



Midpeninsula Regional  
Open Space District

# Memorandum

To: Legislative, Finance and Public Affairs Committee

From: Sheryl Schaffner, Legal Counsel  
Michael Newburn, Operations Manager

Through: Stephen E. Abbors, General Manager

Subject: Proposed Updates to Current Land Use Permits System

Date: June 25, 2015

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Following up on the discussion at the regular Board meeting of June 24, 2015, the General Manager recommends an interim revision to the District's permitting requirements that can be made administratively, until such time in the future when LFPAC and/or the Board may consider this topic. The General Manager's interim revision proposes a new structure for implementation of our permitting requirements for land use activities on District lands. Examples of such activities include: small group hikes, bicycle rides, star-gazing and similar activities.

Permits would be classified as one of three types:

#### Level I Permits

Level I permits would be issued with no indemnification clause. Such permits would be appropriate for activities which are advertised through social media and use a mechanism to limit the number of participants to 19 or fewer people. Examples of social media programs that allow the user to limit participation include "Meet Up" Groups. For Level I Permits, participants would not be charged a fee to participate in the activity.

#### Level II Permits

Level II permits would include the current indemnification language and would be issued for activities where there is no mechanism used to limit the number of participants. This is the current type of permit issued to groups.

#### Level III Permits

Level III permits would include insurance requirements. These are issued to larger groups for events such as organized runs other activities which include higher risk.

#### Proposed Implementation Schedule

In order for necessary changes to be made to the Permits Database System, which is used to issue and track permits, it is proposed that the new permit classification system would be effective with permits issued on or after August 3, 2015.

During development of the Action Plan for Fiscal Year 2016-17, this topic can be revisited to determine if LFPAC should examine it further, depending on how well the above-described administrative revision has been working.