

**MIDPENINSULA REGIONAL OPEN SPACE DISTRICT**

**RESOURCE MANAGEMENT  
FIVE-YEAR STRATEGIC PLAN**

February 25, 2003  
Final

## Summary

The purpose of the Resource Management Strategic Plan is to identify and implement high priority resource management goals over the next five years to ensure the long-term protection of natural and cultural resources on District preserves. This plan will be used to direct and focus resource management activities and, specifically, will be used to develop resource management annual work plans and budgets. The plan describes seven goals that will be the focus of resource management work over the next five years and provides worktables describing the specific activities that will be undertaken to meet these goals.

Several assumptions were made during preparation of the Strategic Plan. The first year under this plan will be the fiscal year starting April 2003. To implement this plan, we estimate we will need a minimum average of 15 per cent annual growth over 5 years for materials, consultants, contractors, and staff time. The growth projections will be met either by an increase or reassignment of budget funds and by gradually adding new staff, or reassigning existing staff. These estimates are based on the overall level of effort for all projected activities rather than on a goal-by-goal basis. In year one, the assumption is that fund and labor requirements will not change from the current condition. Several of the activities in the Strategic Plan are either ongoing or have been initiated in recent years. By including them in the Strategic Plan, their ongoing priority is recognized and they will be coordinated with new activities.

The Board will approve and maintain District resource management policies, review and approve periodic Strategic Plans, and set annual resource management priorities through the review and approval of Action Plan and Budget.

The staff will implement Board-approved resource management policies and action plans using best practices and up-to-date methods, and make daily decisions regarding resource management.

# RESOURCE MANAGEMENT FIVE-YEAR STRATEGIC PLAN

## Introduction

The Resource Management Five-Year Strategic Plan contains seven resource management goals, which are grouped into three general categories as shown in Table 1: planning, protection/restoration, and other specific resource management practices. This strategic plan places an emphasis in the early years on planning activities, which will provide important information and data on which to base subsequent resource management decisions. The Strategic Plan will guide the preparation of the annual Action Plan and Budget.

For each of the seven goals, specific implementation measures are listed for completion within the next five years. Also, preliminary recommendations are made for staff roles and necessary tools (such as training or equipment). In parentheses after each goal heading, a reference is made to the original resource management policies.

The Planning and Operations Departments will be primarily responsible for the implementation of the Strategic Plan. The Planning Department will gather the initial information and provide either construction details for specific projects or guidance for overall preserve plans or District-wide activities. Operations Department staff will implement specific plans and initiate projects in the field. Many of the projects and plans can be incorporated into routine maintenance and operation. The Resource Management Specialist will take the lead in developing specific resource management practices.

Worktables will be prepared in response to the Strategic Plan, and will list specific projects to be undertaken for each goal with a schedule indicating the estimated timetable. Resource management is not an exact science. Some methods or techniques will be experimental. Adjustments are expected as the program develops, especially in the later years when more information has been collected. Future events such as land purchases or the potential coastal annexation may require modifications to this Strategic Plan. This Plan is a working document that must have flexibility to respond to immediate high priority needs such as responding to feral animal populations or new disease outbreaks. Actions taken under this plan and written implementation measures and worktables will be revised as necessary.

Implementation of the Strategic Plan will require balancing resource management goals with other goals of the District including acquisition, recreation, public safety, education and historic preservation. When resource management goals potentially conflict with other goals, Board and staff will work together to insure informed decision-making is consistent with the District's Basic Policy.

On an annual basis, staff will provide a written report and presentation to the Board summarizing progress on the Strategic Plan for the previous year. This update will be in conjunction with the annual Action Plan.

## Background

In 1994, the Midpeninsula Regional Open Space District Board of Directors adopted a comprehensive set of Resource Management Policies. These policies serve as the foundation of the District's resource management program by outlining a wide range of goals and policies necessary to ensure the long-term protection of natural and cultural resources on District preserves. In 1996, the Resource Management Specialist position was created to coordinate the resource management program, placing particular emphasis on goals related to ecological restoration and habitat management.

Over the past three years, a workgroup of staff from the Planning and Operations Departments met to evaluate the District's progress in responding to the resource management policies, and to chart a course for the future. In the five-year history of the resource management program, the District made great strides in combating non-native invasive plants, initiating in-house Geographic Information System (GIS) capabilities, controlling feral pigs, and developing a grassland management and monitoring program, among many other accomplishments. The workgroup identified a need to expand the resource management program to further address the challenges of managing and restoring complex ecosystems as the system of open space preserves continues to grow.

The workgroup determined that the Strategic Plan should be used to guide the near-term growth of the resource management program by:

- Outlining the District's highest priority goals and objectives related to resource protection;
- Establishing priorities for new projects, policies, and procedures;
- Guiding the development of annual work programs and budgets; and
- Identifying staffing needs necessary to achieve the District's resource management goals.

To develop the plan, the staff workgroup first ranked the Resource Management Policies in terms of their importance in achieving a key component of the District's mission statement: "to protect and restore the natural environment." Next, the workgroup evaluated the current resource management program to identify existing resource management practices and projects that should be continued, as well as current program needs. From these exercises, the workgroup developed the recommendations contained in this draft and organized as seven resource management goals:

**Table 1. Resource Management Goals  
Five-Year Strategic Plan**

**PLANNING GOALS**

1. Adopt a Resource Management Planning Process
2. Develop a Resource Inventory Mapping System Using Geographic Information System (GIS) and Global Positioning System (GPS) Technology
3. Prepare Resource Management Plans for Key Open Space Preserves and High Priority Sites to Address Specific Resource Management Issues or Critical Issues

**PROTECTION AND RESTORATION GOALS**

4. Protect and Enhance Natural Biodiversity and Habitat for Special Status Species of the District's Preserves
5. Restore Seriously Disturbed or Degraded Sites to Natural Conditions, Including Removal of Invasive Non-Native Species

**SPECIFIC PRACTICES**

6. Protect Resources through Continued Compliance with Environmental Regulations, Standards and Practices
7. Use Best Management Practices to Protect Natural Resources

## **Goal 1**

### **Adopt a Resource Management Planning Process**

#### **(Resource Management Policy 2.1)**

#### **Objective**

- Take a broad-based approach to resource planning that identifies natural and cultural resources, evaluates resource conditions, assesses resource management opportunities and constraints, balances resource protection with public use, and analyzes the level of use and management that can be sustained based upon District staff and funds.

#### **Implementation**

1. Create a Site Assessment Checklist for use on existing lands and when acquiring property or entering into management agreements to identify issues that may affect use and management including, but not limited to, opportunities and constraints for resource management and public access. Include roads and trails among other Site Assessment Checklist topics.
2. Amend the District's Open Space Use and Management Planning Process to emphasize the need for timely resource inventories and associated resource management planning and monitoring activities to ensure that public use of District lands is compatible with long-term resource protection
3. Establish criteria to prioritize resource planning activities and determine when resource management plans are developed through the master planning process and when they are more appropriately developed as stand-alone or site-specific plans, for example, to address a priority issue such as endangered species habitat protection.
4. Prepare subject-specific resource management policies and guidelines as an integral part of the planning process. Work with the Board to identify and prioritize policies for development. Potential topics include ecological succession / ecosystem representation, Sudden Oak Death, agriculture, grazing, fisheries, and water quality, for example. Attention will be given to policies and guidelines that are deemed the highest priority by the Board.
5. Create procedures to facilitate inter-departmental coordination and determine the roles of planners, the Resource Management Specialist and field staff in developing resource management plans and guidelines.

## **Staff Roles and Tools**

- Lead Staff – Planning Department will develop the resource management planning process, guidelines, and procedures. Staff will utilize resource management consultants when appropriate.
- Supporting Staff – Acquisition and Operations Departments, including the Resource Management Specialist and Area Superintendents, will review and advise on the amended planning process, guidelines, and procedures.
- Board of Directors – New or amended planning processes and guidelines will be presented to the Board of Directors for review.

## **Work Products and Deliverables**

- A comprehensive Site Assessment Checklist to identify planning, management, maintenance, safety, and resource issues on District lands.
- Amended Use and Management Planning Policies.
- Staff procedures to coordinate resource planning and management activities.
- Criteria to identify and prioritize need for resource management planning on District lands.
- A prioritized list of policies to be formulated.

## **Goal 2**

### **Develop a Resource Inventory Mapping System Using Geographic Information System (GIS) and Global Positioning System (GPS) Technology**

**(Resource Management Policy 2.1)**

The Planning Department has already started utilizing GIS and GPS technology in support of specific planning and resource management projects. Including this goal in the five-year strategic plan formalizes the application of GIS and GPS to the District's resource management program, and outlines specific actions to develop a District-wide regional resource inventory.

#### **Objectives**

- Enhance the District's capabilities to utilize GIS as a tool to organize, analyze, and display regional and site-specific information about the natural and cultural resources on District lands
- Develop procedures to incorporate resource data into the District's GIS that are generated during planning and resource management projects by staff or consultants; shared by other agencies; and collected in the field with GPS.

#### **Implementation**

1. Using the California Environmental Quality Act (CEQA) initial study checklist as a guide, identify GIS data needed to support planning and resource management decisions; prioritize data based on the Five-Year Capital Improvement Program (CIP).
2. Research the availability of key natural and cultural resource data, and develop a plan to incorporate them into GIS format. For example, convert paper maps from docent files or species surveys into GIS format, download key GIS data from resource agencies, and require that consultants provide relevant data in GIS format.
3. Compile the maps and data into a GIS Resource Inventory database. Organize the data layers into a clearinghouse for use by all staff and eventually the public to access regional and site-specific information about the District's natural and cultural resources.
4. Plot a series of 1:24,000 scale maps showing key natural and cultural resources on District lands. (Potential GIS map layers include vegetation; sensitive plant and animal habitats; geology / soils; hydrology; aerial imagery; cultural resources; non-native invasive species; Sudden Oak Death sites; and areas rooted by feral pigs.)
5. Provide training to staff to more effectively utilize GIS to analyze resource planning and management issues. For example, use GIS terrain modeling to identify the potential for sedimentation to occur in anadromous fish-bearing streams.

6. Develop and maintain a GIS Data Catalog to describe all of the data layers in the District's GIS, and develop and maintain GIS metadata according to National GIS Data Committee standards to document the District's data.
7. Develop a GPS Data Dictionary and a species observation form to facilitate collection of resource data in the field by District staff. Coordinate GPS training to ensure that staff is proficient with GPS mapping technology.
8. Coordinate with staff and consultants to ensure that resource information collected during planning and resource management projects are compatible with the District's GIS. Digitize or otherwise incorporate data into District's GIS.

### **Staff Roles and Tools**

Lead Staff — Planning Department will develop and maintain the GIS resource database, produce the resource maps, and coordinate training in the use of GIS/GPS mapping techniques.

Consultants — May conduct specific inventories for species or resources that are poorly documented; will provide data in GIS format or in manner that facilitates entry into GIS.

Necessary tools — GIS image processing software for scanning paper maps into GIS format, and a Trimble GeoExplorer III GPS unit(s) for use by supporting departments to assist in collection of resource data in the field.

### **Work Products and Deliverables**

- Prioritized list of data needs.
- District-wide Resource Inventory Database containing data layers for geology/soils; watersheds/hydrology; plant communities; sensitive plant/animal habitats; cultural resources; threats to biodiversity; and recent aerial imagery.
- 1:24,000 scale map library displaying information from Resource Inventory Database.
- Data Catalog describing District's GIS data layers.
- Procedures manual for updating GIS database with new data (from consultants, resource agencies, or GPS).

## **Goal 3**

### **Prepare Resource Management Plans for Key Open Space Preserves and Other High Priority Sites**

**(Resource Management Policy 2.2)**

#### **Objective**

- Preserve the long-term integrity of the District's natural and cultural resources through the development of preserve or site-based resource management plans that address specific resources and management needs.

#### **Implementation**

1. Work closely with consultants to prepare comprehensive resource management plans in conjunction with the master plan projects that are underway for Sierra Azul, Bear Creek Redwoods, and La Honda Creek Open Space Preserves.
2. Coordinate with Operations and Acquisition Departments to utilize the Site Assessment Checklist shortly after lands are acquired to inventory significant resources, identify issues, and outline the anticipated benefit of the identified resource management projects, including the potential impacts that would result if resource management action is delayed or does not occur.
3. Based on criteria established in Goal 1, prepare a list of existing land in need of resource inventory and assessment. Prioritize and set a schedule for resource planning to address issues. Update list and schedule periodically.
4. Conduct resource studies or assessment projects such as road and trail assessments or vegetation studies to facilitate resource management planning on District lands.
5. Prepare resource management plans for sites with high priority or urgent resource protection issues, to supplement the existing preserve Use and Management plans. (Examples of priority resource issues include potential sedimentation into El Corte de Madera Creek and habitat enhancement within the Guadalupe River watershed.)

#### **Staff Roles and Tools**

- **Lead Staff** — Planning Department will manage the master planning process; coordinate regional resource inventory projects; and will prepare site-specific resource management plans. The Resource Management Specialist will coordinate species-specific surveys. Planning, Operations, and Acquisition Departments will utilize the Site Assessment checklist to identify urgent resource protection issues or the need for further studies.
- **Supporting Staff** — Acquisition Department staff, the Resource Management Specialist, and area superintendents will lend their expertise in preparing resource management plans, particularly regarding the feasibility of implementing the plans.

- Consultants — Will assist staff in the preparation of master plans and may provide expertise on key issues, or prepare inventories or Resource Management Plans.
- Board Committees will review Master Plans and Resource Management Plans prepared by staff and consultants, and will make recommendations to the full Board of Directors. The full Board will then approve final Master Plans and Resource Management Plans.

### **Work Products and Deliverables**

- Resource Management Plans for Sierra Azul, Bear Creek Redwoods, and La Honda Creek Open Space Preserves.
- Prioritized list of lands in need of resource inventory and assessment.
- Resource Inventory and Assessment reports for priority lands.
- District-wide vegetation classification maps.

## **Goal 4**

### **Protect and Enhance Natural Biodiversity and Habitat for Special Status Plant and Animal Species of the District's Preserves**

**(Resource Management Policies 4.3, 5.2, 5.3, 5.4)**

#### **Objectives**

- Inventory, protect and enhance native populations of plants and animals to preserve the natural biodiversity of the District's preserves.
- Inventory and map special status plant and animal species and their habitats at each preserve and prepare habitat protection and enhancement plans for special status species on District lands.

As public access improvements are planned during the process described under Goal 1, the biodiversity of the District's preserves will be assessed and protected. The mapping processes in Goal 2 will also assist in biodiversity protection by mapping valuable wildlife habitats, such as wildlife movement corridors, watering sources, and sensitive nesting areas; unique plant communities, such as wetlands, serpentine grasslands and riparian corridors; and other special landscape features, such as cliffs and talus slopes.

For purposes of this plan, native plants and animals are defined as those species that were present in the Santa Cruz Mountains region of California prior to the large scale development of the American continent by European humans after 1769. Generally, these native species are more integrated with local natural conditions, support complex ecological systems and are more sustainable. Land development and introduction of new species will continue in areas surrounding open space preserves, therefore complete preservation of prior conditions is not always possible. An emphasis will be placed on controlling those species that are invasive – those that take over large areas and reduce biodiversity. At some locations, non-native species may be maintained on preserves where they provide an historic or aesthetic value or otherwise meet the mission of the District. An example would be the historic vineyards at Picchetti Ranch.

Enhancement is defined as an activity to increase the number of native species or the amount of their habitat above existing levels. Enhancement activities are generally taken when disturbed conditions are returned to natural conditions or when an opportunity is provided for increasing population numbers or habitat area for rare species. A decision to increase a population must take into account the carrying capacity of the land and the potential for effects on other species. The cyclical patterns of populations must also be considered. A decision to introduce or reintroduce populations of rare species into a currently unpopulated area will require review by the Board.

## Implementation

1. Monitor the status of wildlife populations of significant value.
2. Protect sensitive biological areas.
3. Identify special status species and their habitats.
4. Conduct protection or restoration work to promote healthy special status species populations.
5. Monitor status of special status species and collect relevant information.
6. Provide training to staff on identifying and avoiding impacts to special status species.

### **Staff Roles and Tools**

- Lead Staff – Resource Management Specialist will coordinate species surveys, habitat restoration, and develop monitoring programs.
- Supporting Staff – Planning Department will prepare preserve-wide inventories and plans, and incorporate wildlife and vegetation studies into resource management plans. Operations Department field staff will assist in the collection of baseline data, implement restoration work, coordinate contractors, and conduct monitoring.
- Consultants – May survey for special status species and make recommendations regarding habitat protection and enhancement.
- Training – Will be provided to Planning and Operations Department staff on identifying and avoiding impacts to special status species.

### **Work Products and Deliverables**

- Monitoring programs for wildlife of significant value.
- Information tables, survey reports, and maps of special status species and their habitats on District preserves.

## **Goal 5**

### **Restore Disturbed or Degraded Sites to Natural Conditions, Including Removal of Invasive Non-Native Species**

**(Resource Management Policies 3.1, 4.2, 6, 8.1, 9.1)**

#### **Objectives**

- Identify disturbed or degraded conditions that adversely affect watersheds and natural resource biodiversity on existing preserves and new acquisitions.
- Remove or control invasive non-native species on District lands
- Restore sites to minimize the effects of erosion and to prevent the invasion of non-native species.
- Prevent or limit new outbreaks of invasive species.

Restoration is defined as restoring a site to natural conditions. This can either be to natural conditions that existed prior to human disturbance, or could be conditions supporting diverse native plant and animal species adapted to the existing features of the site.

Disturbed or degraded sites are those that have been altered so as to no longer support diverse native plant and animal species in a sustainable manner.

#### **Implementation**

1. Inventory disturbed or degraded conditions of natural resources during acquisition and preliminary Use And Management planning. These conditions can include, but are not limited to, former structure sites, abandoned roads, off-road vehicle areas, illegal trails, dumpsites, quarries, gun ranges, graded areas, and landings.
2. Determine priorities for restoration of currently identified disturbed or degraded areas on new acquisitions, and newly discovered disturbed or degraded areas on existing preserves.
3. Monitor progress and analyze methods used in restoring sites through the use of pre-project and post-project photographs and surveys. Adapt restoration techniques as necessary and apply successful techniques to other sites.
4. Use education and enforcement to manage visitor impacts to natural resources.
5. Utilize restoration techniques to mitigate encroachments that have disturbed or degraded District land.
6. Inventory invasive non-native species and continually monitor for new outbreaks.

7. Continue to control or eradicate non-native plants based on the Invasive Exotic Plant inventory (Kan, 1997) and Monitoring of High Priority Weed Sites (Kan, 2001).
8. Determine feasibility of controlling populations of non-native, invasive species.
9. Continue the feral pig control program and coordinate a regional control effort with other public agencies and District neighbors.
10. Follow guidelines for long-term weed control on all sites where invasive plants have been removed.
11. Continue use of prescribed fire as a management tool to reduce non-native plant populations.
12. Coordinate invasive control programs with neighboring property owners.
13. Work with the Weed Management Areas of San Mateo and Santa Clara Counties, the Santa Cruz Mountains Bioregional Council, and other related agencies and organizations on regional invasive species control efforts.

### **Staff Roles and Tools**

- Lead Staff – Resource Management Specialist will coordinate restoration efforts and invasive control, and serve as liaison with local agencies, organizations and neighbors.
- Supporting Staff – Field staff will implement restoration and control efforts, assist in identification of disturbed or degraded sites, and monitor changed conditions primarily through the field staff's Resource Management Days and by directing special work crews, such as volunteers and contractors. The Planning Department will assist in identification of disturbed or degraded conditions and sites, and prioritization, including regional efforts and GPS mapping. The Acquisition Department will coordinate mitigation of encroachment-related degradation of natural resources.
- Contract Labor, Consultants and Volunteers – Contract labor and consultants may design and restore sites. Volunteers and other labor, such as the California Conservation Corps and California Youth Authority, will be used to control invasive plants and perform other restoration activities.

### **Work Products and Deliverables**

- Criteria for prioritizing restoration of disturbed and degraded areas.
- Lists of areas currently under restoration and successful restoration methods.
- Updated inventory of invasive species and feasible control methods.

## Goal 6

### Protect Resources through Continued Compliance with Environmental Regulations and Standards

(Resource Management Policy 2.5)

#### Objectives

- Develop systematic procedures for evaluation and monitoring of projects pursuant to the *California Environmental Quality Act (CEQA)* and where applicable, the *National Environmental Policy Act (NEPA)*.
- Conduct management and stewardship activities, and implement public access improvements consistent with the *California Stormwater Best Management Practice Handbook*, published by the State Water Resources Control Board.
- Conduct management and stewardship activities, and implement public access improvements consistent with the *Bay Area 2000 Clean Air Plan (2000 CAP)*, prepared by the Bay Area Air Quality Management District.
- Collaborate with resource agencies, environmental organizations, and local communities to develop and implement resource protection practices.

#### Implementation

1. Monitor projects and activities and provide reports as necessary to comply with environmental regulations, project mitigation measures, and permits.
2. Evaluate the effectiveness of resource protection standards and practices and adapt Best Management Practices.
3. Utilize the GIS resource inventory database (see Goal 2) for baseline information when evaluating the environmental effects of a project or activity.
4. Use the Site Assessment Checklist (see Goal 1) to identify resource protection issues.
5. Collect and update information regarding environmental issues that affect the region as well as District lands.
6. Ensure that District staff receives training regarding environmental regulations and standards, permitting requirements, and monitoring techniques.

## **Staff Roles and Tools**

- Lead Staff – Planning Department will develop environmental review procedures and ensure that public access improvements are planned and implemented consistent with environmental regulations.
- Supporting Staff – Field staff will conduct management and stewardship activities in compliance with environmental regulations and required mitigation measures.
- Board of Directors – Staff will present environmental (CEQA or NEPA) documents to the Board for their certification as required.

## **Work Products and Deliverables**

- Environmental permitting and procedures manual.
- Periodic training to staff about updates in environmental laws, regulations, and permit requirements.

## Goal 7

### Use Best Management Practices to Protect Natural Resources

#### Objective

Use Best Management Practices in all maintenance activities to support natural resource goals, particularly to minimize road and trail erosion.

#### Implementation

1. Develop Best Management Practices for routine maintenance activities, including disking of fuel breaks, road grading, and standards for trimming branches, removing trees, transplanting, and other vegetation management techniques.
2. Develop a maintenance plan for roads, trails, culverts, and other improvements at each preserve to minimize erosion and sedimentation.
3. Periodically review Best Management Practices.

#### Staff Roles and Tools

- Lead Role – Planning Department will coordinate development of the *Standard Details and Specifications Handbook*. Operations Department staff and the Resource Management Specialist will develop a field manual of Best Management Practices for routine maintenance and repair activities and a maintenance plan for roads, trails, culverts, and other improvements at each preserve to minimize erosion and sedimentation.
- Supporting Staff – Resource Management Specialist will advise staff on effects of various methods. Operations Department staff will maintain roads and trails and will assist in the development of specifications for public access improvements.
- Training – Field Staff will be trained in the implementation of Best Management Practices.

#### Work Products and Deliverables

- *Standard Details and Specifications Handbook*.
- Field manual of Best Management Practices for routine maintenance activities.
- Maintenance plan for roads, trails, culverts, and other improvements at each preserve.

## Resource Management Strategic Plan

### Glossary of Terms

Biodiversity	The full range of variety and variability within and among living organisms, and the ecological complexes in which they occur; it encompasses ecosystem or community diversity, species diversity, and genetic diversity.
Data Catalog	A reference document that describes all available data layers in a GIS, including a summary of their source, scale, and intended purpose.
Data Dictionary	Information that describes features located in the field. This description includes feature names, data type (point, line, or area), attribute names, attribute types, and attribute values. After being created on a computer, a data dictionary is downloaded into a GPS and used to facilitate the collection of field data.
Degraded/Disturbed	Sites that have been altered so as to no longer support diverse native plant and animal species in a sustainable manner.
Enhancement	An activity to increase the number of native species or amount of their habitat above existing levels
Geographic Information System (GIS)	A computer program used to store, analyze, and display spatial information. Each geographic feature in a GIS is linked to a database that contains information about that feature.
Global Positioning System (GPS)	A constellation of 24 high-orbit satellites that provide position coordinates to ground-based receivers. GPS receivers are used to locate accurate positions in the field for navigation and mapping purposes.
Invasive Species	Plant or animal species that are not native, take over large areas, and reduce biodiversity.
Metadata	Detailed information about a GIS data file, including source, scale, method of creation, date of creation, geographic extent, coordinate system and projection, accuracy, reliability, and other information.
Native Species	Native plant and animal species that were present in the Santa Cruz Mountains region of California prior to the large scale development of the American continent by European humans after 1769.
Restoration	Restoring a site to natural conditions that existed prior to human disturbance, or otherwise support diverse native plant and animal species adapted to the existing features of the site.
Site Assessment Checklist	A comprehensive checklist used to evaluate a property to identify planning, management, maintenance, safety, and resource issues.
Staff Roles	Lead staff typically serves as project managers and carry the necessary budget within their department. Supporting staff serves on project teams or committees, or are involved on an as-needed basis.