**Phase Two** – In the second phase, the general planning team will present alternative approaches that have been prepared based on many factors, including input received through Phase I of the public involvement program. Alternative planning approaches would be represented through zone maps and a range of key goals and guidelines. During this phase, a workshop format is often effective; forming smaller diverse groups to more effectively discuss different alternative approaches. The preferred plan, or planning options and alternatives may also be presented on the Department's Internet website for public review and comment.

**Phase Three** – During the final phase of public involvement, a single plan is presented for public information. Comments are received through two avenues during this phase:

- Written comments are received through the 45 day CEQA review period
- The State Park and Recreation Commission provides an opportunity for public comment during the general plan hearing.

Feedback to the public is important. The public needs to understand how decisions will be made, how their input will be used, and the consequences of potential management actions. If the public is asked for their views and ideas, the planning team needs to consider their input. The planning team should be prepared to explain how subsequent proposals incorporate or reflect publicly expressed ideas.

The general plan is also a reference point for consulting with all potentially interested federal, state, and local agencies. The Department needs to 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 follow formal procedures.

# **GENERAL PLAN CONTENT AND FORMAT GUIDELINES**

## **INTRODUCTION**

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

## **DOCUMENT LENGTH (TABLE OF CONTENTS)**

The following outline lists the major sections of a general plan and suggests an approximate length for each section of the document (including maps and tables). The page numbers represent a range within which most general plans should fall. The length of individual general plan documents depends on the complexity of issues and the overall size of the unit.

**Introduction** - 5 to 10 pages

**Existing Conditions** - 5 to 50 pages

Unit Summary (5 to 35 pages)

Existing Land Use (1 to 10 pages)

Significant Resource Values (2 to 15 pages)

Existing Facilities (2 to 10 pages)

Planning Influences (1 to 5 pages)

Issues and Analysis (1 to 5 pages)

**The Plan** - 15 to 40 pages

Purpose and Vision (1 page)

Management Goals and Guidelines (10 to 20 pages)

Area Goals and Guidelines (5 to 20 pages)

**Environmental Analysis** - 10 to 30 pages

**Appendices** - 1 to 10 pages

**Index** - 1 to 5 pages

**TOTAL DOCUMENT** - 40 to 140 pages

(Does not include Title page, Table of Contents, dividers, etc.)

## Guidelines to the Introduction Section

The Introduction paints a brief word picture of the unit, its background, location, and purpose. The Introduction is expected to preface and present the document, and to orient the reader to the document's organization. The basic outline for the Introduction section of the general plan document is as follows:

### A. INTRODUCTION TO THE UNIT

- Location
- Purpose Acquired
- Sense of Place (The Spirit of Place)

### B. PURPOSE OF GENERAL PLANS

- Orientation to Park Planning and this Document
- Planning Hierarchy

## INTRODUCTION TO THE UNIT

A good *Introduction* will quickly and effectively orient the user, increasing the document's effectiveness. It also provides a big-picture context, orientating the reader to the unit's relationship to the region's cultural and physical geography. The *Introduction* also provides a general understanding of the unit's purpose and importance. It introduces state park principles, values, and concepts. Place names may also be introduced in this section. The *Introduction* sets the foundation for the *Existing Conditions* and the *Plan* sections of the document.

### Location

Describe the unit's location by noting its proximity to nearby cities and commonly used routes of travel. Mileage from the nearest town along the highway is a good measure for rural units.

Briefly identify the physiographic region for the unit and the biotic communities found within the unit. (Urban historic units may substitute a community description and temporal context for biotic communities.) Describe the 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.

If larger units have defined Planning Areas or Study Areas briefly introduce this concept, including any names used. Refer the reader to maps or text that describe these planning areas. Leased areas, inholdings, and designated preserves are normally described in the *Existing Conditions* Section.

### 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, however, that the original purpose may not accurately relate to the current mission of the unit and that a new “Unit Purpose Statement” in *The Plan Section* may be significantly different.

### **Sense of Place (Spirit 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, re-creation, and renewal. Describe, if possible, the inherent forces and connections which attract those who visit this unit.

## **PURPOSE OF GENERAL PLANS**

A description of what a general plan expects to accomplish and the role it plays in the future of the unit, should be included in the *Introduction* section.

General plans document the Department’s expectations for the unit’s future. They decide what is important for the long-term, compared to what is merely urgent. Plans provide direction, and make decisions on some concerns that are within the plan’s sphere of influence.

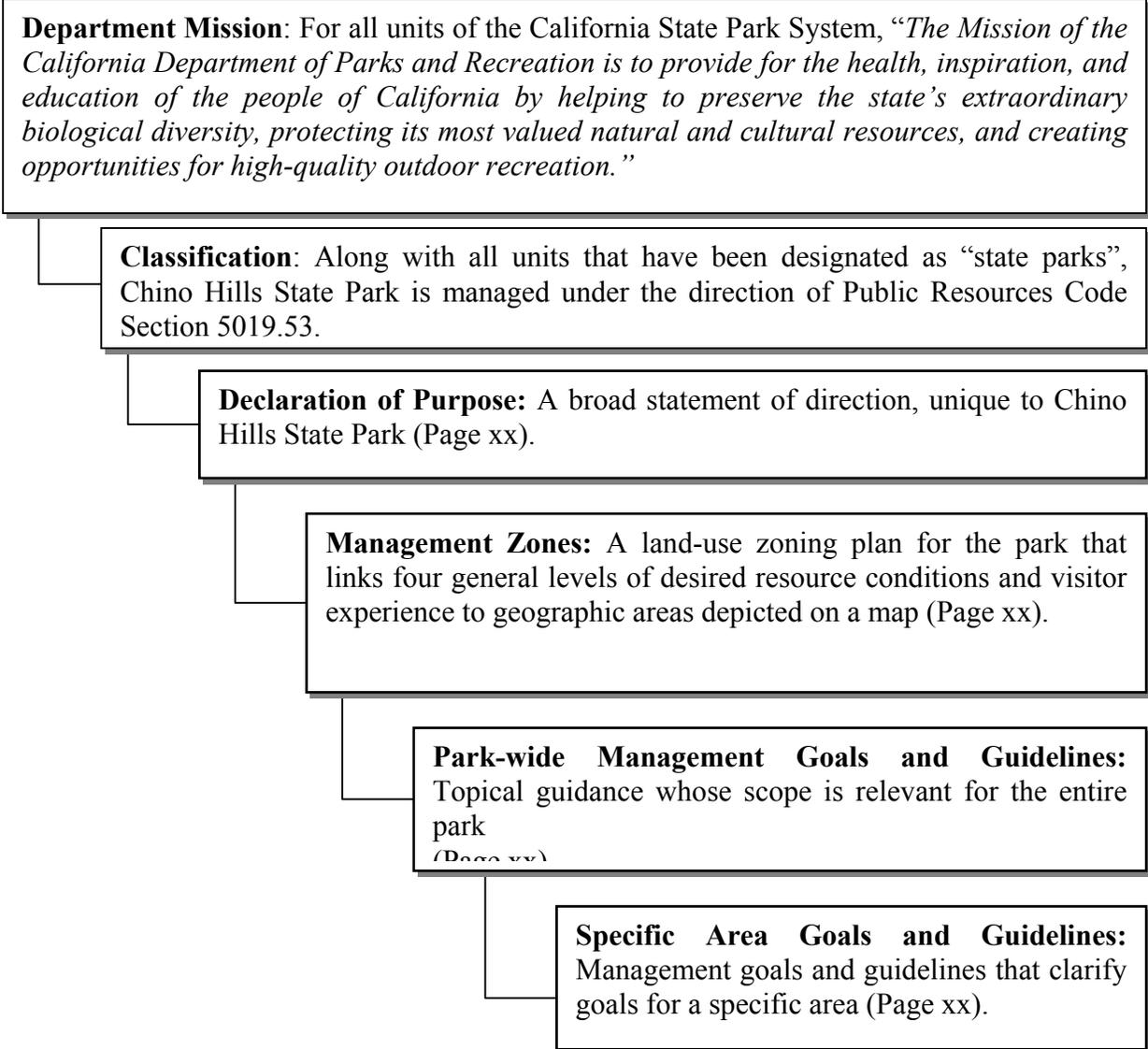
Previous general plans, if any, should be acknowledged. Avoid referencing prior project plans, or management plans. Identify general plans that were done for nearby units or are currently underway. The *Introduction* does not describe or summarize the process of preparing a general plan, nor should it provide an executive summary of general plan proposals.

### **Orientation to Park Planning and this Document**

A disclaimer may be appropriate regarding the conceptual nature of the plan’s proposals. At the time of implementation, design details and actual results may vary. General plans provide guidance rather than make definitive proposals. Management and project plans provide the necessary details for specific actions and, like general plans, are required to assess the potential environmental impacts of proposals made. Management and project plans may precede or follow a general plan, depending on circumstances. Briefly refer to the context of general planning in the Department’s overall planning structure. Statewide, regional, and thematic plans are prepared in some instances.

### Planning Hierarchy

Consider including a description of the planning hierarchy that provides direction for the future of the park unit. The following example was used for the Chino Hill SP General Plan. Items in bold boxes were created as part of the general plan effort.



## Guidelines to the Existing Conditions and Issues Section

### INTRODUCTION

The *Existing Conditions and Issues* section of a general plan summarizes the status of resources, land uses, 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 *Plan* section of the document which follows. It sets much of the context for the general plan. There are three subsections: The Unit Summary, Planning Influences, and Issues/Analysis. The first two subsections, Unit Summary and Planning Influences, emphasize factual data derived from the Unit Data File and elsewhere. The third subsection, Issues/Analysis, extracts pertinent issues from the Unit Summary and Planning Influences. It discusses the relationship of those issues to one another and evaluates their relevance to the *Plan* section to come. Components of this section are organized as follows:

#### UNIT SUMMARY

- Existing Land Use
- Significant Resource Values/ Constraints
- Existing Facilities
- Park Support

#### PLANNING INFLUENCES

- Systemwide Planning
- Regional Planning
- Demographics
- Public Concern

#### ISSUES / ANALYSIS

### THE UNIT SUMMARY

The Unit Summary consists of three subordinate sections: Existing Land Use, Significant Resource Values, and Existing Facilities. The Summary describes the unit only to the degree necessary to understand the general plan's long term management proposals. The discussion goes beyond the unit's boundaries only if necessary to understand the land uses, resource values, and facilities in context. The Unit Summary is based on information found in the Unit Data File.

#### Existing Land Use

Existing Land Use provides a brief, but holistic description of the land and its uses. 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, etc.).

- An existing Land Use Pattern Map, where appropriate (this may include facilities) (Examples include: delineation of Subclassifications, Historic Districts, and Coastal Zone.)

### **Significant Resource Values/Constraints**

This section discusses the resource values intrinsic to the unit. Only those resources that are deemed "significant" should be addressed in this section. "Significance" is determined if a resource:

- Is important to (or affects) the essential character of the unit, and contributes, in part, to its statewide significance, or
- Is regionally significant, is an important component of a Systemwide plan, contribution to the preservation of regional or statewide biodiversity, or
- Is documented as significant on recognized preservation or protection lists, or otherwise designated with special status by a recognized authority. (Or, in the case of cultural resources, is deemed 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 is on the federal endangered species list.

The complexity and length of this section will vary, depending upon the unit size and classification. Sub-headings for the Significant Resources Values/Constraints section may include any of the following, if appropriate:

#### **Physical Resources**

Topography  
Meteorology  
Hydrology  
Geology  
Soils

#### **Biotic Resources**

Plant Life  
Animal Life  
Aquatic Life  
Marine Life  
Ecology  
Paleontology

#### **Cultural Resources**

Ethnographic Background  
Archaeological Sites  
Historical Background  
Historical Features and Landscapes  
Artifacts Original to Site  
Collections

#### **Interpretive and Educational Resources**

Visitor Centers and Interpretive Centers  
Museums and House Museums  
Interpretive Kiosks  
Interpretive Trails, Roads, and Wayside exhibits, gardens, and other features.  
Exhibits  
Events and Programs (such as Living History, Demonstrations, re-enactment)  
Interpretive Programs (nature walks, guided nature walks)  
School Programs

#### **Aesthetic Resources**

Visual resources and Scenic characteristics  
Negative visual features and characteristics  
Viewsheds  
Designated scenic areas or routes  
External views

#### **Recreation Resources**

Recreation activities  
Recreation facilities  
Patterns and levels of use  
Recreation potential

Every sub-heading does not need to be included and individually addressed in every general plan. If, for example, there are few significant biotic resources at a small historic unit, then all significant plant and animal life could be grouped under a generic Biotic Resources section. If certain resource information is determined to be “not significant”, it belongs in the UDF, where it can be accessed for future reference.

Significant resource values should be described briefly with sufficient detail to understand:

- What the value is.
- Why it is considered significant.
- Where it is located within the unit.

In addition, the following maps should be included if they are informative, depending, of course, on the nature of the unit and the significance of the resource values:

NOTE: Mapping that depicts sensitive resource information, such as archaeological sites and endangered species locations, are considered “confidential” and shall not be placed in the general plan or distributed to the general public. This information should be placed into Confidential Appendices for the Unit Data File.

- Vegetation Map
- Significant or Sensitive Plants/Plant Communities Map
- Significant or Sensitive Wildlife Habitats
- Significant or Sensitive Cultural Resources
- Significant or Sensitive Paleontological Resources
- Significant Geologic Features
- Significant Geologic Hazards

### **Existing Facilities**

The Existing Facilities section tells the reader what facilities currently exist in the unit. This is conveyed as simply as possible, using the following (if applicable):

- Facilities Map
- Facilities Chart
- Circulation Map
- Text (which briefly describes the facilities)

Only the 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 (Facilities Chart) and location (Facilities/Circulation Maps). The following facilities are examples of those that may be included (as appropriate):

**Buildings**

Visitor/Interpretive Facility  
Restrooms  
Entrance Stations  
Concessions  
Employee Housing  
Operations Facilities  
Research/Library Facilities

**Circulation**

Roadways  
Parking  
Beach Access  
Trails

**Utilities**

Sewer / Water Treatment  
Storage Tanks  
Power Lines (High Voltage)

**Park Support**

This section describes the volunteers, cooperating associations, or founding organizations that support the park unit. Types of support may include people assisting in resource management, land use planning, recreation, interpretation and education, fundraising, and operation of the park unit. A brief description of the volunteer activities or park support functions should be included in this section.

**PLANNING INFLUENCES**

Planning Influences is a subsection of the Existing Conditions and Issues section of a general plan. It includes a variety of influential factors to be considered when making planning decisions for a unit.

These planning influences originate, for the most part, 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, demographics, and public concerns.

Pertinent planning influences should be briefly described in terms of their influence on the unit. Information regarding each of these planning influences should be available in the Unit Data File under appropriate categories. Often this information is contained in specific planning documents, which can be referred to by title and date of publication. Additional support material (including maps, graphics, photos, tables, graphs, etc.) is probably not necessary here and is best delegated to appendix material if needed for clarity. 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 Initial Investigation, Feasibility Study, and the Acquisition E.I.R.

**Systemwide Planning**

Systemwide planning enhances the ability of the California Department of Parks and Recreation 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 most valued natural and cultural resources,

- Creating opportunities for high-quality outdoor recreation.

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 CCCs, 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 regulations of agencies like the Department of Fish and Game (DFG), 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 (take for example the state's Natural Communities Conservation Program [NCCP] 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 state unit should be referred to in the general plan document.

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

- Mission Statement (may be included elsewhere in document)
- State Park System Plan
- Statewide Recreation Plans
- Systemwide Resource Directives
- California Hostel Plan
- California Underwater Park Plan
- Statewide Trails Plan
- Employee Housing Policies
- Systemwide Policies Concerning Park Operations and Concessions
- DAM/DOM
- Access to Parks Guidelines
- California Heritage Task Force
- Natural Communities Conservation Program (DFG)
- California Coastal Act
- Public Resources Code

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  
(Native American Heritage, Mining, Pacific Coast Highway, for example)
- Systemwide Resource Management Plans  
(May include plans which establish conservation priorities for oak woodlands, 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 so that the general plan for the unit anticipates and coordinates with regional planning issues. Refer to only those programs or plans which specifically involve or influence the unit.

The following are examples of regional planning influences:

- Local Coastal Plans
- Memorandums of Agreement or Understanding
- General Plans of Local Jurisdictions  
(land use, open space, conservation, park and recreation elements in particular)
- Local Specific Development Plans
- General Management Plans and Associated Documents  
(such as NPS and USFS documents)
- Regional Transportation/Circulation Plans  
(especially plans for mass transit or freeway expansions if involving state park lands)
- Regional Habitat Plans & Wildlife Corridors
- Regional Water Conservation Plans
- Watershed Management Plans
- Regional Trail Plans
- The Unit's Role in the Context of Surrounding state park units

## **Demographics**

Existing and projected demographic information can be 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 close proximity to, a large metropolitan area, local demographics may have a different bearing on the unit than if it is located in a remote area. The economic or jobs/housing relationships between the unit and the surrounding area may also be important to understand. If surveys have been taken at the unit, they 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 & 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

### **Public Comment**

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.

### **ISSUES / ANALYSIS**

The Issues / Analysis section "sets the table" for The Plan; its purpose is to prepare the reader for the plan goals. It highlights and summarizes the important issues from the Unit Summary and from the Planning Influences. These are the issues that will be addressed (and resolved) in the General Plan. Issues may be evaluated, prioritized, and briefly explained in terms of how one relates to another.

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. It may also discuss issues that will be addressed or resolved through other planning mechanisms, at other times. These other issues may require additional information to be collected for the UDF or addressed by future management planning. This is discussed further under "Issue Resolution" in the Area Goals and Guidelines section.

As part of issue resolution, the planning team will analyze the issues, evaluate how the issues relate to one another, and evaluate various goals that will resolve the issues. This analysis process is only briefly summarized in the general plan. A more complete recordation of the team's analysis is captured in the Unit Data File. This section of a general plan does not explain, in detail, the logical progression from issue to issue resolution.



## Guidelines to *The Plan* Section

### INTRODUCTION

Previous general plan sections describe the unit's past and current management, and also summarize site conditions. The *Plan* section presents the vision and guidance for the future of the unit. It states the basic philosophy or intent, and provides a management direction for the unit.

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

#### A. UNIT PURPOSE AND VISION

- Unit Purpose
- Unit Vision

#### B. GENERAL UNIT MANAGEMENT GOALS AND GUIDELINES

- Classification
- Management Zones
- Resource Management and Protection
- Unitwide Interpretation
- Unitwide Visitor Services

#### C. AREA-SPECIFIC GOALS AND GUIDELINES

- Statement of Management Intent
- Specific Area Goals and Guidelines

### UNIT PURPOSE AND VISION

The Unit Purpose and the Unit Vision may be combined into one statement, at the discretion of the planning team.

#### **Unit Purpose**

The Unit Purpose is a statement or declaration of purpose for the unit, as determined by its prime resource values and opportunities, and its relationship to the larger context of the State Park System. This statement should clearly describe the unit's significance and value it represents to California and the State Park System. It may or may not be the same as the original purpose. The following is an example of a Unit Purpose:

*Example: 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 rustic park*

*structures developed by the Civilian Conservation Corps during the 1930's. 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 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 guiding images of what the unit may ultimately be like in both the physical and spiritual sense. These visionary images will build upon the Spirit 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 two following examples illustrate how these differ, while still maintaining the same visionary message.

**Present Perspective or Point of View:** 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 or Point of View:** 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.

## **GENERAL UNIT MANAGEMENT GOALS AND GUIDELINES**

### **Classification**

If applicable, include a proposal to reclassify the unit. Also, refer to the specific area guidelines for natural, cultural, or wilderness areas proposed for subclassifications. 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.

### **Management Zones**

Management zones are delineated on a unit-wide map. These zones are the first and most general attempt to define spatially the management scheme for a unit. The use of management zones varies from general plan to general plan, depending on the need to describe management goals by area or show relationships between one area and another in terms of land use and management strategies. They 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 reflect special circumstances, such as a riparian zone, or clarify the management intent where conflicting uses may overlap. The use of management zones may be more helpful when planning for larger park units and may not be appropriate for smaller units. A Management Zone Matrix (see example in Appendix D) is a helpful tool to communicate and compare the distinct characteristics and requirements of each zone. For example, simple management zone schemes may include Natural/Cultural, Historic/Non-Historic, or Natural Open Space/Developed. More specific zones or even subzones, 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.

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

This section should also explain any proposed or expected changes from current land uses. Provide enough detail to assess what the cumulative impacts will be. Also in this section, describe the relationships with adjacent or nearby lands, public or private, 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 private-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.

### **Resource Management and Protection**

Develop the unit-wide 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, artifactual, scenic, and recreational resources. Briefly describe the resource needs, management goals, and desired conditions.

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 one CCC worker.*

- *Management of the CCC structures will be undertaken with the intent of preserving structures, and with the broader goal of preserving the historic record. Documentation and understanding of all CCC structures will exist prior to any removal or modification.*
- *Future management of CCC features will be based on a clear understanding of each feature and its importance in meeting historic preservation, park experience, and interpretive needs. Determining which buildings and other structures will be removed, stabilized, restored, or modified for adaptive reuse is essential in meeting this goal.*
- *Management of original CCC artifacts found in the park will be carried out with the intent to preserve evidence of the human effort and creativity that resulted in the construction of these significant historic structures. These objects will be preserved, documented and made available to scholars for further research.*

For State Historic Parks, it may be necessary to complete building surveys, present the historic period and determine whether a structure is appropriate for adaptive use in general, consistent with long term goals for the unit. This detail will vary from unit to unit and is further guided by the general plan project agreement.

### **Unit-wide Interpretation**

Interpretation deepens the park experience, providing lasting benefits not only for individuals, but also society in general. Through interpretive services, visitors are introduced to the intrinsic values of each park. The unit-wide interpretation section makes a case for the most significant concepts that are to be presented through various media to the public.

Unit-wide interpretation should describe how this unit relates to others within the State Park System, as well as to nearby local, county, and regional museums, historical sites and parks. In some instances the connection to other facilities should be further clarified.

Themes are critical for establishing the overall interpretive direction and tone and they imply desired outcomes for visitor' 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 essential ideas of a unifying theme are presented through the development of primary and supporting 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 and supporting themes that will create a conceptual framework for the unit. A secondary theme may also be included in this section. It may offer a valuable concept that is significant to the unit, like sidebars or footnotes in a book, but does not relate to the overall unifying and primary themes. Identify the primary interpretive period(s) if this is a state historic park, or if there are significant historic resources within a unit

designated by a different classification. This information will direct future decisions in the development of management and project plans.

Express unit-wide interpretive goals and guidelines clearly. What kind of physical and emotional involvement do you want visitors to have with the park's resources? Goals and guidelines become the basis for program policies. Examples: Visitors will be able to experience the park using all of their senses. Or, seasonally changing interpretive programs will be offered to visitors. Or, visitors will understand the valuable role the CCC has played in making the park's resources accessible to the public. Define the Department's intentions as goals and guidelines for increasing the public's understanding and appreciation of the unit's significant natural, cultural, scenic, and recreational resources.

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

Once interpretive goals and guidelines are established, work may begin on the preparation of interpretive plans, expanding upon the interpretive themes, and detailing the methods, media and programs for a unit. These typically are not part of the General Plan. Specific project interpretive plans, exhibit plans and furnishing plans, focused on more detailed interpretation of the unit's resources may follow in future documents.

### **Example** **Unit-Wide Interpretation**

*Short Trees State Park contains old growth redwood groves that have international significance. Unit-wide interpretation will include the significance of the redwood groves, instilling in the visitors the sense of place and the need to preserve and protect this irreplaceable resource. The Civilian Conservation Corps played a pivotal role in development of the park, and within the historic area of the park, built the campfire center, stoves, tables and the cabanas. The identification of these structures to the visitors will enable the visitors to learn the importance of preserving and protecting the cultural resources of the park.*

*Involving the visitor in assisting us in meeting the resource management and protection goals will be important to our success. Interpreting the natural flora and fauna, the cultural elements of the park and the need for preserving these features must be the primary goal for interpretive efforts. The broad, overall goal of interpretive programming will be to allow the visitors to have experiences that will develop an appreciation for the natural and cultural features of Short Trees State Park.*

*The unifying theme of the Short 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 and endangered habitat of Old Growth Redwoods.*

**Primary Theme:** *Making a Living in a Redwood Forest: Timber cutting, milling, and coastal shipping from doghole ports were the beginnings of many coastal towns, shaping generations of their citizens.*

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

**Primary Theme:** *Discover the Redwood Groves: The colorful and varied life forms of the redwood grove have developed fascinating ways of surviving natural challenges, but they can't survive our carelessness.*

**Secondary Theme:** *Discover Coastal Forests: Whether growing or decaying, native conifers support a rich variety of wildlife.*

**Supporting Theme:** *Observing Safety: If you are at a park or at home, the power of observation will keep you safe.*

## Unitwide Role of Collections

A statement of the role of collections in the unit should be included. This statement describes whether there will be a collection maintained at the unit, and if so, what kinds of objects the unit would collect and maintain, and why. 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. The statement of the role of collections contained within the general plan 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, 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 interpretive element. 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:

#### *Role of Collections for the Big Bar Ranch SHP*

*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.*

- *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.*
- *Archeological materials found on site will be preserved, and may be stored at the Cultural Resource Division's 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 will be followed.*

### **Unitwide Visitor Use and Opportunities**

This section presents the broad goals and guidelines that are developed for guiding unitwide visitor use and services. It addresses all types of services and related planning issues that are not tied to a specific geographic area of the unit. These guidelines:

- direct management as to the appropriate recreation types and levels of public use that may be accommodated in the unit;
- describe management goals for providing unitwide services to the public through park concessions, or by other outside providers;
- indicate the direction for park operational services; and
- describe for the unit as a whole, the desired concept for the way visitors would enter and move through the unit (the park experience).

The range of planning issues and desired unitwide 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.

## VISITOR CAPACITY OR RECREATION CARRYING CAPACITY

This section should include discussions of unit carrying capacity and/or limits of acceptable environmental change. These concepts are intended to guide the appropriate levels of unitwide management, development, and use, so that management goals can be achieved and the unit vision can be realized.

**Definition:** 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 program.

In both state and national parks, increasing rates for certain recreation activities promoted management concerns that use levels may be causing environmental damage or reducing the satisfaction of users. The concept of carrying capacity has been used in recreation planning as a theoretical indication of an upper limit in allowable use levels.

For State Park System General Plans, the Public Resources Code currently provides the following requirements:

***PRC 5019.5.** Before any park or recreational area developmental 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.*

***PRC 5001.96.** Attendance at state park system units shall be held within limits established by carrying capacity determined in accordance with Section 5019.5.*

In application, previous attempts to establish land carrying capacity limits in general plans have not produced the desired outcome for protecting resources, or were challenged on the basis of inadequate analysis of resource conditions and monitoring and assessment of the visitor use impacts on these resources. Other State and National Park agencies have developed more successful models for doing these evaluations, which substantiates the need for either setting use limits or taking other more appropriate management actions.

For general plans, project teams should evaluate the level of visitor use in relationship to its potential effect on natural, cultural, aesthetic, and recreational resources, as well as overall visitor experience. The plan should describe the desired future conditions of the unit's natural, cultural, aesthetic, and recreational resources, as well as the desired visitor experience for that park. Goals and guidelines should be established in the plan for visitor use management that will lead to these desired future conditions. Carrying capacity (use limits) may be established for a unit (or individual areas) at the time when more detailed information is made available; more appropriately during the preparation of management plans.

An example discussion of unitwide visitor use management might be as follows:

*The redwoods of this unit represent the southern most stands of redwoods along the coast of North America and are located adjacent to Coast Highway 1. Along with the Department's goal to protect this significant resource, it is management's intent to provide for appropriate visitor access. The visitor experience within the redwood corridor and related groves will be one of discovery, variety, and solitude. The goal of management will be to balance the needs of public access with maintaining the quality of the natural experience. The entry and sequence of travel through this unit is important and will present the redwoods as the focal point of the unit. Trail loops should be of various lengths and allow the user contact with the many environs of the redwood community. Pedestrians-use areas will be separate from traffic areas, and provisions will be made for the less mobile visitors to circulate appropriate portions of the redwoods and receive interpretative information.*

*The primary goal for future circulation and access planning and design is to provide opportunities for the majority of the visitors to experience the redwoods without intrusion from nearby visitor activities. Detailed design and desired trail capacities will be determined through future management plans, subject to environmental review prior to actual development. Trails and redwood management plans will determine an acceptable visitor capacity of the individual redwood areas.*

*The current vehicle circulation throughout this unit is very confusing to the park visitor and contributes to the vehicle congestion in the prime resource area. Therefore, the main park road should clearly and safely guide the visitor from the unit entry to the primary park destination (Tall Trees and Falls Overlook). This road should allow for a panoramic view of the unit's scenic resources on an alignment that complements the land contours.*

*Park management will balance the need for visitor services (food, recreational supplies, and rentals) with the goal of maintaining the unit's naturalness free of man-made structures and clutter. Management will provide adequate visitor services while minimizing the number of buildings and/or reduce their visual impact on the visitor's experience of the unit's primary resources.*

## **AREA GOALS AND GUIDELINES**

This section presents the goals and guidelines applicable to specific management zones or planning areas (refer to the management zone map). These goals and guidelines should refine the management intentions for a specific area of the unit and clarify, if necessary, how unitwide goals will be applied. This section should be structured by management zones or planning areas.

### **Statement of Management Intent**

A general statement of management intent should be presented for specific park areas when it is necessary to identify the area's special significance or its relationship to the overall unit vision (a mini-vision or statement of purpose for this area). Not all zones will require this statement, especially if the zone supports the same purpose stated for the unit as a whole.

The following example describes the management intent for an area:

*The Little Creek Area is a scenic natural area that clearly demonstrates the re-establishment of the redwood community after a century of commercial overuse. Visitors should gain an understanding of the extensive logging activities associated with the Mill site operation and appreciate the joint reclamation efforts of nature and park management that are taking place in the surrounding forest. Resource management efforts will support the recovery of this important natural habitat.*

### **Specific Area Goals and Guidelines**

Specific areas in the unit are distinguished by their resource values and use. These may require management goals or guidelines that are more specific to an individual area, or that clarify the application of broader unitwide goals in the major program areas, or that resolve how apparently conflicting management goals are integrated.

The desired format 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.

A Specific Area Goals and Guidelines section could integrate the following components:

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

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

**Visitor Services and Facility Development** - The general scope and intent for desired visitor services and facility development within a specific area of the unit could be discussed in this section. Describe an ideal condition, standard, or level of visitor service for this area. State how this differs from existing conditions and how it fulfills or complements the unitwide goals. Describe the level of acceptable change that would be allowed to maintain the balance between the proposed use area and their respective resources.

**Collections** - Collections play a vital role in Resource Management, Interpretation, and Visitor Services. Consider additional areas where collections should play a role **or** not play a role within the operation of the unit. It is just as important to identify where we do not want to go with our collections as it is where we want to go. Describe and discuss how collections will assist the other areas and their respective resources.

**Priorities, relationships, and future actions** - Usually, general plans should not include specific proposals for implementation, therefore will not need prioritizing. However, when future actions directed by the general plan may affect each other, it may be valuable to describe the relationship between them and the necessary or desired sequential or subsequent actions that should occur. As well it may be necessary in some units to define the portion of an area that any one Area Development Plan should cover.

**Recreation** - Describe the goals and guidelines for public activities that are desirable for an area. Identify broad types of high-quality outdoor recreation that are appropriate. Consider guidelines that would protect or enhance existing recreation experiences. Develop guidelines that would eliminate recreation conflicts with other core program areas, or to reduce those conflicts to acceptable levels.

Each area is unique, so one area may require goals and guidelines for resource management but not for visitor use or interpretation. Other areas may involve planning issues that require goals and guidelines for visitor use in addition to resource management and interpretation. These should then be followed by goals or guidelines that integrate the major program areas to provide greater clarification of management intent or to resolve overlap or conflict between goals.

The following narratives are examples of the Goals and Guidelines for two Specific Areas:

### ***Little Creek Area***

*The Little Creek Area is the first visitor stop in the unit. It sets the first impression for the unit and should provide a clear orientation to available park facilities. The placement and scale of facilities in the Little Creek Area is critical to the goal of providing a quality visitor experience. Visitor facilities should enhance natural and scenic resource values, provide focus on the interpretation of cultural sites, and increase park orientation, without becoming attractions unto themselves.*

*Facility designs at this area should reflect an architectural aesthetic that will compliment the “park-rustic” design style. Facilities and site plans should include the necessary components for public use and interpretation.*

*Trails will be provided in a manner that balances resource protection goals with quality recreation and visitor experience goals including access to historic features.*

*Interpretation will be used as the primary means of protecting resources in the area through developing an increased visitor sensitivity and appreciation.*

*To support the primary interpretive theme of the unit, the resources of the Little Creek Area should be interpreted to show how the people continually used, influenced change, and eventually restored this fragile area of the unit.*

*Primary resources in this area that support the unit wide theme include: Evidence of historic human activities including 19th century logging and tan oak harvesting, and the CCC structures.*

*The collection of original artifacts will be managed to preserve this evidence for research and interpretation.*

*The red alder riparian forest characteristically has a high percentage of snags and tree failures during winter months requiring continual preventive management in visitor use areas. The red alder riparian forest will be managed for its long term*

*stability in relationship to the recreational use areas. If continued resource impacts are determined significant and mitigation is not possible in a specific site, then overnight use will be removed and the site restored to as natural a condition as possible.*

*Stream bank protection is required in the campground to protect visitor facilities. This action is in conflict with the general application of a unitwide guideline. In this facility area limited modification of the natural conditions is appropriate, coupled with the valuation and monitoring of possible effects on downstream habitat.*

*The intent of management is to maintain the quality of the riparian area of Little Creek that is impacted by logging activities outside the unit. These impacts will continue to threaten or damage park values. The Department will take a proactive role in protecting the area from damaging impacts including participation in local and regional planning decisions, and by developing watershed restoration to correct, as possible, impacts that have degraded natural values.*

### **Mill Pond Area**

*The Mill Pond Area is unknown to most visitors and the mill is presently in a state of decay. With substantial restoration of both cultural and natural features, this area has great potential for fulfilling the unitwide goals of both increasing interpretive opportunities about historic logging and enhancing wetland habitats. Hiking and interpretive trails are appropriate for this area if potential impacts to sensitive plant and wildlife habitats can be avoided.*

Specific guidelines for facilities, if expressed, should be as visitor opportunities and experiences that are intended to be provided, or to resolve a conflict or clarify how goals will be integrated or applied in an area.

For areas where planning issues develop around future development and the potential conflict with sensitive resources, it may be desirable to include a relationship diagram, or conceptual plan for the area. A bubble diagram, or description that conveys the desired outcome should be

sufficient. Generally, a detailed site analysis would not be included and the development of a design plan is not desirable at this stage of planning. It will be accomplished at a management plan stage of planning following the general plan.

When the general plan proposes an area for a natural or cultural preserve, the purpose of this subclassification should be discussed in detail. Describe the significance and the integrity of resources, the consequences of the specific subclassification for management and use of the area, and include a clear description of the boundary. Note that subclassifications require approval by the State Park and Recreation Commission through a resolution separate from general plan approval. This action can occur outside the general plan process.

## ISSUE RESOLUTION

Each general plan project may identify a number of issues and planning efforts that require attention beyond the scope a general plan. Funding and staffing limitations may restrict the selection of issues and studies the Department is able to immediately address and require that the Department set priorities. Many goals and guidelines within a general plan will provide direction for each issue, with some 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, as described in the Issues and Analysis section of the general plan and those that arise during plan preparation. The “Issue Resolution” section of the general plan should identify all planning issues and required studies that are recommended throughout the general plan. This section will assist Department staff in setting priorities for future management plans, studies and planning efforts related to unresolved issues, but is not intended to restrict management efforts on lower priority issues or future planning needs.

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

*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:*

***Biocorridors and Core Habitat Areas*** – Protect and enhance the park’s wildlife habitat linkages with nearby wildlife habitat areas through coordination with local, state, and federal agencies, 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** – Following the general plan’s scope and intent, future studies are needed for site specific traffic analysis at the West Gate to select the final access alternative from those identified in the general plan. Priority of development at the Village Site will be dependent on DPR participation in coordinated community planning. Statewide studies presently under way are necessary to assist in setting priorities for the recreation options allowed for in this plan.

**Interpretive influence** - Interpretation plays a significant role in the resolution of these general plan issues. The general plan recommends that the educational programs, interpretive planning, design, and facility implementation be accomplished with the resolution of the above issues.

**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:

1. Collect resource information and monitor the health and function of core areas and wildlife habitat linkages (Page XX)
2. Develop Management plans, studies and updates to the park’s Unit Data File as necessary to meet vegetation management guidelines (Page XX)
3. Collect information regarding the presence of sensitive species within, movement through, and uses of the park (Page XX)

## **Guidelines to the Environmental Analysis Section**

### **INTRODUCTION**

The Environmental Analysis Section of a general plan contains the information necessary to satisfy the requirements of the California Environmental Quality Act (CEQA). The general plan can be used as an Environmental Impact Report (EIR), and no separate EIR is required if the general plan addresses all of the points required in an EIR, and the general plan includes a special section identifying where each required point is addressed (CEQA Guidelines Section 15166). The Environmental Analysis Section will meet this requirement for a special section, and will include discussion of any required issues not addressed in other sections of the general plan.

In some cases, the Environmental Impact Report (EIR) being prepared for a general plan may be published in a separate document, with adequate reference to the general plan. This instance may occur when the general plan is being prepared through a consultant contract or when the EIR is contracted separately for a general plan project.

Whatever method is used to prepare the CEQA document, CEQA issues must be considered and integrated early in the planning process, particularly at the Project Agreement stage when work scope is developed, which should include the environmental impact work that is going to be required for the project. An Environmental Checklist is prepared to identify the CEQA issues to be addressed in the EIR.

General plans will take advantage of the CEQA concept of tiering. According to CEQA Guidelines Section 15152 (1997-98 proposed revisions):

“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 Section will consider 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 (1997-98 proposed revisions)], but need not consider issues that are not yet ripe 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.

The content in the Environmental Analysis Section, and the environmental analysis in other sections, will vary with the scope, complexity, and controversy involved in a general plan. The specific items that must be included will change with subsequent legislative changes to CEQA, and revisions to the CEQA Guidelines. Always consult with the latest versions of CEQA and the CEQA Guidelines for any revisions to this information.

For a Draft EIR the following issues must be addressed, either in the Environmental Section, or through reference to their location in other general plan sections.

- A. TABLE OF CONTENTS OR INDEX
- B. SUMMARY
- C. PROJECT DESCRIPTION
- D. ENVIRONMENTAL SETTING
- E. ENVIRONMENTAL IMPACT
  1. Significant Environmental Effects
  2. Unavoidable Significant Environmental Effects
  3. Significant Irreversible Environmental Changes
  4. Growth-Inducing Impacts
  5. Mitigation Measures Proposed to Minimize Significant Effects
  6. Alternatives to the Proposed Action
  7. The Relationship Between Local Short-Term Uses and Long-Term Productivity (in joint EIR/EIS)
  8. Cumulative Impacts
  9. Effects Found Not to Be Significant
- F. ORGANIZATIONS AND PERSONS CONSULTED
- G. COMMENTS RECEIVED
  1. Organizations and Persons Commenting
  2. Responses to Comments
- H. INFORMATION ADDED TO DRAFT

## **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 find relevant information. The Environmental Analysis Section may reference a table of contents or index found in the general plan.

## **SUMMARY**

The Environmental Analysis Section should contain a brief summary of the proposed actions and their consequences. In clear, simple language the narrative will include:

- 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**

The CEQA Guidelines require the following information, either within the Environmental Section, or within other sections of a general plan:

- Location map
- Regional map
- Statement of plan objectives
- Description of plan's technical, economic, and environmental characteristics
- Statement of intended uses of EIR
  - List of agencies expected to use the EIR in decision-making
  - List of approvals for which EIR will be used

## **ENVIRONMENTAL SETTING**

The Environmental Analysis Section will reference other sections of a general plan that describe the local and regional environment in the vicinity of the park unit. (See Guidelines to the Existing Conditions and Issues Section.) 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 Plan (or State Implementation Plan)
  - Waste treatment and water quality control plans
  - Regional transportation plans
  - Regional housing allocation plans
  - Regional land use plans
    - Coastal Zone
    - Lake Tahoe Basin
    - San Francisco Bay
    - Santa Monica Mountains

## **ENVIRONMENTAL IMPACT**

The Environmental Analysis Section 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 Section will include a table showing where each subject is addressed.

### **1. 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
- 2. Unavoidable Significant Environmental Effects**

Address all significant impacts that cannot be avoided, or that can be mitigated but not reduced to a level of insignificance.
  - 3. Significant Irreversible Environmental Changes**

This discussion is specifically required for EIRs 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
    - Irrecoverable commitments of resources
  - 4. Growth-Inducing Impacts**

Include this discussion if a general plan fosters economic or population growth directly or indirectly, or could enable or encourage other activities that could significantly affect the environment
  - 5. 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.
  - 6. Alternatives to the Proposed Action**

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.
  - 7. The Relationship Between Local Short-Term Uses and Long-Term Productivity (in joint EIR/EIS)**

This discussion is no longer required by CEQA; but is still required by the National Environmental Policy Act (NEPA). If a general plan is subject to NEPA (e.g., a joint project with a federal agency), the Environmental Section must address impacts that narrow the range of beneficial uses of the environment or pose long-term risks to health or safety.
  - 8. Cumulative Impacts**

If the environmental analysis indicates that there are significant cumulative impacts from a general plan, the Environmental Section 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
  - 9. Effects Found Not to Be Significant**

Discuss the reasons that possible significant effects were determined not to be significant and were therefore not addressed in detail.

## **ORGANIZATIONS AND PERSONS CONSULTED**

Identify all agencies, organizations, and individuals consulted in preparing the draft EIR and the persons, agency, or firm preparing the draft EIR

## **COMMENTS RECEIVED**

### **1. Organizations and Persons Commenting**

As a part of the public review process required by the California Environmental Quality Act, the Preliminary General Plan/ Draft EIR document is made available for public review and comment for a minimum of 45 days. For this review process, the Governor's Office of Planning and Research (State Clearinghouse) assigns a unique number to each general plan. The planning documents are sent to a list of individuals, agencies, and organizations as required by State Clearinghouse and determined by the Department.

### **2. Responses to comments**

At the close of the review period, all public comments that are received in writing, comments from individuals, organizations, and other public agencies, are evaluated by the Department's planning staff, which prepares written responses. 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. These comments and responses are sent to the people who commented, and also to the California Park and Recreation Commission for their review as part of the process of evaluating and approving a general plan and final EIR document.

Upon the Commission's approval of the plan, these public comments and staff responses are usually published as a supplemental CEQA document separate from the general plan. This is desirable in order to keep the overall size of the document within reasonable limits. However, if the numbers of public comments and Department responses are minimal, then they may be included in the Final General Plan document.

## **INFORMATION ADDED TO DRAFT**

Discuss any other information added by State Parks after review of the draft EIR.



## 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 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.

Cover shall display official State Park logo. Refer to current Department guidelines for proper use of the official bear logo, a registered trademark.



#### **Binding:**

Use perfect (wrap-around) binding, with document title, for final printing.

#### **Copyright:**

This publication is intellectual property that is to be protected. Therefore, please indicate copyright restrictions for any reproduction of text, maps, and photos. A copyright © notice must be attached to any document or item that we wish to maintain intellectual property rights.

#### **Staff Credits:**

Provide credits to staff and persons responsible for preparation of the general plan document. Use civil service titles, with level of responsibility (e.g. Associate). Provide special thanks to key individuals, groups, or advisory committee members, who provided valuable assistance in the planning process.

#### **Contacts for Information:**

Provide office mailing address, phone and Fax numbers of locations for questions and general plan information.

#### **Source for Additional Copies:**

Provide source locations (on inside back cover) to obtain additional copies of the general plan document. Refer to the availability of the document at depository libraries (indicate state library with address and phone). Indicate purchase cost, plus postage and handling. Also reference to the State Park's website for opportunities to read copies of this and other planning documents prepared by the Department.

#### **Reference to Supplemental Documents:**

Use standard methods 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) approving of the general plan, and any subclassifications, at the front of the document (located before the title page and not mentioned in table of contents).

**General Plans and Amendments:**

Print a separate document for each unit general plan and general plan amendment. The amendment will likely be too thin for a perfect binding. If the general plan is to be reprinted, an amendment could be placed under same cover with the general plan, so long as the body of the amendment remains together and its integrity is maintained (one document inside another).

**EDITING**

The editors of general plan documents look for *clarity, consistency, and emphasis*. Brevity is prized, but not at the expense of clarity. 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.

**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 Preliminary General Plan.” The Department logo is included. The “Final” general plan includes the Commission resolution inside the front cover. The Commission approval date belongs on the outside cover of the final document.

**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 for Resources

*Director’s full name*  
Director of Parks and Recreation  
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, though 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), or 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 also be printed on the spine. This approach is typically reserved for “final” version 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. (Italics is often used at 10 pt. font size). On the inside front or back cover, indicate that “All Photographs Copyright California State Parks”

## **GRAPHICS**

### **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 scale, north arrow, and legend in the same location. Consistency among legend symbols is useful but not required. 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 US 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 *Introduction* 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 section. 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 would illustrate areas for special protection, specific land use, or proposed for subclassification, as well as future developments if determined appropriate. Maps in the Plan section graphically communicate the holistic land-use concept and management intent for the unit and how the goals for distinct planning areas integrate with one another.

There are many kinds of conceptual drawings: “bubble diagrams”, circulation drawings, sketches, and altered photographs showing *possibilities* for the future. These should be used selectively and carefully. While they provide visual guidance on what *could* happen, it is easy for some to mistake these ideas for design solutions. Disclaimers about the schematic and illustrative nature of concept drawings are always appropriate. Concept drawings are good for showing desired relationships, and for communicating the vision. Unfortunately, they can easily become misinterpreted as a specific blueprint for change, therefore, all drawing that depict proposals should be stylized.

Concept drawings may be undertaken to assess feasibility of some proposals, or to evaluate visual impacts. Inclusion of a concept drawing in the general plan is a difficult decision. 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 it the most effective tool to convey guidelines and intentions? With these considerations in mind, the use of conceptual drawings in general plans will probably be quite limited.

## **PRINTING**

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 or black and white). Electronic files can be provided to the printing source for high quality printing, which avoids second and third generation copies. Cost and printing time may vary depending on size, color, paper, and maps.

Always choose the number of drafts and final plans carefully. An average of 150 to 200 plans is typical.

## **DISTRIBUTION**

Final distribution of the published plan is the responsibility of the Planning Division, in coordination with the Project Team 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.

The Planning Division will be responsible for putting the new plan on the Department's web site, and updating the Department's listings of completed general plans and statements of unit purpose.

The Printing and distribution of the Draft Planning documents will remain the responsibility of the Project Team Manager. Coordination with the Planning Division is encouraged, to ensure general uniformity of document format, appearance, and acceptance by the Planning Policy and Programming Committee.

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.



# GENERAL PLAN AMENDMENTS AND REVISIONS

## DETERMINATION OF CONSISTENCY WITH GENERAL PLAN

District Superintendents must obtain a determination from the Planning and Programming Policy Committee (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 Public Resources Code Section 5002.2©. To obtain such a determination, District Superintendents shall prepare a position paper as follows:

### **Background and Introduction**

Indicate the location of the unit. Discuss its 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 of the Proposal with what the Current General Plan Requires or Permits**

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), if any, 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.

### **Review Process**

The position paper shall be transmitted by the District Superintendent to the appropriate Division Chief. If the Division Chief wants this item on the PPPC agenda, he/she gives it to the Manager of General Plans for distribution to PPPC members in advance of the meeting at which it is to be discussed. After the PPPC makes its decision, the Manager of General Plans 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 an amendment or revision will need to be prepared.

## AMENDMENT SUBMITTAL PROCESS

The Public Resources Code provides guidelines for General Plans in the State Park System. The party requesting an amendment to a General Plan shall prepare appropriate documents for submission to the Planning and Programming Policy Committee (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. PPPC 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 Commission action.

### **Non Controversial**

Amendments to general plans are handled as an issue memorandum from the Director to the State Park 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 Public Resources Code. The Commission shall solicit public input, which will serve as a public hearing under CEQA. The Commission shall either approve the amendment, disapprove the amendment, or recommend to the Director that the amendment be elevated to “Potentially Controversial” status and review.

### **Potentially Controversial**

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 10 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 Public Resources Code. The Commission shall solicit public input that will serve as a public hearing under CEQA. The Commission shall either approve or disapprove the amendment.

## **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/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, interpretive prospectuses, interpretive plans, concession plans, and facility development plans. Management plans are consistent with systemwide plans and policies, and with the unit's general plan. 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 need to assess the status of each plan, as necessary, and revise or update it 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.

### Approvals

The Department requires adequate review and approval of all management plans developed for units of the State Park System. District Superintendents or Policy 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. This includes but is not limited to development plans, furnishing plans, wildfire management plans, interpretive plans, trail management plans and vegetation management plans. 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 for Management Plans for Units of the State Park System.

It should be noted that if a management plan is determined to be necessary for a unit of the State Park System, it would be considered a project under the California Environmental Quality Act. A Project Evaluation Form and subsequent environmental assessment must be completed and submitted for review and approval through the CEQA process (which could be a negative declaration, mitigated negative declaration, categorical exemption, or supplemental EIR that tiers off an approved general plan). 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 resource properties and "other permitting requirements as dictated by the nature and location of the management plan; e.g., coastal permits, CDF approval, etc." Heritage resources management plans and policies shall also be reviewed in consultation with the State Office of Historic Preservation.

## **SUPPLEMENTAL EFFORTS – Management Plans**

**This section is one of the important supplemental efforts previously identified in the Planning Handbook. The Department will provide additional information and guidance, as necessary, when sufficient resources become available.**

## **SPECIFIC PROJECT PLANS**

### **Definition/Scope**

Specific project plans are the detailed implementation plans needed to accomplish specific project(s) or management plan(s). 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. Specific project plans include: plans for the prescribed burn for a specific area of a unit, plans for a museum exhibit, budget packages, design concepts, site plans, and 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 (CEQA, PRC 5024, Coastal Permit, Fish & Game Permit, Regional Water Quality Control Board...).

### **Guidelines/Level of Detail**

Level of detail is shaped by project type and complexity.

### **Timing and Circumstances**

Specific Project Plans are prepared as funding is imminent. 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.

### **SUPPLEMENTAL EFFORTS – Specific Project Plans**

**This section is one of the important supplemental efforts previously identified in the Planning Handbook. The Department will provide additional information and guidance, as necessary, when sufficient resources become available.**



## **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 unit 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 (ECA) 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 Unit Data File 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.

### **SUPPLEMENTAL EFFORTS – Environmental Conditions Monitoring and Assessment Program**

**This section is one of the important supplemental efforts previously identified in the Planning Handbook. The Department will provide additional information and guidance, as necessary, when sufficient resources become available.**



## **GLOSSARY OF PLANNING TERMS**

### **SUPPLEMENTAL EFFORTS – Glossary of Planning Terms**

**This section is one of the important supplemental efforts previously identified in the Planning Handbook. The Department will provide additional information and guidance, as necessary, when sufficient resources become available.**



## **INDEX TO PLANNING HANDBOOK**

### **SUPPLEMENTAL EFFORTS – Index to Planning Handbook**

**This section is one of the important supplemental efforts previously identified in the Planning Handbook. The Department will provide additional information and guidance, as necessary, when sufficient resources become available.**



**APPENDIX A**  
**General Plan Project Agreement**  
**(Example)**

**BIG BASIN REDWOODS STATE PARK**  
**PROJECT AGREEMENT**

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## **INTRODUCTION**

This Project Agreement has been developed jointly between the Planning Policy and Programming Committee (PPPC), the Santa Cruz District (District), and the Northern Service Center General Plan Section (Planning Section) of the California Department of Parks and Recreation. It represents the Department's strategy for completion of the Big Basin Redwoods 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 Northern Service Center, Big Basin Redwoods State Park and Santa Cruz 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 PPC 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 Northern Service Center General Plan Section, and the Santa Cruz District will assume the following project responsibilities:

### A. Planning Policy and Programming Committee (PPPC)

- 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 of the Draft General Plan by executive staff and all appropriate divisions.

### B. Northern Service Center General Plan Section (Planning Section)

- 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 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 and submit them to the PPPC for authorization.

### C. Santa Cruz 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 Northern Service Center staff about the general plan,
- Conduct District meetings to arrive at consensus and actively discuss issues and plans with input to Northern 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.

## SCOPE OF WORK

Big Basin was the site of the first successful effort to preserve ancient coast redwood forest. As the oldest park in the California State Park System, it also has a long history of providing public access and facilities for enjoyment of the forest. The park is visited by approximately 1 million people each year. The Department recognizes the importance of preserving these significant resources and is committed to developing a long-range plan for future protection, management, and enjoyment by current and future generations.

The scope of work identified by the planning section and the district includes the identification of major issues that the planning effort will address (Scope of Issues), and estimated future staffing time and costs to be allocated from the Northern Service Center and Santa Cruz District (Staffing and Funding Plan).

### A. SCOPE OF ISSUES

The following represents a scope of issues to be addressed in the general plan. Each issue is described briefly, followed by the actions and desired general plan resolution intended by the Planning Team.

#### 1. Unit Purpose and relationships between the cultural, natural, and recreational resources, and desired visitor experiences

Big Basin Redwoods State Park is recognized for its ancient coast redwood forest and the preservation movement by early conservationists to preserve the mighty redwoods and create a park in 1902. In the following decades, visitation to Big Basin grew as park amenities were developed. During the Great Depression of the 1930s, the Civilian Conservation Corps built many of the roads, trails, campgrounds, picnic areas and buildings still standing today.

A delicate interrelationship exists between the natural, cultural and recreational resources. Indications are that significant resource values are being impacted in some areas of the park by past and present uses. This unit requires a plan that will provide proper stewardship of significant resource values, recognizing inherent conflicts and supporting attributes for the long-term direction of the park. The Department must collectively develop long-range goals for this state park to effectively evaluate planning ideas and decisions during the general plan process.

Intended Actions: The Planning Team will facilitate the process of establishing a new Declaration of Purpose and Vision for the park. The Declaration of Purpose, along with the unit Vision, will provide a context and direction for unit management and planning. These statements will inform and guide consideration of various alternatives and proposals through the general plan process, and beyond. The Planning Team will conduct site investigations and analyze information, to identify the opportunities for resource enhancement, to improve park operations and services, to establish recreation goals and guidelines, and to assess potential impacts.

#### 2. Visitor use impacts on the prime resources

Visitor use and recreation facilities are located in the prime resource (i.e., the large diameter, old-growth coast redwood forest community) of Big Basin. By focusing recreational opportunities in the prime resource, intense and sustained human presence may have significant impacts.

Intended Actions: The Planning Team will make a general evaluation of adverse impacts on key elements of the prime resource, and make recommendations for reducing, avoiding, reversing and mitigating adverse effects.

The Planning Team may consider core habitats in the prime resource for sub-classification as natural preserve(s) or other legal designations depending on the level of protection that is desired. The appropriate

designation could be recommended to the State Park and Recreation Commission at the General Plan Hearing. Should recommendations result in proposals to relocate or make adjustments to any recreational facilities, the Planning Team will identify and evaluate appropriate candidate relocation areas and develop guidelines for desired outcomes.

### **3. Qualitative assessment of impacts to sensitive plant and animal species in heavy use areas**

Numerous sensitive species have been identified as occurring at Big Basin Redwoods State Park. Current information is needed to determine which sensitive species occur in heavy visitor use areas of the park and what impacts they may be subjected to. This information would be used to develop area specific goals and guidelines in the General Plan and to prescribe the development of management recommendations for their preservation.

*Intended Actions:* The Planning Team will identify the potential for sensitive species occurrences in heavy use areas of the park, identify impacts to these species as related to heavy use, and provide guidelines for the continuance of these species there.

The Planning Team will accumulate and review pertinent literature, and confer with scientists and others having expertise on the marbled murrelet critical habitat and others in order to develop guidelines toward their preservation in the park.

### **4. Preservation of significant cultural resources in the park, with an emphasis on the Park Headquarters and Rancho del Oso areas.**

The park has outstanding examples of park rustic architecture created or modified in the 1930s by the Civilian Conservation Corps. NPS and OHP informally consider at least four of these structures worthy for a National Historic Landmark: Park HQ, the Store, Big Basin Lodge, and the Campfire Center. There are many other structures and features built or renovated by the CCC along Opal Creek and Blooms Creek and in the area of park headquarters. Many other existing buildings and structures were built soon after World War II. Some facilities are near the end of their useful life.

Most of the needed field work has been completed for initial identification of significant cultural resources. Surveys for potentially significant historic resources are needed in the following specific areas: newly acquired parcels by the south entrance, and along lower Waddell Creek for historic logging features.

Museum collections are an important resource for the interpretation of the park as well as an important focus of preservation in themselves. The main areas of concern are the general condition, breadth, acquisition potentials, facilities and maintenance of the collection. A draft Scope of Collections has been prepared for this unit.

Intended Actions: The Planning Team will complete the inventory of potentially significant historic resources. Potential impacts to significant cultural resources will be evaluated and addressed by appropriate guidelines. Evaluations of significance will be prepared, including assessments of architectural integrity. Architectural research will be completed to support the updated synthesis of overall park history. This research is integral to assessments of preservation, reconstruction, and adaptive reuse potentials. A historic district designation may be considered for the vicinity of park headquarters that could result in a National Register district nomination.

With completion of a survey of individual historic buildings and structures, the Planning Team will complete an investigation of the cultural landscape. This investigation will consider the individual buildings and structures and their relationship in an overall historical context. This investigation will create a vision for the evaluation of use and the protection of these important resources.

The Planning Team will complete the Euro-American background history. Some issues will need historic research to better understand chronology, circumstances, causes and effects. An abstract of the Euro-American history will appear in the General Plan. Similarly, an ethnography / ethnohistory background research will be conducted in support of interpretive products and programs.

The Planning Team will research and address the museum collection, conditions and facilities as they relate to the Declaration of Purpose, interpretive themes, and interpretive periods of the park.

The Planning Team will prepare general plan guidelines on museum collections and facilities and include a summary of the Scope of Collections Statement.

## **5. Appropriate land use determinations and scope of recreational access and opportunities within Big Basin Redwoods State Park**

The Santa Cruz Mountain parks, including Big Basin Redwoods State Park, have a long history of preserving open space, creating opportunities for outdoor experiences, and providing high quality outdoor recreational use. This unit is surrounded by other state parks, county parks, open space preserves, private forest and residences, and privately developed recreation areas. In these surrounding areas there are campgrounds, trails, picnic facilities, and multiple access trail connections. Some of the early recreational facilities in the park have acquired historical significance. Land uses and facilities may not be entirely compatible with resource management objectives.

The park is often viewed from outside DPR as being two separate units: Big Basin (the main Headquarters area) and Rancho del Oso. Opportunities exist during this planning effort to integrate these two areas for better recognition by visitors and outside agencies, and to improve effectiveness of park operations, visitor services, interpretation, unit access and circulation.

Intended Actions: The Planning Team will identify and evaluate regional recreational needs, and relate them to demands and opportunities at Big Basin Redwoods State Park. Land uses and park facilities will be evaluated for their appropriateness and compatibility with resource management objectives and the stated purpose for the park. The Planning Team will evaluate potential secondary access locations and determine a desired level of visitor use and experiences for various land use zones.

Goals and guidelines for recreational use will be set. The general plan will define the allowable use intensity in terms of the appropriate facilities and use within the different land use zones.

## **6. Enhancement of the main entrance on Highway 236 and circulation into Big Basin (Park Headquarters Area)**

The primary visitor access into Big Basin is from State Highway 236. Visitors enter the park on a scenic drive through the giant redwoods, while looking for the entrance station and directions to park facilities. They drive by campgrounds, trails, and points of interest before arriving at the Headquarters Area, where first-time visitors encounter multiple choices for parking, information, and activities. The park needs a well-designed entrance on Highway 236 and a primary public contact location. Providing clear welcome to visitors, a strong sense of arrival, and an orientation to visitor facilities and points of interest will also improve park operations and management capabilities.

**Intended Actions:** The Planning Team will evaluate existing conditions, determine visitor and operational needs, and establish goals and guidelines for enhancement of the main park entrance. Circulation on State Highway 236 through the park and interrelationship with other land use guidelines will also be addressed. The Planning Team will also evaluate the concept of managing vehicle access as it relates to potential changes in land use and visitor use patterns.

## **7. Enhancement of the Highway 1 entrance to Rancho del Oso and the Nature and History Center**

Limited access into Big Basin is also provided through the Rancho del Oso (RDO) area from State Highway 1 at the mouth of Waddell Creek, which serves as a trailhead for hiking, horseback riding, mountain biking, windsurfing, tidepooling, and birdwatching. A separate access is provided to the Nature and History Center. A mix of recreational, interpretive, and administrative land uses and facilities occur in this overall area, and limited access and parking facilities are provided. This area is located within the Coastal Zone and decisions may be influenced by the approved Local Coastal Plan.

**Intended Actions:** The Planning Team will study Waddell Beach, the Nature and History Center, and the Rancho del Oso area generally to establish a primary purpose and vision for this area. This planning approach will evaluate the potential long-term uses, identify impacts on resources, and develop guidelines to enhance visitor experiences and integrate multiple land uses. Options to enhance this entrance will be studied to provide better visitor orientation, interpretation and resource protection. Goals and guidelines for public access and appropriate visitor facilities and use will be developed.

## **8. Connectivity and compatibility of state park lands with surrounding land uses.**

The California State Park and Recreation Commission, in July 1969, approved the proposed boundary lines of Big Basin Redwoods State Park as described on the Land and Boundary Plan Map No. 11397, dated July 10, 1969, signed by William Penn Mott, Jr., Director. This map, showing the Ultimate Park Boundary, has guided the Department and the Sempervirens Fund during the acquisition of lands for inclusion into the park. There are park properties outside this ultimate boundary that have been acquired or gifted to the Department for park purposes.

**Intended Actions:** The Planning Team will evaluate state park lands outside the 1969 boundary for potential linkages with surrounding state and county parks. These lands will be evaluated for their potential value as biodiversity corridors, for park land connectivity and management, and for public land use. The general plan will provide goals and guidelines for management and/or future land additions. The team will also investigate potential natural, cultural, interpretive and recreational values on state park lands outside the Ultimate Park Boundary, and define how they contribute to the park as a whole.

## **9. Interpretation**

Current and future interpretation for Big Basin Redwoods State Park should be evaluated to guide the development of an overall and integrated interpretive plan for the unit. The major spheres of consideration are the Coast Redwood Forest and its ecosystem, the historic headquarters area, Rancho del Oso area, interpretive trails, a possible State Park Museum, environmental and historic interpretive programs. Such interpretive issues are important as they interact with most other aspects of the plan.

**Intended Actions:** The Planning Team will research and address interpretive issues, facilities, themes, periods and topics for the unit. An Interpretive Prospectus may be prepared for this unit following the completion of the 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 EIR will be prepared for 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.

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
- non-conformance with local planning

**STAFFING & FUNDING PLAN FOR FUTURE GENERAL PLAN WORK**

PERSON DAYS STAFFING	RESOURCE INVENTORY		GENERAL PLAN			TOTALS
	00/01	001/02	00/01	001/02	002/03	
SENIOR LANDSCAPE ARCHITECT (49.20)	5 \$1,968	5 \$1,968	5 \$1,968	10 \$3,936	10 \$3,936	35 \$13,776
ASSOCIATE LANDSCAPE ARCHITECT (PM) (44.80)	20 \$7,168	15 \$5,376	5 \$1,792	70 \$25,088	30 \$10,752	140 \$50,176
ASSOCIATE LANDSCAPE ARCHITECT (3) (44.80)	35 \$12,544	30 \$10,752	0 0	120 \$43,008	80 \$28,672	265 \$94,976
HISTORIAN III (44.50)	0 0	2 \$712	0 0	8 \$2,848	10 \$3,560	20 \$7,120
HISTORIAN II (38.00)	40 \$12,160	10 \$3,040	0 0	80 \$24,320	40 \$12,160	170 \$51,680
SENIOR RESOURCE ECOLOGIST (42.30)	2 \$676	0 0	0 0	5 \$1,692	5 \$1,692	12 \$4,060
SENIOR RESOURCE ECOLOGIST II (37.70)	90 \$27,144	20 \$6,032	0 0	120 \$36,192	80 \$24,128	310 \$93,496
ASSOCIATE ARCHAEOLOGIST I (37.70)	190 \$57,304	12 \$3,619	0 0	90 \$27,144	60 \$18,096	352 \$106,163
INTERPRETER II (38.00)	30 \$9,120	10 \$3,040	0 0	30 \$9,120	15 \$4,560	85 \$25,840
ASSOCIATE PARK & RECREATION SPECIALIST (41.60)	10 \$3,328	15 \$4,992	0 0	34 \$11,315	26 \$8,653	85 \$28,288
TOTAL PERSONAL DAYS	232 \$131,412	119 \$39,531	10 \$3,760	567 \$184,663	356 \$116,209	\$475,575
<b>Total</b>		<b>\$170,943</b>		<b>\$304,632</b>		

	RESOURCE INVENTORY		GENERAL PLAN			TOTALS
	00/01	001/02	00/01	001/02	002/03	
GIS \$26.80	10 \$2,144	10 \$2,144	0 0	30 \$6,432	20 \$4,288	70 \$15,008
REPORT EDITOR \$41.60	0 0	5 \$1,664	0 0	50 \$1,664	20 \$6,656	75 \$9,984
ARCHITECT & ENGINEERING SERVICES \$44.80	0 0	5 \$1,792	0 0	30 \$10,752	25 \$8,960	60 \$21,504
TOTAL	10 \$2,144	20 \$5,600	0 0	110 \$18,898	65 \$19,904	205 \$46,490
<b>TOTAL</b>		<b>\$7,744</b>		<b>\$38,753</b>		

Resource Inventory	General Plan	TOTAL
\$178,687	\$343,385	\$522,072

**Studies, Travel, Reprographics,  
and Equipment**

\$10,000    \$12,000    \$15,000    \$27,000

**Total Estimated NCS Cost:**

**\$549,072**

<b>Santa Cruz District</b>	* <b>NOTE:</b> The district and unit staff will assist the NSC staff as necessary for general plan preparation, as indicated in the Responsibilities Section on page 7.
District Superintendent	
Mountains Sector Superintendent	
Chief Ranger	
District Resource Ecologist	
District Interpretive Specialist	
Land Agent	
Unit Rangers and Maintenance staff	

**\* For most general plans, the District is asked to provide a cost estimate for staff time allocated to this project.**

## SCHEDULE

<b>General Planning Work Schedule</b>	
<u>Anticipated Scope of Work</u>	<u>Anticipated Completion Date</u>
Prepare New Project Agreement	April 2001
Public Meeting (Issues & Concerns) #1 Information gathering to assess existing conditions	June 2001
Analysis of issues, focused study and gathering of additional information	August 2001
Preparation of Alternatives	November 2001
Public meeting/planning workshop #2 Present & discuss Alternatives	November 2001
Preparation of Single Plan	March 2002
Public Meeting (Present Single Plan) #3 Public review and comments	April 2002
Produce Draft General Plan Document	July 2002
DPR Review of Draft GP & Revisions	August 2002
Prepare Preliminary GP for CEQA review	August 2002
CEQA Review and Response to Comments	October 2002
Director's Briefing	October 2002
Parks and Recreation Commission Hearing	October 2002
Final General Plan & EIR	December 2002

## SIGNATURES

California Department of Parks and Recreation  
Planning, Policy and Programming Committee  
(PPPC)

\_\_\_\_\_  
Keith Demetrak, Committee Chairman  
Chief, Planning Division

Date: \_\_\_\_\_

California Department of Parks and Recreation  
Santa Cruz District

\_\_\_\_\_  
Dave Vincent, District Superintendent

Date: \_\_\_\_\_

California Department of Parks and Recreation  
Northern Service Center

\_\_\_\_\_  
Kathy Amann, Manager

Date: \_\_\_\_\_

California Department of Parks and Recreation  
Big Basin Redwoods SP General Planning Team

\_\_\_\_\_  
Dave Keck, Supervisor, General Planning  
Northern Service Center

Date: \_\_\_\_\_

## **APPENDIX B**

# **UNIT DATA FILE (UDF) 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 regional 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 general plan team to identify gaps in the data prior to the actual beginning the general plan process.





## UDF MATRIX (Example)

### Unit Data File - (Index/Evaluation)

### Scoring Guide\*

D1, D2, C1: 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.

**Park Unit Name** Palomar Mountain SP

**Park Unit Number** 812

### Importance of Information

### Availability of Information

File Name	Sub File Name	Importance of Information				Availability of Information			Score*
		A Not needed	B Low	C Medium	D High	1 None	2 Some	3 Comprehensive	
<b>Plant Life</b>	Mapped				X			X	D3
	Communities				X		X		D2
	Terrestrial Vegetation				X		X		D2
	Rare and Endangered				X			X	D3
	Special Interest Flora				X		X		D2
	Exotic Flora		X			X			B1
	Marine Flora		X				X		B2
	Monitoring data			X		X			C1
<b>Animal Life</b>	Mapped								
	Terrestrial Animal Life								
	Threat. & Endangered								
	Aquatic/Marine Fauna								

### Importance of Information

### Availability of Information

File Name	Sub File Name	A	B	C	D	Availability of Information			Score*
		Not needed	Low	Medium	High	1 None	2 Some	3 Comprehensive	
	Special Interest Fauna								
	Monitoring data								
<b>Geology/Soils</b>	Mapped								
	Geologic History								
	Unique Features								
	Volcanic Hazard								
	Seismicity								
	Erosion								
	Mineral Resources								
	Soil Maps								
	Geomorphology								
<b>Hydrology</b>	Mapped								
	Watersheds								
	Water Quality								
	Water Quantity								
	Water Rights								
	Data and reports								
	Watershed Features								
	Flooding								
		<b>Importance of Information</b>				<b>Availability of Information</b>			
		A	B	C	D	1	2	3	



File Name	Sub File Name	Not needed	Low	Medium	High	None	Some	Comprehensive	Score*
<b>Public Use Facilities</b>	Mapped								
	Water								
	Sewer								
	Telephone								
	Electrical								
<b>Land Use</b>	Mapped								
	Land Rec. Areas								
	Water Rec. Areas								
	Entrance Areas								
	Administrative Areas								
	Wilderness Areas								
	Preserve/Reserve								
<b>Interpretive</b>	Mapped								
	Interpretive Period								
	Unit History								
	Oral Histories								
	Natural History Info.								
	Statistics								
<b>Scope of Collections</b>	Museum Collections								
	Archeological								
	Archives								
<b>Importance of Information</b>						<b>Availability of Information</b>			
		A	B	C	D	1	2	3	

File Name	Sub File Name	Not needed	Low	Medium	High	None	Some	Comprehensive	Score*
<b>Mapping/photos</b>	Aerial Photos								
	GIS								
	Unit Base Maps								
	Video/photo records								
	APN Data base								
<b>Acquisition History</b>	Classified								
	Parcel maps								
	Dedication information								
	Boundary Survey								
<b>Visitor Use Info</b>	Mapped								
	Attendance								
	Point of origins								
	Trends identified								
<b>Regional Planning</b>	Coastal Plan area								
	Special Planning area								
	Adjacent planning								
	Zoning maps								
	Trail planning								
	Traffic analysis								

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*
<b>Constraints</b>	Existing MOU's									
	Concessions									
	Binding agreements									
<b>Park Management</b>	Fire Mgmt. Plans									
	CEQA Files									
	Tree Hazards									
	Discharge Permits									
	Pest Management									
	Agency Permits									
	Issues Resolution									
	Mgmt. Actions									

## APPENDIX C

# 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](http://intranet.inside.parks.ca.gov/offices/general_plans/about/about06.htm)

### Central Division - Bay Area Candlestick Point State Recreation Area

<b>Identifier</b>	General Plan Document
<b>Citation Information</b>	
<b>Title</b>	Candlestick Point State Recreation Area Resource Management Plan, General Development Plan, and Environmental Impact Report
<b>Originator</b>	California State Park System
<b>Edition</b>	General Development Plan 1978 - 120-pages 10,757kb General Plan Amendment 1987 - 103-pages 6,385kb Approved 1978, Final Printed June 1979
<b>Publication Date</b>	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.
<b>Information Resource Type</b>	Format: Hardcopy, Adobe Portable Document Format (PDF) Content: Documents; Maps; Reports
<b>Other Citation Details</b>	State Park and Recreation Commission Resolution 64-78
<b>Identification Information</b>	
<b>Abstract</b>	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. 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.
<b>Purpose</b>	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.
<b>Time Period</b>	1970's - 1980's
<b>Currentness</b>	As of Publication Date

<b>Progress</b>	Complete
<b>Update Frequency</b>	None
<b>Place</b>	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.
<b>Geographic Region</b>	Southeast part of San Francisco City and County. Northeast part of San Mateo County.
<b>Themes</b>	Access is from Highway 101 (Bayshore Freeway) and city streets. Park Districts; Parks; State Recreation Area
<b>User Keywords</b>	Park Districts; Parks; State Recreation Area California State Parks; Department of Parks and Recreation
<b>Access Limitations</b>	Public
<b>Use Limitations</b>	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.
<b>Data Contact</b>	State of California, Park Services Division
<b>Distribution Information</b>	
<b>Online Linkage</b>	Departmental Intranet
<b>Distribution Format</b>	Adobe Acrobat Portable Document Format (PDF)
<b>Distribution Contact</b>	State of California, Central Records

## **APPENDIX D**

# **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 SP, Castle Rock SP, and Mount San Jacinto SP), which should be reviewed for alternative methods in preparing a matrix for discussion of management zone or land use areas.

Please refer to a previous section in this handbook titled: Guidelines to the Plan Section for a more detailed discussion and guidelines on the preparation of Management Zones.

	<b>Core Habitat Zone</b>	<b>Natural Open Space Zone</b>
<b>PRIMARY GOAL</b>	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.
<b>RESOURCE MANAGEMENT</b>	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.
<b>CARRYING CAPACITY</b>	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.
<b>TYPICAL VISITOR ACTIVITIES</b>	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.
<b>PUBLIC ACCESS</b>	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.
<b>RANGE OF APPROPRIATE FACILITIES</b>	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 <i>Park Access Points</i> , Page 70) are appropriate.

	<b>Historic Zone</b>	<b>Recreation and Operations Zone</b>
<b>PRIMARY GOAL</b>	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.
<b>RESOURCE MANAGEMENT</b>	Visitor use and management activities will not have more than minimal impacts to natural and aesthetic resources, and will include only those that does 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.
<b>CARRYING CAPACITY</b>	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.
<b>TYPICAL VISITOR ACTIVITIES</b>	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.
<b>PUBLIC ACCESS</b>	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.
<b>RANGE OF APPROPRIATE FACILITIES</b>	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: <ul style="list-style-type: none"> <li>- Overnight Accommodations (camping, lodging)</li> <li>- Concession Facilities            - Restrooms</li> <li>- Park Operations Buildings - Roads and Trails</li> </ul>