



Midpeninsula Regional  
Open Space District

R-19-39  
Meeting 19-09  
April 9, 2019

## AGENDA ITEM 1

### AGENDA ITEM

Formation of the La Honda Public Access Working Group

#### GENERAL MANAGER'S RECOMMENDATIONS

1. Reconfirm and approve the goals and objectives for the La Honda Parking and Trailhead Access Feasibility Study project.
2. Direct the formation of the La Honda Public Access Working Group.
3. Approve the La Honda Area Community Representative application form and area map that will be presented at an informational meeting in La Honda on May 2, 2019.
4. Approve the proposed criteria and process for selecting La Honda Area Community Representative applicants for interviews.
5. Authorize the Board President to appoint two Directors, not serving on the 2019 Planning and Natural Resources Committee, to serve on the La Honda Public Access Working Group.
6. Authorize each Board Director to submit the name(s) of selected stakeholder(s) for inclusion in and appointment to the La Honda Public Access Working Group by May 7, 2019.

#### SUMMARY

At the June 12, 2018 special meeting on the Red Barn Public Access Site Plan (R-18-64), the Midpeninsula Regional Open Space District (District) Board of Directors (Board) passed two motions directing the General Manager to (1) put the project on hold to evaluate alternative parking options for consistency with the project goals and objectives, and (2) “return to the Board with information regarding options for establishing a citizen advisory committee consisting of Board members and residents of the La Honda area”. The Board members also expressed an interest in including broad, constituent perspectives in the citizen committee discussions.

Since June 2018, staff researched and contacted sister agencies, including San Mateo County Parks, Santa Clara Valley Open Space Authority, and East Bay Regional Park District, to learn about their respective advisory committees. Based on District goals, best practices, project needs, and the Board’s desire to represent local and District-wide perspectives, the General Manager recommends forming a new 13-member La Honda Public Access Working Group (Working Group) with the following composition:

- Two Board Directors;
- Three community members representing the La Honda area (Attachments 2, 3);
- Two stakeholders selected by the Director of Ward 6 (ward where project is located); and
- One stakeholder selected by each Director of Wards 1, 2, 3, 4, 5, and 7, for a total of six.

If approved, the La Honda Public Access Working Group would be established in summer 2019.

**DISCUSSION**

Purpose and Charge

The Working Group would work directly with District staff on the La Honda Parking and Trailhead Access Feasibility Study project to understand the project goals, constraints, challenges, and consider and evaluate parking location/trailhead access options that meet the Board-approved project goals and objectives. The General Manager recommends the Board confirm the La Honda Parking and Trailhead Access Feasibility Study project goals and objectives, which are adapted from the Red Barn project (Attachment 1).

The Working Group would represent Board, community, and stakeholder interests and values to provide balanced feedback to inform the project. The Working Group would also provide a forum for Board members to engage in interactive dialogue with working group members.

The Working Group would closely follow the parking and trailhead access feasibility process, make suggestions to the District project team, and provide feedback to the Planning and Natural Resources Committee (PNR). PNR, as the advisory body to the Board, would make recommendations to the full Board, with the Board making the final policy decisions informed by input from both the Working Group and PNR (Attachment 2).

Composition, Representation, and Appointment

The table below details the recommended Working Group composition, representation, and appointment process.

Composition	Representation and Appointment
Board Directors (2)	Represent policy interests of the Board. Appointed by the Board President. Excludes Directors currently serving on PNR.
La Honda area community representatives (3)	Represent local community interests and local perspectives. May include residents of the Town of La Honda, residents of neighborhoods with main access points onto Highway 84 from the east side of Highway 1 to the west side of Highway 35, and neighbors within 300 feet of the Preserve boundary (Attachment 3). Recruited through an application process. Selected and appointed by the full Board (see details below).
Ward 6 stakeholders (2)*	Represent more localized Ward 6 interests and perspectives. Appointed by the Director of Ward 6.
Wards 1, 2, 3, 4, 5, & 7 stakeholders (1 each)*	Represent the regional interests and perspectives of each Ward. One stakeholder appointed by each Director of Wards 1, 2, 3, 4, 5, and 7.

\* The stakeholders selected by Directors may be residents of the ward and/or represent regional stakeholder interests (e.g. hiking, bicycling, or equestrian uses, and/or education, conservation, recreation, agriculture, or multi-generational access). Directors may individually identify the appointments or seek District assistance in identifying a short list of names to consider for the appointment.

### Selection and Appointment of the three La Honda Area Community Representatives

The District will recruit La Honda area community representatives through an open application process (Attachment 3). Following the application review process, the Board would conduct interviews with candidates and appoint three to the Working Group. For each application, staff would prepare a cover sheet using the Application Review Criteria form (Attachment 5). Depending on the number of applications, the General Manager recommends two options for selecting applicants to interview.

#### Option 1:

If the District receives *less than 15* applications, the full Board would review all applications and interview all applicants.

#### Option 2:

If the District receives *15 or more* applications:

- a) Each Board Director would review the applications and select his or her top seven applicants, with the aggregate top seven applicants invited for an interview with the full Board.

*or*

- b) The full Board approves formation of an Ad Hoc Committee to review the applications and select the applicants to invite for an interview with the full Board.

The goal is that the three La Honda area community representatives would ideally reside in the Town of La Honda or in relative proximity to the Preserve or the Highway 84 corridor as depicted in the La Honda Community Representative Area map (Attachment 4). They would also ideally represent one or more of the following interests: preserve user groups (hiking, mountain biking, equestrian, dog walker), education, agriculture, and conservation. The Board retains the discretion to select representatives outside the map area depicted in Attachment 4.

### Working Group Duration

The General Manager recommends setting the term of the Working Group to match the duration of the La Honda Parking and Trailhead Access Feasibility Study project up to a final Board decision on the selection of the parking and/or trailhead access option(s) to move forward into conceptual design. This work is expected to last approximately 12 to 18 months.

### Staff Support

Staff from the Planning Department and General Manager's Office will have primary responsibility for supporting the Working Group.

### Purpose and Charge, Ground Rules and Operating Guidelines

Following appointment, the Working Group would attend a kickoff meeting to review purpose and charge, ground rules and operating guidelines, the Preserve and project history, select the Chair and Vice-Chair, project schedule, and other project logistics (Attachment 6).

### Working Group Meetings

The Working Group would meet at specific milestones or deliverables as determined by the project schedule, which is under development. Meetings would be held on site, at the District's

administrative office, at a facility in La Honda, or in the field as deemed appropriate. Meetings would be open to members of the public, though site tours may have size constraints and require prior reservations.

#### Future Considerations

The Working Group gives the District an opportunity to evaluate the possibility of creating a standing citizens advisory committee or similar focused working group for other complex projects. As a pilot, the Working Group would allow the District to explore the function, structure, and benefits of incorporating a similar type of citizens working group into the District's project delivery processes when appropriate.

#### **FISCAL IMPACT**

The recommended action has no immediate fiscal impact. There are minimal costs associated with initiating the Working Group, including meeting costs as well as postage and mailing for recruitment efforts. Staff time is needed to support the ongoing coordination, public noticing and meetings with the Working Group. Costs are not eligible for Measure AA reimbursement.

#### **BOARD COMMITTEE REVIEW**

This item was not previously reviewed by a Board Committee, due to full Board interest in the Working Group formation and process.

#### **PUBLIC NOTICE**

Public notice was provided as required by the Brown Act. Additional notice was provided to the La Honda Creek Open Space Preserve (Preserve) grazing tenants, neighbors living adjacent to the Preserve, and parties interested in the Preserve, the Red Barn, and the La Honda Creek Master Plan.

#### **CEQA COMPLIANCE**

This item is not a project subject to the California Environmental Quality Act and no environmental review is required.

#### **NEXT STEPS**

Pending Board approval, each Director will select their respective stakeholder(s) and forward their selection to the District Clerk by May 7, 2019. The District will proceed with the recruitment process to receive applications of interest for appointment to one of three seats representing the La Honda local community.

Tentative Schedule

<b>Date</b>	<b>Location</b>	<b>Task/Milestone</b>
April 9, 2019*	La Honda Elementary School	Board discusses and provides input on the proposed formation of the Working Group. Public input received. Board considers the formation of the Working Group. <i>If additional time were needed, the item would continue to the April 24, 2019 meeting that will be held at the District Administrative Office.</i>
May 2, 2019	La Honda Elementary School	Community meeting at La Honda Elementary School to provide information on the Working Group and La Honda local community representative recruitment process.
By May 7, 2019	N/A	Each Director selects their respective stakeholder(s) by submitting their selection to the District Clerk.
May 20, 2019	N/A	La Honda community representative applications due.
Week of June 10, 2019	N/A	Applicants contacted regarding interviews.
June 19, 2019	330 Distel Circle, Los Altos	Board holds interviews of La Honda community representative applicants at a Special Board meeting.
June 26, 2019	330 Distel Circle, Los Altos	Board appoints all stakeholders at a regular Board meeting.
August 2019 (anticipated)	N/A	Working Group begins. Work on the project is targeted to last through August 2020.

\* Note that dates following the April 9, 2019 Board meeting are tentative and subject to change pending Board direction.

## Attachments

1. La Honda Parking and Trailhead Access Feasibility Study Goals and Objectives
2. Process flowchart
3. Draft La Honda Community Representative Application form
4. Draft La Honda Community Representative Area map
5. Draft La Honda Community Representative Application Review Criteria
6. Draft Purpose and Charge, Ground Rules, and Operating Guidelines

Responsible Department Head:  
Jane Mark, AICP, Planning Department

Prepared by:  
Tina Hugg, PLA, ASLA, Senior Planner, Planning

Contact person:  
Tina Hugg, PLA, ASLA, Senior Planner, Planning

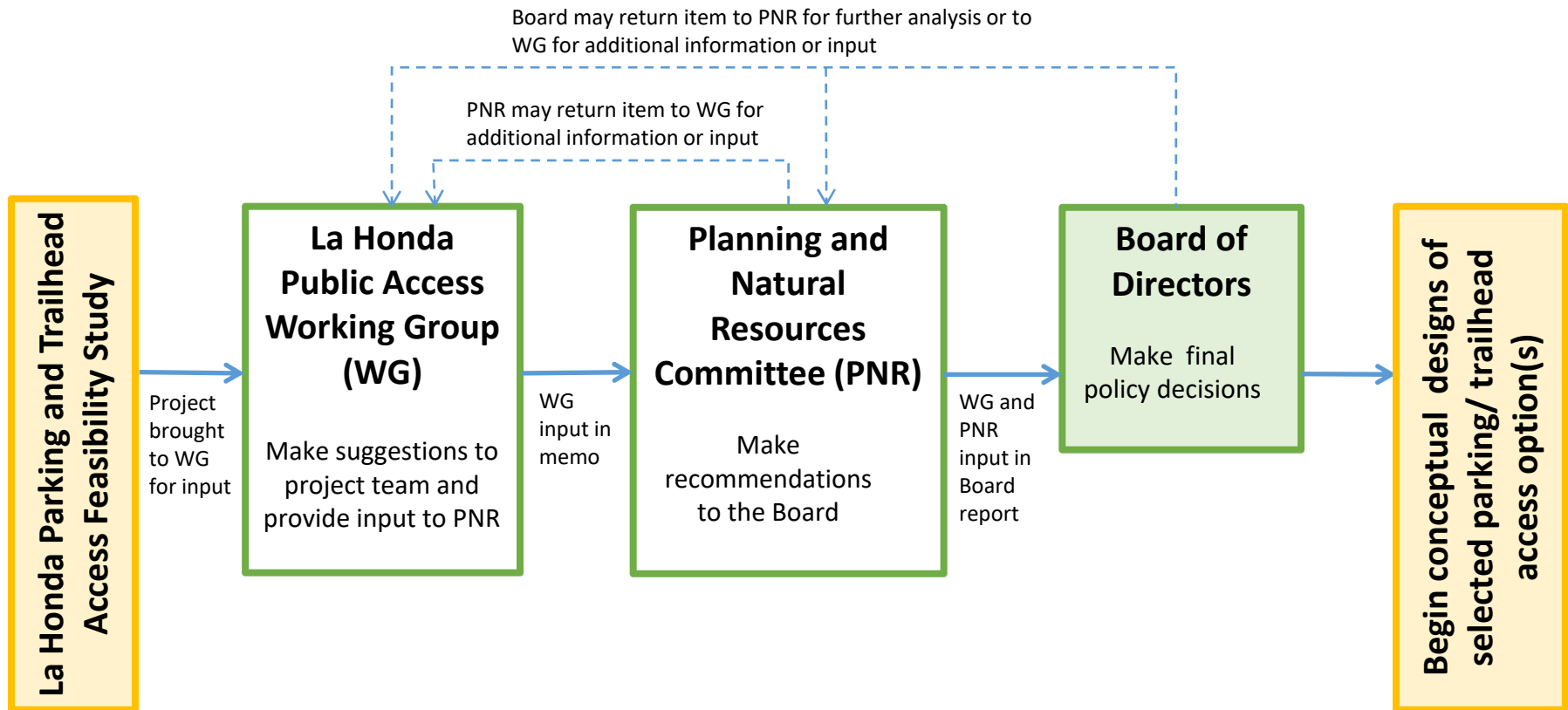
## **La Honda Parking and Trailhead Access Feasibility Study Goals and Objectives**

Pending Board approval, the following goals and objectives adapted from the Red Barn Public Access project (presented May 9, 2018 and June 12, 2018) will serve as the same goals and objectives for the La Honda Parking and Trailhead Access Feasibility Study project:

- Establish new public access in the central portion of La Honda Creek Open Space Preserve
- Design elements to reflect the rural character of the site and the Red Barn
- Provide safe public access
- Balance public access with grazing activities
- Include amenities that facilitate environmental education
- Protect scenic views of and from the site

The La Honda Public Access Working Group will meet its Board-directed purpose and charge consistent with these Board-approved goals and objectives.

## Workflow of the La Honda Public Access Working Group





**MIDPENINSULA REGIONAL OPEN SPACE DISTRICT  
LA HONDA PUBLIC ACCESS WORKING GROUP  
LA HONDA AREA COMMUNITY REPRESENTATIVE APPLICATION  
(DUE MAY 20, 2019)**

*Please print or type. To apply online, please visit [openspace.org/LHWG](http://openspace.org/LHWG).  
Applicants residing within or adjacent to the area along Highway 84 and the Preserve may be prioritized  
(see La Honda Community Representative Area Map on the above web site).*

**Why do you want to serve on the La Honda Public Access Working Group?**

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**As a public agency, Midpen strives for inclusivity in our public input processes. Please tell us about your open space interests and participation in community groups or organizations.**  
(check all that apply)

- Hiking
- Education
- Local resident
- Equestrian
- Conservation
- Other (please specify) \_\_\_\_\_
- Mountain Biking
- Agriculture

**Please list any groups you are involved with and your level of participation.**  
(Example: Sierra Club – member and hike participant, La Honda Educational Foundation – volunteer, Silicon Valley Mountain Bikers – member).

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**What experience, qualifications, expertise or specialized knowledge do you bring to the Working Group?**

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**If you have served on other working groups, committees or advisory boards/commissions, please list and briefly describe your role:**

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**How often do you visit Midpen preserves?**

- Daily
- Weekly
- Monthly
- Other (please specify) \_\_\_\_\_

**Which open space preserves do you visit and why?**

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Do you currently visit La Honda Creek Open Space Preserve?  Yes  No

How would opening new areas in the La Honda Creek Preserve change your use or visitation?

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Please provide two references including name, address, phone number, and relationship:

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How did you hear about this recruitment? Check all that applies.

- Midpen website       Social media       Family member or friend  
 Flyer       Midpen e-mail       Work  
 Midpen mailing       Community bulletin       Other (please specify) \_\_\_\_\_

By submitting and signing this application, I acknowledge that I have sufficient time to devote to this responsibility and plan to attend the scheduled meetings if I am appointed to fill a spot on the Public Access Working Group.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Mailing Address (if different from Street)** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

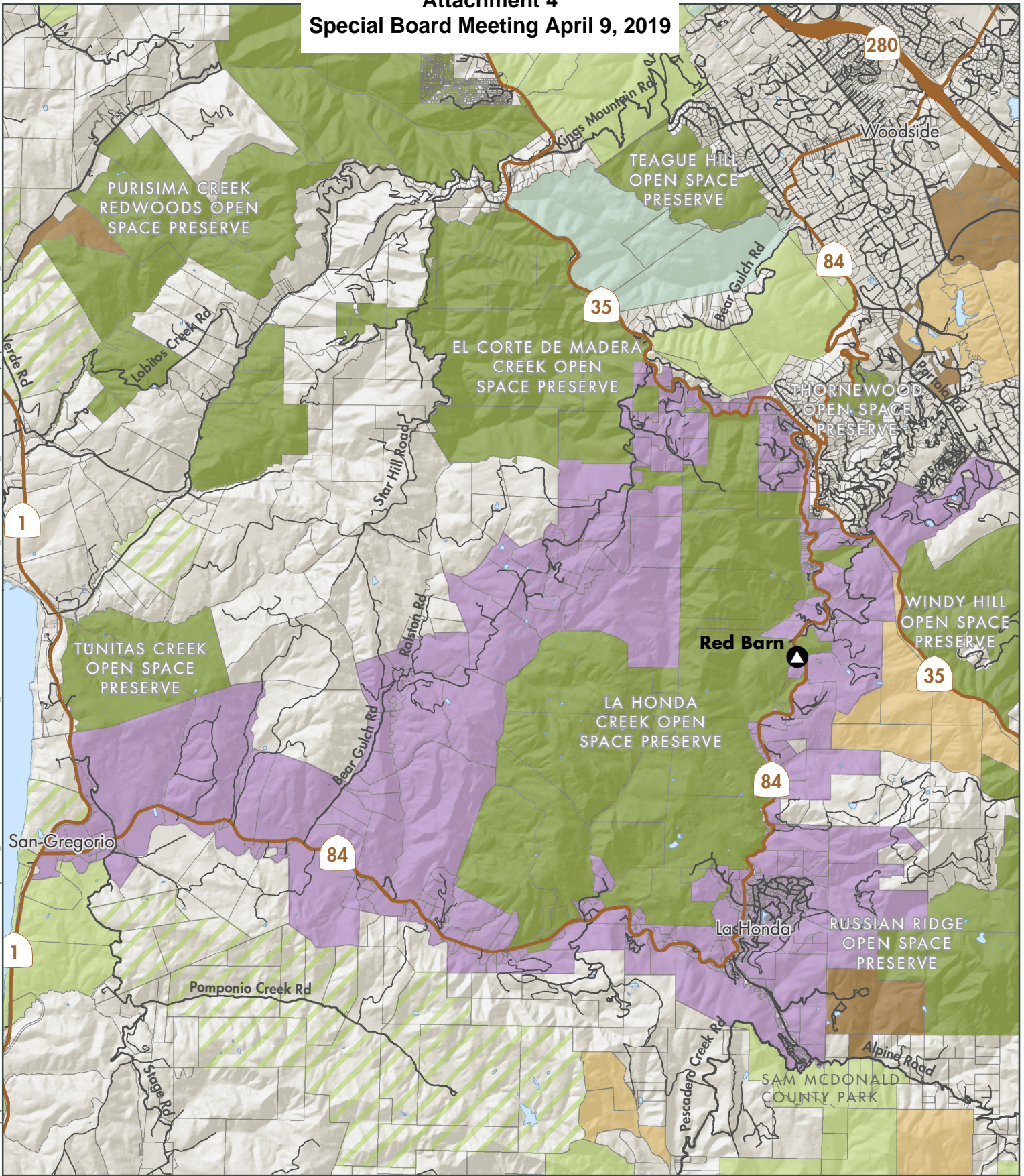
*Thank you for your interest in the La Honda Public Access Working Group. We appreciate your interest in the District and the Preserve.*

**Please submit your application by email or mail to:** La Honda Public Access Working Group  
c/o Jennifer Woodworth, District Clerk  
330 Distel Circle  
Los Altos, CA 94022  
(650) 691-1200  
[clerk@openspace.org](mailto:clerk@openspace.org)




Or apply online at [openspace.org/LHWG](https://openspace.org/LHWG).

**Attachment 4  
Special Board Meeting April 9, 2019**

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**La Honda Community Representatives Area**

- |   |   |
|---|---|
|  MROSD Preserves       |  Watershed Land      |
|  Other Protected Lands |  Other Public Agency |
|  Non-MROSD Easement    |  Private Property    |
|  Land Trust            |  Stakeholder Area    |

Midpeninsula Regional  
Open Space District  
(MROSD)  
April 2019



Miles 



While the District strives to use the best available digital data, these data do not represent a legal survey and are merely a graphic illustration of geographic features.

**La Honda Public Access Working Group  
Community Representative Application Review Criteria**

Criteria	Yes/No	Notes
Resident of the La Honda community representative area and/or able to represent local community interests		
Desire for serving on the Working Group		
Alignment with District mission		
Breadth of interests and participation in outside groups		
Experience, qualifications, expertise, specialized knowledge		
Experience serving in other committees, commissions, advisory boards, etc.		
Visitation levels and understanding of District Preserves		
Awareness of the District		
Familiarity with La Honda Creek Open Space Preserve		
Alignment of future goals/expectations for visiting La Honda Creek Open Space Preserve		

**La Honda Public Access Working Group**  
**Purpose and Charge**  
**Ground Rules**  
**Operating Guidelines**

**Purpose and Charge**

The La Honda Public Access Working Group (Working Group, WG) will work directly with the District project team on the La Honda Parking and Trailhead Access Feasibility Study to evaluate and submit feedback on viable parking and trailhead access options to expand accessibility to the central area of La Honda Creek Open Preserve, consistent with the Board-approved project goals and objectives. Feedback from the Working Group will inform the options that the Planning and Natural Resources Committee (PNR) reviews, and the recommendations that the PNR forwards to the full Board of Directors for their review and consideration.

**Ground Rules**

Working Groups members shall honor the following ground rules to ensure open and productive discussions:

1. **Represent stakeholder perspectives.** WG members represent and will actively voice the interests and concerns of their respective community and/or stakeholder groups.
2. **Attend all scheduled meetings.** WG members shall strive to attend each scheduled meeting. WG members who cannot attend a meeting shall call the WG Chair or District staff liaison prior to the meeting. Three consecutive absences indicates an inability to serve and may result in removal and/or replacement from the WG by the Board of Directors.
3. **Attend all scheduled site visits.** Site visits are key to understanding the Preserve's suite of opportunities and constraints with regard to providing parking and trailhead access. WG members shall strive to attend each site visit.
4. **Participate in meeting discussions.** WG members will read each packet of meeting documents before the scheduled meeting and come prepared to engage in discussions.
5. **Keep an open mind and be respectful.** WG members will keep an open mind and remain respectful of the opinions expressed by fellow WG members, the public, and information presented by the District project team.
6. **Work together towards solutions.** WG members will hold each other accountable to work together towards solutions for the project that meet the Board-approved project goals and objectives.

7. **Be a liaison to the public.** WG members will be available to hear from and discuss interests and concerns about the project with members of the public. WG members will remain alert to issues, problems, and needs expressed by the public, neighbors, and special interest groups and will raise these to the WG. WG members will also strive to keep their communities informed of the work and progress of the WG.
8. **Provide feedback to the District's Planning and Natural Resources Committee (PNR) through the Chair.** The Chair of the WG will present feedback from the WG to the PNR. Consensus is not a requirement. The Chair will present differing views if consensus is not reached.
9. **Provide opportunities during meetings for members of the public in attendance to address the WG.** WG meetings and site tours will be open to the public. WG members will remain open to hear from the public about the project.

### **Operating Procedures**

- The purpose and charge of the WG shall be noted at each meeting to remind members and the public in attendance of the role and purpose of the WG.
- At the first meeting, the WG shall review, add as necessary, and adopt the ground rules.
- The WG shall select a Chair and Vice-Chair at the first meeting who will be responsible for presenting feedback from the WG to the PNR about the project.
- The WG will meet multiple times over the course of approximately 12 to 18 months.

###