

Notice of Completion & Environmental Document Transmittal

Mail to: State Clearinghouse, P.O. Box 3044, Sacramento, CA 95812-3044 (916) 445-0613
 For Hand Delivery/Street Address: 1400 Tenth Street, Sacramento, CA 95814

SCH #

Project Title: _____

Lead Agency: _____ Contact Person: _____

Mailing Address: _____ Phone: _____

City: _____ Zip: _____ County: _____

Project Location: County: _____ City/Nearest Community: _____

Cross Streets: _____ Zip Code: _____

Longitude/Latitude (degrees, minutes and seconds): _____° _____' _____" N / _____° _____' _____" W Total Acres: _____

Assessor's Parcel No.: _____ Section: _____ Twp.: _____ Range: _____ Base: _____

Within 2 Miles: State Hwy #: _____ Waterways: _____

Airports: _____ Railways: _____ Schools: _____

Document Type:

- | | | | |
|--------------------------------------|--|------------------------------------|--|
| CEQA: <input type="checkbox"/> NOP | <input type="checkbox"/> Draft EIR | NEPA: <input type="checkbox"/> NOI | Other: <input type="checkbox"/> Joint Document |
| <input type="checkbox"/> Early Cons | <input type="checkbox"/> Supplement/Subsequent EIR | <input type="checkbox"/> EA | <input type="checkbox"/> Final Document |
| <input type="checkbox"/> Neg Dec | (Prior SCH No.) _____ | <input type="checkbox"/> Draft EIS | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Mit Neg Dec | Other: _____ | <input type="checkbox"/> FONSI | _____ |

Local Action Type:

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> General Plan Update | <input type="checkbox"/> Specific Plan | <input type="checkbox"/> Rezone | <input type="checkbox"/> Annexation |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Master Plan | <input type="checkbox"/> Prezone | <input type="checkbox"/> Redevelopment |
| <input type="checkbox"/> General Plan Element | <input type="checkbox"/> Planned Unit Development | <input type="checkbox"/> Use Permit | <input type="checkbox"/> Coastal Permit |
| <input type="checkbox"/> Community Plan | <input type="checkbox"/> Site Plan | <input type="checkbox"/> Land Division (Subdivision, etc.) | <input type="checkbox"/> Other: _____ |

Development Type:

- | | |
|---|--|
| <input type="checkbox"/> Residential: Units _____ Acres _____ | <input type="checkbox"/> Transportation: Type _____ |
| <input type="checkbox"/> Office: Sq.ft. _____ Acres _____ Employees _____ | <input type="checkbox"/> Mining: Mineral _____ |
| <input type="checkbox"/> Commercial: Sq.ft. _____ Acres _____ Employees _____ | <input type="checkbox"/> Power: Type _____ MW _____ |
| <input type="checkbox"/> Industrial: Sq.ft. _____ Acres _____ Employees _____ | <input type="checkbox"/> Waste Treatment: Type _____ MGD _____ |
| <input type="checkbox"/> Educational: _____ | <input type="checkbox"/> Hazardous Waste: Type _____ |
| <input type="checkbox"/> Recreational: _____ | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Water Facilities: Type _____ MGD _____ | |

Project Issues Discussed in Document:

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Aesthetic/Visual | <input type="checkbox"/> Fiscal | <input type="checkbox"/> Recreation/Parks | <input type="checkbox"/> Vegetation |
| <input type="checkbox"/> Agricultural Land | <input type="checkbox"/> Flood Plain/Flooding | <input type="checkbox"/> Schools/Universities | <input type="checkbox"/> Water Quality |
| <input type="checkbox"/> Air Quality | <input type="checkbox"/> Forest Land/Fire Hazard | <input type="checkbox"/> Septic Systems | <input type="checkbox"/> Water Supply/Groundwater |
| <input type="checkbox"/> Archeological/Historical | <input type="checkbox"/> Geologic/Seismic | <input type="checkbox"/> Sewer Capacity | <input type="checkbox"/> Wetland/Riparian |
| <input type="checkbox"/> Biological Resources | <input type="checkbox"/> Minerals | <input type="checkbox"/> Soil Erosion/Compaction/Grading | <input type="checkbox"/> Growth Inducement |
| <input type="checkbox"/> Coastal Zone | <input type="checkbox"/> Noise | <input type="checkbox"/> Solid Waste | <input type="checkbox"/> Land Use |
| <input type="checkbox"/> Drainage/Absorption | <input type="checkbox"/> Population/Housing Balance | <input type="checkbox"/> Toxic/Hazardous | <input type="checkbox"/> Cumulative Effects |
| <input type="checkbox"/> Economic/Jobs | <input type="checkbox"/> Public Services/Facilities | <input type="checkbox"/> Traffic/Circulation | <input type="checkbox"/> Other: _____ |

Present Land Use/Zoning/General Plan Designation:

Project Description: (please use a separate page if necessary)

Note: The State Clearinghouse will assign identification numbers for all new projects. If a SCH number already exists for a project (e.g. Notice of Preparation or previous draft document) please fill in.

Reviewing Agencies Checklist

Lead Agencies may recommend State Clearinghouse distribution by marking agencies below with an "X".
If you have already sent your document to the agency please denote that with an "S".

_____ Air Resources Board	_____ Office of Historic Preservation
_____ Boating & Waterways, Department of	_____ Office of Public School Construction
_____ California Emergency Management Agency	_____ Parks & Recreation, Department of
_____ California Highway Patrol	_____ Pesticide Regulation, Department of
_____ Caltrans District # _____	_____ Public Utilities Commission
_____ Caltrans Division of Aeronautics	_____ Regional WQCB # _____
_____ Caltrans Planning	_____ Resources Agency
_____ Central Valley Flood Protection Board	_____ Resources Recycling and Recovery, Department of
_____ Coachella Valley Mtns. Conservancy	_____ S.F. Bay Conservation & Development Comm.
_____ Coastal Commission	_____ San Gabriel & Lower L.A. Rivers & Mtns. Conservancy
_____ Colorado River Board	_____ San Joaquin River Conservancy
_____ Conservation, Department of	_____ Santa Monica Mtns. Conservancy
_____ Corrections, Department of	_____ State Lands Commission
_____ Delta Protection Commission	_____ SWRCB: Clean Water Grants
_____ Education, Department of	_____ SWRCB: Water Quality
_____ Energy Commission	_____ SWRCB: Water Rights
_____ Fish & Game Region # _____	_____ Tahoe Regional Planning Agency
_____ Food & Agriculture, Department of	_____ Toxic Substances Control, Department of
_____ Forestry and Fire Protection, Department of	_____ Water Resources, Department of
_____ General Services, Department of	
_____ Health Services, Department of	_____ Other: _____
_____ Housing & Community Development	_____ Other: _____
_____ Native American Heritage Commission	

Local Public Review Period (to be filled in by lead agency)

Starting Date _____ Ending Date _____

Lead Agency (Complete if applicable):

Consulting Firm: _____	Applicant: _____
Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____
Contact: _____	Phone: _____
Phone: _____	

Signature of Lead Agency Representative: _____ Date: _____

Authority cited: Section 21083, Public Resources Code. Reference: Section 21161, Public Resources Code.

Midpeninsula Regional Open Space District

PROJECT DESCRIPTION

Introduction

The proposed project includes improvements to an existing office building allowing for continued use as an interim Coastal Area Office (CAO) for the Midpeninsula Regional Open Space District (District), as well as minor modifications to the site to support the interim CAO. Buildings permits were issued by the County of San Mateo Planning and Building Department on the condition of the future completion of a Resource Management (RM) Permit by the District for continued use of the site as an interim CAO.

Project Background

The project site, a former equestrian event center, encompasses 11.83 acres within the La Honda Creek Open Space Preserve (La Honda Creek OSP or Preserve). Midpen purchased the project site from the Peninsula Open Space Trust (POST) in 2015. Prior to POST's purchase of the site in 2012, the property was owned by Driscoll Ranches, LLC, who developed and managed the facility for equestrian training and boarding, livestock processing, and various ranch community events, including:

1. *Livestock Staging for Grazing on the Preserve*
2. *Organized Trail Rides/Training (typically 10-30 attendees)*
3. *Environmental Education (typically 10-50 attendees)*
4. *Rodeos (typically 500-1,500 attendees)*
5. *Equestrian Events (typically 10-50 attendees)*

In December 2013, Midpen began managing the project site for POST under a Lease and Management Agreement and accompanying Preliminary Use and Management Plan (PUMP). During the PUMP preparation process, extensive public input was received that directed Midpen to continue moderate equestrian use that had occurred on the project site under private ownership. The following existing uses of the project site were included in the PUMP and Midpen determined that continuing these uses would not have a significant effect on the environment:

1. *Preserve Grazing Tenant Livestock Processing*
2. *Public equestrian parking by permit*
3. *San Mateo County Sheriff's Office Mounted Search and Rescue Training Exercise*
4. *Ochoa Cattle Roping*

5. *San Mateo County Horseman Association Trail Ride*

6. *Bay Area Savvy Players (Equestrian Group)*

A categorical exemption for these existing uses was approved by Midpen's Board of Directors on November 14, 2012. Existing uses are described in detail in Table 1: Project Site Existing Uses. No improvements to the project site are required to continue to accommodate these existing uses. Midpen regulates these uses through facility use agreements and permits for the site.

Existing improvements on the project site that the prior landowner completed include a small office building that Midpen has identified as an interim CAO. Converting this office to an interim CAO allows ranger and maintenance staff to better serve Midpen's Coastal Annexation Area.

Midpen's San Mateo Coastal Annexation Area Service Plan includes direction to establish a District office and allow equestrian use of District lands in the coastal area. As mentioned above, Midpen is working with the County of San Mateo to complete a RM permit to continue use of the existing office building as an interim CAO.

Project Location

The project site (APN: 082-130-130) is located on the southern side of La Honda Road (Highway 84), approximately two miles west of the Town of La Honda. Highway 84 forms the northern boundary of the project site; separating the site from the greater La Honda Creek OSP. The San Gregorio Creek forms the approximately 1,600-linear foot southern boundary of the project site. Private land uses border the property on its eastern and western boundaries. The project is within Midpen's Coastal Annexation Area, an area of coastal San Mateo County annexed by Midpen in 2004 (see Figure 1).

The project site is located in unincorporated San Mateo County and is in the *Resource Management – RM* Zoning District. The purpose of the RM District is to meet the County's objectives for open space and conservation.

Site Description

The project site comprises 11.83 acres of the 6,142-acre La Honda Creek OSP. Due to the project site's location in the floodplain of San Gregorio Creek, the project site is relatively level and is depressed from the adjacent Highway 84. An unpaved driveway extending from Highway 84 provides the sole vehicular entrance into the project site and connects to a circular loop that provides access to existing site facilities. San Mateo County Fire/California Department of Forestry and Fire Protection (CAL FIRE) inspected the roadway access on the site in August 2017 and determined the access was adequate for their fire engines.

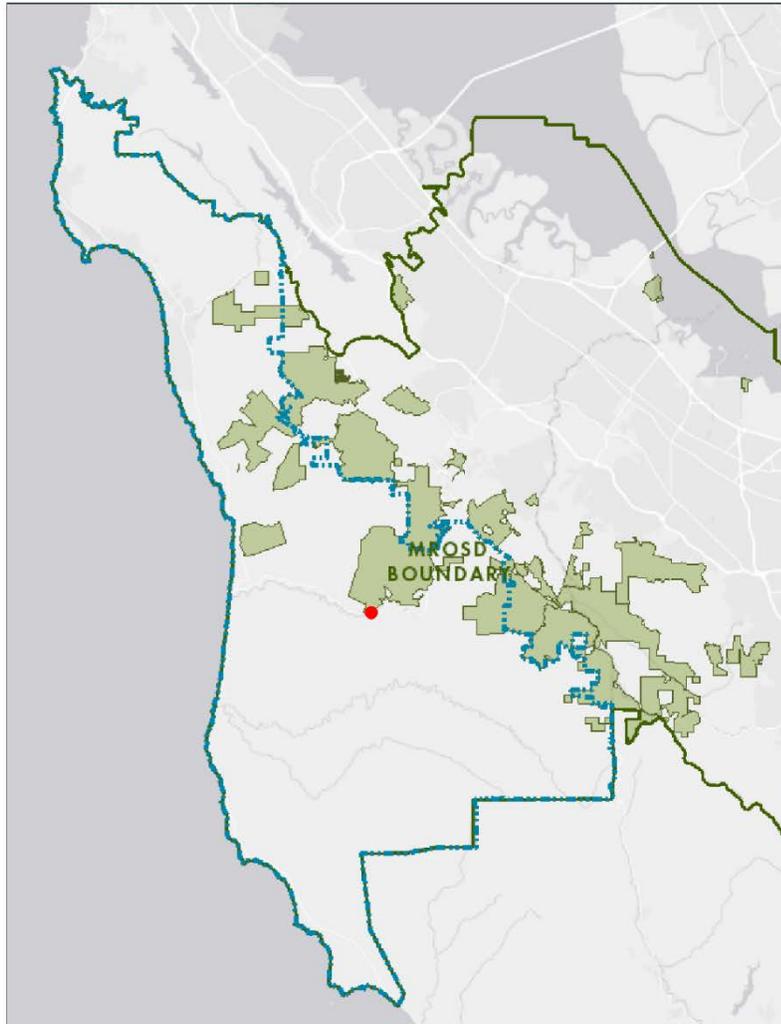


Figure 1. Coastal Protection Area
(aka Coastal Annexation Area)

- Coastside Protection Area
- MROSD Boundary
- Preserve Boundary
- Project Location

Midpeninsula Regional
Open Space District
(MROSD)
9/26/2019



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While the District strives to use the best available digital data, there does not necessarily exist a perfect, all-encompassing geographic information system. MROSD is not responsible for any errors or omissions in this map.

Table 1: Project Site Existing Uses

Event	Description	Agreement Type	Occurrence	Duration	Max. No. of Attendees	Max. No. of Vehicles
Preserve Grazing Tenant	Approximately 200 cattle. Grazing Tenant primarily has cattle on the Preserve, however brings the cattle on the project site for annual pregnancy checks and twice a year for shipping. A small number of steers (4-6) are rotated at the Event Center for fuel reduction, and are removed as soon as desired grass levels are reached to prevent soil erosion.	Lease	Three times a year: once a year for pregnancy checking cattle; and twice a year for shipping of cattle. Fuel reduction grazing winter to summer season.	N/A	N/A	N/A
Public Equestrian Parking by Permit	Public equestrian parking during the day at the Event Center requires a no-fee, general access permit.	Permit	Approx. 10-25 permits issued annually	Single day	8	4 equestrian trailers
San Mateo County Sheriff's Office Mounted Search and Rescue Training Exercise	Train on search and rescue techniques, habituate horses to noise and rescue vehicles, trail ride to search for "missing" people and clues. Very similar to cooperative trainings Midpen conducts with many fire agencies and search and rescue teams. (Allied agency emergency training)	Facility Use Agreement	Once a year	Sixteen (16) hours of training with two (2) overnight stays permitted	35	35
Ochoa Cattle Roping	Training on roping cattle. Only permitted to use arena and round pen. Unloading of cattle takes place on Tuesday, roping training on Wednesday, and removal of cattle on Thursday.	License	Weekly from April 1 st to October 31 st	7 a.m. to a half an hour after sunset over three (3) days.	8	8

San Mateo County Horseman Association Trail Ride	No different from equestrian access at an open preserve. Midpen requires permits for groups over 20 but regularly issues permits to large groups. (public recreation)	Facility Use Agreement	Once a year	7 a.m. to 5 p.m.	40	35
Bay Area Savvy Players (Equestrian Group)	Horse clinic.	Facility Use Agreement	Once a year	Sixteen (16) hours of training with two (2) overnight stays permitted	40	35
District consultants and contractors	Parking of a trailer, or other self-contained vehicle and/or tent(s) erected in associated with La Honda Open Space Preserve project implementation (such as fence installation, invasive species control etc.)	Contract	As needed	Per terms of agreement	Per terms of agreement	Per terms of agreement

Onsite Vegetation

The undeveloped areas of the project site are primarily comprised of pasturelands. Dense roadside vegetation, including oak and broom, runs parallel to Highway 84 and screens the project site from the public right-of-way. The bulk of the vegetation on the project site occurs in the approximately 2.7 acres of mature riparian woodland dominated by coast redwood, oak, bays, alders, and firs, extending from 70 to 150 feet from the creek's centerline. The woodland canopy is dense and multilayered, with the understory characterized by thickets of native blackberry, cape ivy, horsetail, snowberry, and stinging nettle. Midpen may conduct future activities at the site to remove the cape ivy infestation; this activity is covered in the Integrated Pest Management Program EIR (see description below under Applicable District Documents). Midpen has erected wildlife-friendly fencing along the entire length of the riparian vegetation on the southern boundary of the project site to protect the riparian woodland area and restrict access to the riparian woodland from users of the developed northern portion of the site.

Onsite Streams, Watershed, and Aquatic Habitat

The project site includes approximately 1,600 linear feet of San Gregorio Creek (creek), which is the second largest watershed in coastal San Mateo County, draining an area of approximately 33,290 acres, and includes approximately 45 miles of stream channel. The span of the creek that abuts the project site provides high quality habitat for Steelhead trout and Coho Salmon. The reach of the creek within and adjacent to the property is characterized by an average width of thirty (30) feet, and averages 6-8 inches deep with pockets of riffles and pools. The substrate is composed of sand, small pebbles and cobbles up to 5 inches.

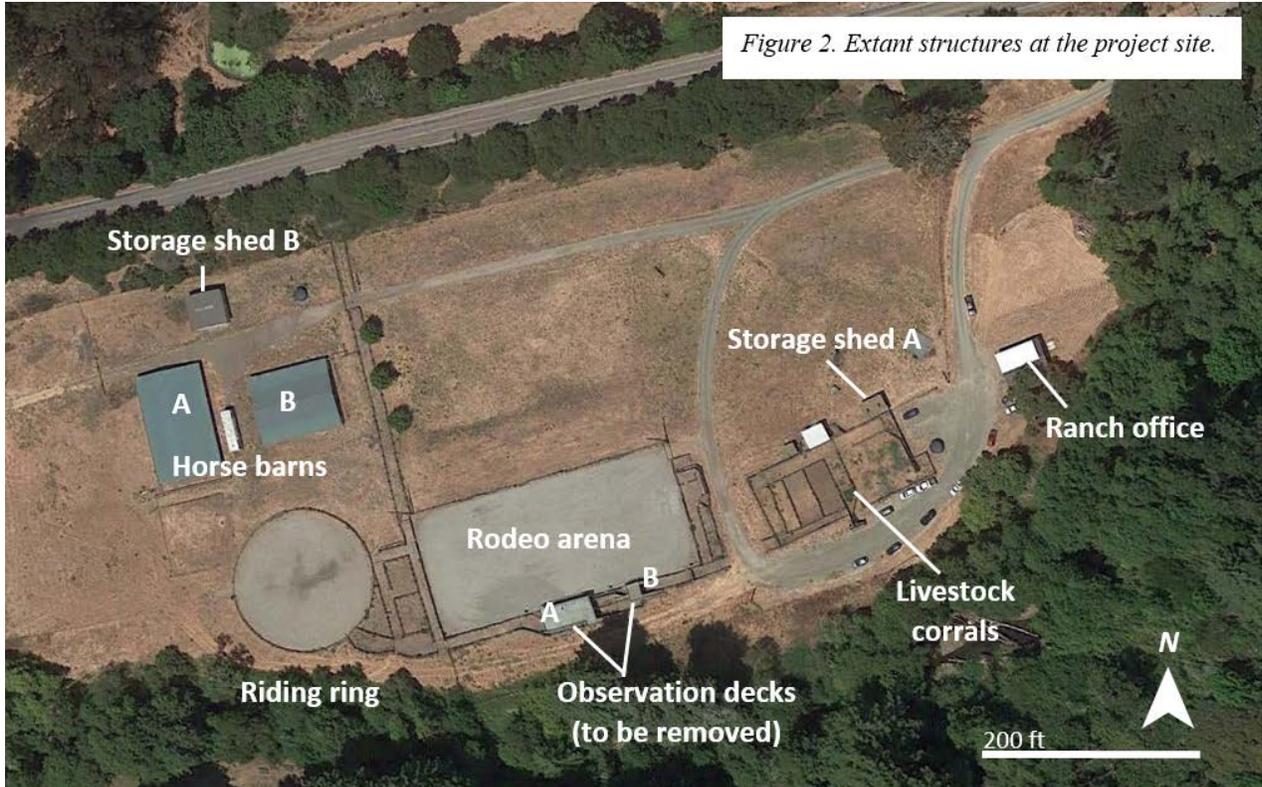
Midpen previously collaborated with the San Mateo County Resource Conservation District (RCD) and POST on a habitat restoration project at the project site to benefit Coho Salmon and Steelhead trout (salmonids) in San Gregorio Creek. The restoration project uses large wood structures that interrupt and decrease water velocities during high winter flows, and increase scour to create deep pools with natural cover that are used by salmonids and other sensitive aquatic wildlife during summer low-flows. During the winter, the structures also provide refuge for salmonids so that they are not flushed out of the system during storm events. During the summer, the structures increase the frequency of deep pools with cover to provide summer rearing habitat for young salmonids near winter refuge habitat. A secondary function of the wood structures is to create hydraulic conditions that sort sediment thereby increasing the potential for improved spawning conditions within the project reach.

Developed Site

The project site contains numerous existing improvements that were installed prior to Midpen's ownership of the property. Existing improvements are located approximately 25 to 60 feet from the edge of the riparian woodland. These improvements supported the site's previous use as an equestrian center and livestock staging and processing facility. Included in the existing improvements is an eight (8) feet wide and eight (8) feet in height access tunnel under Highway 84 that provides a connection between La Honda Creek OSP (north of Highway 84) and the project site. A District easement provides access through this tunnel for all District users and guests (including the public by permit). Additional existing infrastructure includes a cattle chute for loading/unloading livestock and rodeo animals, holding pens, a livestock scale, and a small office building. Existing movable infrastructure includes a riding ring, arena, fence paneling and corrals, two moderately sized horse barns, and a storage shed/garage. All structures on the site are less than approximately thirty years old and have been heavily modified.

Existing structures, buildings, and livestock infrastructure dimensions are detailed below and shown in Figure 2:

- Ranch office (670 square feet)
- Storage shed #A (380 square feet)
- Storage Shed #B (940 square feet)
- Horse barn #A (4,560 square feet)
- Horse barn #B (5,880 square feet)
- Livestock corrals (10,490 square feet)
- Elevated observation deck #A (950 square feet) (to be demolished as part of project)
- Elevated observation deck #B (150 square feet) (to be demolished as part of project)
- Rodeo arena (28,042 square feet)
- Riding Ring (12,710 square feet)



Description of Proposed Project

The proposed project includes previously completed improvements to an existing office building allowing for continued use as an interim Coastal Area Office (CAO) for Midpen, as well as minor modifications to the site to support the interim CAO.

The Interim Coastal Area Office

The interim Coastal Area Office is intended to provide greater service to Midpen's preserves within the Coastal Annexation Area. The placement of the interim CAO in this location allows District staff to be in closer proximity to these preserves, reducing District vehicle travel miles for routine preserve patrol and decreasing District response times for emergency events. The interim CAO occupies the existing office building on the eastern side of the property. Modifications to the existing office building are minor and primarily confined to the interior of the structure. Exterior improvements include a new roof and the conversion of an existing doorway to a window. Interior improvements within the existing building envelope include the creation of a new locker room and shower room, and the installation of office workstations and a kitchenette. The existing office building will not be enlarged. Construction activities at the existing office building were completed by District staff and involve no heavy equipment use.

Other existing buildings near the office building will be used for storage associated with the interim CAO. While no modifications to these storage buildings are anticipated, any future modifications will be evaluated for their environmental impacts.

District staff will consistently use the interim Coastal Area Office. On average, between five and ten District staff will be based at the interim CAO. The majority of these staff will primarily work in the field. Therefore, at most times fewer than the full number of assigned staff members will be at the interim CAO during hours of operation. Hours of operation for the interim CAO will revolve around multiple staffing shifts during the seasonal daylight hours, established at 7 a.m. to 11 p.m. during the summer and 7 a.m. to 6:30 p.m. in winter. A small number of staff vehicles will be parked at the interim CAO during hours of operation. Some of the assigned staff may take their District issued vehicles home with them. A small number of vehicles may consistently remain parked at the interim CAO overnight.

Secondary to the interim CAO's regular use by District staff, the interim CAO may also be used for occasional construction staging and overnight camping of consultants or contractors who work on District projects in remote locations that require easy and frequent access to District Preserves. Both construction staging and overnight camping by consultants and contractors will be limited in duration and require no anticipated improvements to the project site. During construction staging onsite, construction materials and vehicles will be stored on the project site in the existing disturbed areas. Additional District staff may base their operations out of the interim CAO during construction activities. Construction activities may contribute additional construction vehicles to be stored at the project site overnight. All construction staging activities on the project site will incorporate Bay Area Air Quality Management District recommended construction Best Management Practices (BMPs). All supplies and equipment associated with contractor and consultant camping will be brought in to and removed from the project site with each use. Additionally, no outdoor cooking will take place to reduce the possibility of human created fire emergencies.

Site Improvements

Minor improvements to the project site include two (2) water tanks installed in 2018 for fire suppression purposes for the interim CAO, and the planned demolition of the existing grandstands. The grandstands will be removed because they are structurally unsound and pose a danger to District staff and other users of the project site. The two (2) five thousand gallon water tanks were installed in response to direction from the San Mateo County Fire Marshal and will be retained for long term use. These above ground, polyethylene tanks sit on an approximately 6” base of pea gravel within a steel retainer hoop.

Applicable District Documents

The project and all subsequent site use and maintenance will be conducted under the direction of existing District policies, practices, and guidelines to protect and manage resources on District lands. These policies, practices, and guidelines are included in the following District documents:

1. *Coastal Annexation Area Service Plan and EIR (Service Plan)*: In accordance with the Coastal Service Plan, the proposed project incorporates all relevant mitigation measures of the Coastsides EIR and is subject to the Coastal EIR mitigation monitoring program. The Service Plan includes direction to establish a District office and allow equestrian use of District lands in the Coastal Annexation Area. The Service Plan EIR provides mitigation for these uses, including evaluating and restoring existing roads and trails of properties to reduce erosion and runoff problems associated with office and equestrian uses, reducing aesthetic impacts of an office by undergrounding new utilities and shielding new lighting, and restricting equestrian access near waterways.
2. *Routine Maintenance Agreements with California Department of Fish and Wildlife (CDFW) and Regional Water Quality Control Board (RWQCB)*: Any future maintenance activities at the project site must adhere to the avoidance and minimization measures required under the terms and conditions of these agreements.
3. *Resource Management Policies (RMPs)*: The RMPs are a guiding document used to manage and protect plants, animals, water, soil, terrain, geologic formations, historic resources, scenic features, and cultural resources on District owned and/or managed lands. Policies and practices of Midpen RMPs will be implemented to protect resources on the project site. RMPs that will ensure proper resource management on the project include restricting access to the riparian area to support habitat connectivity and enhance water quality, using wildlife friendly fencing, and installing drainage and erosion control measures at identified human-caused erosion sites.
4. *Integrated Pest Management (IPMP) Program and EIR*: The IPMP and associated EIR directs management of harmful invasive plants, invasive animals, and weeds on preserves; flammable vegetation near facilities; and rodents and insects in District-owned buildings. Any pest management activity conducted on the site as part of this project or during use and routine maintenance of the site must adhere to these guidelines. The IPMP follows all relevant regulatory requirements pertaining to the handling of hazardous materials including pesticides and provides best management practices to minimize the potential for adverse effects to non-target species. In addition, the EIR for the Guidance Manual provides mitigation measures for impacts of the IPMP including impacts to non-target species, wetlands, and historic and cultural resources.