CONEJO OPEN SPACE CONSERVATION AGENCY

MANAGEMENT POLICIES AND GUIDELINES

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City of Thousand Oaks
and
Conejo Recreation and Park District
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CONEJO OPEN SPACE CONSERVATION AGENCY

MANAGEMENT POLICIES AND GUIDELINES

Introduction

The following policies and guidelines have been adopted by the Conejo Open Space Conservation Agency (COSCA) Board of Directors and are intended to inform the public of the nature of the Agency’s goals and objectives. This document is also intended to provide general direction to administrative staff and field personnel regarding the management of open space under COSCA's jurisdiction.

I. GOALS AND OBJECTIVES

COSCA'S primary responsibility is to manage open space so as to preserve its natural characteristics while providing opportunities for passive recreational enjoyment of the diverse vegetation, wildlife and cultural resources it contains. Equally important is policy to administer these lands in a cooperative manner in order to augment the conservation efforts of adjoining City, County, State and Federal jurisdictions. This includes, but is not solely limited to, actions in support of preservation and protection of the following resources or uses:

- Existing or proposed parklands, recreation areas and other designated open space lands.

- Scenic highway corridors and greenbelt systems, flanking the Conejo Valley or COSCA open space.

- Regional trail systems or easements that provide public access to adjacent open space or parklands.

- Scenic protection zones containing natural watershed and vegetation components (Lake Sherwood and Hidden Valley Area).

- Plant and animal communities, habitats or species which are considered to be either unique, rare, endangered or threatened in any manner.

- Historic structures, places, archaeological sites or Native American cultural activities.
II. CONSERVATION POLICIES

Natural open space areas shall be managed by COSCA so as to be affected primarily by the forces of nature, with the imprint of human modifications or presence substantially unnoticeable in order to preserve and protect any ecologic, geologic, scenic, historic, cultural, scientific or educational values which the area may contain. These actions shall include but not be solely limited to the following:

- Fostering a natural distribution of native plant and animal species throughout the open space system by ensuring that suitable habitat conditions are maintained and that existing ecological processes continue to function naturally.

- Taking appropriate action necessary to minimize adverse impacts associated with human disturbance or the introduction of exotic non-native plants and animals in order to prevent the displacement, loss or extinction of naturally occurring species.

- Allowing fire, insect activity, non-pathogenic disease and decay to play a natural role in the open space ecosystem. Exceptions to this specific policy include conditions which pose a threat to human life, private property or natural resources of high value or limited distribution, or where the resultant change would create an undesirable or adverse long-term effect on adjacent non-open space lands.

- Preserving watershed vegetation, soils and drainage courses in as natural condition as possible in order to maintain water quality and allow associated hydrologic processes previously altered by human influences to become re-established wherever they do not pose a significant hazard or nuisance to the public or downstream property.

- Linking isolated open space parcels and acquiring natural undeveloped lands containing significant topographic, plant and animal resources. Where feasible, purchase programs and cooperative land use agreement strategies shall be implemented in order to complete the "ring" concept of open space surrounding the Conejo Valley as envisioned by the Thousand Oaks General Plan.
III. IMPLEMENTATION GUIDELINES

In order to successfully implement these policies and guidelines, COSCA recognizes the need to develop a broad base of community support that extends to adjacent City and County, State and Federal levels as well. To this end, the Board of Directors shall endeavor to:

- Encourage both public and private sector participation in the open space planning, management and decision-making process.

- Promote the understanding of open space problems and solutions through educational and interpretive programs.

- Obtain legislative and public support to fund necessary open space acquisition programs and initiate cooperative land use agreements.

- Manage open space lands in a manner that maintains a high quality visitor experience in keeping with preservation of the natural character and openness of the Valley and surrounding Santa Monica Mountains.

- Enforce open space rules and regulations as well as other municipal codes and ordinances, state and federal laws and statutes pertaining to the conservation and protection of natural resources.
IV. OPEN SPACE MANAGEMENT PLANS

Where deemed appropriate, a management plan shall be prepared for each open space area administered by COSCA. The plan should be tailored to local conditions including the environmental setting, established patterns of use, and resource sensitivity. The plan should also describe the means by which COSCA open space policies are to be implemented as well as the specific activity objectives prescribed for the area. These plans should also be updated periodically to reflect changes in conditions and use.

The concept of stratification or "zoning" between, or within, individual open space areas should also be considered as a means of achieving management objectives or providing different experiences and opportunities. For example, it may be desirable to manage a portion of a very large area for protection of plant and animal species. In other more sensitive locations, managers may want to designate different zones of open space experience, ranging from high concentrations of use to more natural, pristine areas, which contain no trails or improvements at all. Acceptable practices to accomplish these goals include, but are not solely limited to:

- Sensitive design and placement of trailheads, access roads and parking areas in order to prevent congestion and resource degradation.
- Identification of needed or desirable public access improvements to lightly utilized or tributary open space areas.
- Providing guided field trips in open space areas containing rare or endangered species or habitats.
- Requiring permits, registration, or prearranged permission to use open space areas containing sensitive resources.
- Total or partial closure of degraded wildlife and plant habitats including the removal of existing access roads or trails.
- Limiting the number of visitors and periods of access.

Conservation of Natural Resources

Conservation of natural resources shall be the dominant theme in all management decisions where a choice must be made between preservation of the natural environment and visitor use. The highest priority among various kinds of use will be accorded activities which (1) are most dependent upon maintaining a natural open space experience and cannot be reasonably accommodated outside of that environment, and (2) have the least adverse effect upon the viability of existing biological and cultural resources. Consideration shall also be given to the ability of natural ecosystems to sustain visitor use, since carrying capacity or sensitivity to disturbance may vary widely between geographic areas. The Open Space Management
Plan shall in turn describe the level of use and measures needed to protect these intrinsic values.

**Public Participation**

Public involvement is desirable and should be encouraged in the preparation of each Open Space Management Plan. Several public meetings or workshops open to the general public should be held. Issues, questions and concerns raised by the public should in turn be addressed in the development of the Open Space Management Plan. Upon completion of a draft report, these management proposals and recommendations shall receive final approval of the Board of Directors. Depending on the scope of the project, additional review under the provisions of the California Environmental Quality Act (CEQA) may also be required.

**Visitor Facilities**

Visitor facilities and improvements such as signs, trails, bridges, and campsites should be provided for the protection of natural resources as well as to ensure the health and safety of the public. All such improvements should be confined to specific activity areas which are intended to support visitor use and constructed in a manner that minimizes any physical impact to adjacent open space resources. The need for such facilities shall be identified in the Open Space Management Plan. Permanent structures shall also be designed to harmonize and blend with the natural environment.

**Habitat Enhancement and Restoration Programs**

Conservation related activities involving the selective restoration and enhancement of plant and animal habitats should be pursued in an effort to restore damaged or impacted open space resources where determined to be beneficial. Specific actions that may be identified by the Open Space Management Plan should include, but not be solely limited to:

- Acquisition of land containing sensitive, unique, rare or endangered plant and animal habitats in order to augment the diversity of existing open space resources.

- Biological surveys of newly acquired or existing open space in order to prepare species lists of plant and animal communities as well as to evaluate general habitat conditions.

- Identification of surface water sources, nesting and breeding site locations, wildlife movement corridors and foraging areas in order to develop planning and resource management strategies.
Installation of drinking stations or construction of permanent impoundments for wildlife in open space areas where lack of water is determined to be a limiting factor in species diversity or population size.

Control of off-road vehicle activities, illegal hunting or dumping of trash, in order to avoid or minimize adverse impacts to plant and animal resources.

Recontouring and revegetating highly disturbed landform features with native groundcovers, shrubs and trees in order to stabilize and restore abandoned access roads and trails, grading scars, geologic trenches, eroded soils, etc.

**Trail Improvements**

Wherever feasible, trails should be constructed in a manner that can accommodate hikers, joggers, equestrians, bicyclists as well as handicapped persons, but still preserve open space values and natural resources. In order to minimize vegetation removal and topographic impacts, trail alignments should follow existing paths and natural landform contours as much as possible. Trailheads should also be selected to provide varied scenic experiences and degrees of difficulty. In order to meet these objectives, existing trails may have to be expanded, relocated, restored or closed to certain types of uses.

Fencing and barrier materials should also be designed to harmonize with natural landscape features and utilized to direct entry into open space at specific entry points, control off-road vehicle access, and provide safe separation of visitors and horses from hazards.

Bridges should be designed and constructed to harmonize with the environment and be the minimum size and structural integrity in order to allow unrestricted public use. Bridges shall only be provided when no alternate route is available and the trail crossing cannot be negotiated safely, or where less formal crossing devices tend to be damaged or washed out during periods of high runoff.

Hitchracks or other improvements to facilitate equestrian use shall be utilized to prevent resource damage. These structures shall be located away from camping areas and focal points of interest so as not to obstruct access or cause a nuisance or hazard when in use.

**Signs**

A minimum of signs shall be installed in order to control and direct visitor uses along with trail maps, route descriptions, brochures, etc. Signs should only be provided for visitor information, safety and resource protection. They should range in size and complexity from small, simple arrow directional posts at trail junctions, to regulatory signs posting open space rules as well as signs denoting resource features and points of interest. To protect the natural scenic quality of natural open space areas, visitor information kiosks and signs should utilize natural, earhtone colors and building
materials. The preferred location of such facilities should be at trailheads or the main entrance to open space.

Campsites

Overnight camping and fires are allowed only in designated areas and shall be utilized by permit only.

Campsites or camping areas should be located sufficiently distant from surface water resources and other natural scenic features to allow appropriate use without degradation of water quality or focal point of interest.

Trash collection facilities shall not be provided in interior open space areas in order to encourage a "pack-it-in, pack-it-out" practice by visitors.

Temporary Structures

Temporary structures which are intended to serve the community at large, or are necessary for special events or activities may be constructed within open space areas providing the proposed design, location and use is compatible with COSCA policies and guidelines and receives approval by the Board of Directors and other agencies having permit authority over such projects. Structures which are not considered necessary for either management or maintenance purposes and have no historic value should be removed.

Emergency Facilities

The following emergency facilities shall be conditionally allowed and managed within open space areas under COSCA's jurisdiction: emergency access roads, fire breaks, fuel modification zones and helipads. Maintenance of these facilities should in turn be coordinated on a regular basis with the Fire Protection District and management personnel in order to minimize potential impacts to natural landscape features, as well as sensitive biological and cultural resources.

Historic Landmarks and Features

A survey of all historic landmarks shall be undertaken in order to determine the location and significance of these features. Where appropriate, markers, plaques or other identification should be installed as a means of informing the public of their place in history or cultural importance. Features which have not been formally nominated as "County Landmarks", but deserve such recognition, should be properly documented and submitted for review and approval first by the COSCA Board of Directors, then the Ventura County Cultural Heritage Board.
Buffer Zones

Wherever possible, buffer zones of varying size should be established in order to create a transition between natural open space areas and afford protection from incompatible uses that may exist or be proposed on adjacent property. Wherever such activities impact sensitive resources or the use of public open space, these issues should be thoroughly addressed in the Open Space Management Plan with recommendations to eliminate or significantly reduce any potentially adverse or undesirable effects.

Access Easements

Access across COSCA open space shall be allowed only in compliance with a recorded easement. In the event an existing access route is determined to be impractical or unreasonable, an alternative easement may be granted by COSCA which results in the least physical impact to natural resources while still serving the original purpose for which the land under private ownership is used.

Brush Clearance/Fuel Modification Zones

Unless previously permitted or approved by the Board of Directors, annual brush clearance required for fire control purposes shall be restricted to non-open space areas under private ownership. Correspondingly, new developments adjoining existing permanent open space or proposing such public land dedications, shall incorporate adequate fuel modification zones within the project boundaries so as not to encumber COSCA in any way with annual maintenance operations or responsibilities.

Mineral Management

All existing mineral rights on COSCA lands shall be honored according to Federal and State Laws and regulations. However, new mining claims or leases filed for the purpose of mineral extraction shall be subject to review and approval by the Board of Directors and the provisions of the California Environmental Quality Act (CEQA).
V. VISITOR USES AND ACCOMMODATIONS

Visitor uses should be accommodated by limited facilities which are intended to protect the public's health and safety as well as provide other necessary conveniences where deemed appropriate. In order to avoid the degradation of sensitive or unique resources and as a means to implement effective management strategies to offset or minimize, other potentially adverse impacts, the carrying capacity of open space areas to be developed for visitor facilities, shall be depending upon the anticipated type and intensity of use.

If visitor use threatens to adversely impact an area's natural characteristics, appropriate actions shall be taken to prevent any further decline and allow natural regeneration processes to occur. In most cases, indirect methods of reducing impacts such as limiting parking capacity, access points, trail design and public education efforts shall be referred over initiating direct regulatory procedures. However, where these methods prove to be unsuccessful or are considered inadequate, further restrictions may be necessary. Depending on the situation, these may include either partial or complete closure, restricting periods of use and the number of visitors permitted access.

It must also be recognized that visitor use of open space involves certain risks as a consequence of isolation from urban services and the unpredictability of the natural environment. Although the visitor must accept these risks, in response to a need for assistance, COSCA personnel shall take appropriate and timely action to coordinate necessary law enforcement and medical emergency services.

Permitted Uses

COSCA open space shall be managed to provide for passive recreational use and enjoyment by the public in ways that are consistent with the preservation of its natural characteristics. The following public uses are permitted:

- Passive recreational activities such as hiking, jogging, bicycling, horseback riding, photography and picnicking, etc.

- Conservation projects, student research or other educational programs involving the study of nature, ecology, earth sciences, etc.

- Outdoor programs, lectures, musical events and organized community activities.
Prohibited Uses

Except where subject to existing private rights, or where necessary for the management of open space resources, or as specifically provided for elsewhere in COSCA policies, the following uses shall be strictly prohibited:

- Any action on the behalf of a person or persons that creates a nuisance, poses a real or immediate threat, results in damage to, or destruction of open space resources or public property.
- All forms of hunting, trapping or use of poisonous baits within any open space area.
- Removal or the intentional destruction of existing vegetation for any reason including arson or the illegal harvesting or collection of native plant materials for personal use or sale.
- Off-road motor vehicle use beyond the limits of established public access roads and designated parking areas.
- Littering or dumping of trash and debris or disposal of hazardous waste materials within open space.
- The unrestricted activities of pets such as dogs or cats and/or exotic animals.
- Grazing of livestock including utilization of natural forage for commercial purposes shall be prohibited in open space areas unless specifically authorized by the Board of Directors.

Non-conforming Uses

As deemed appropriate by the Board of Directors, certain rights or uses may be retained by a property owner under the terms of either a cooperative land use agreement or title transfer. Subsequent Open Space Management Plans pertaining to all, or any part of said property, shall in turn seek to minimize potential conflicts with any vested rights or uses that may be retained.

Dogs and other pets

Upon entering any open space area, dogs and other pets shall be kept on leashes at all times in order to minimize conflicts with other visitors and prevent disturbances to wildlife and plant resources.
Visitor Information and Education

Visitor education should be utilized whenever feasible to achieve management objectives. Only the minimum amount of regulation necessary to achieve desired objectives should be used. In some cases informational materials or regulatory signs may be placed as a management tool to correct specific problems, protect the natural resource, or inform the public of health and safety risks.

Informational and educational materials pertaining to open space resources, trails, special programs and conservation activities should be made available to the public by ranger personnel in the field and at the offices of the City of Thousand Oaks and the Recreation and Park District. Such materials should also inform visitors of the responsibilities and risks involved in visiting and using open space areas.

Use of Motorized Equipment

Travel within COSCA open space will be by non-motorized means consistent with the control of noise and preservation of natural open space characteristics. The Open Space Management Plan shall specify the times and places in which the use of vehicular transport is appropriate for resource protection and emergency access. Vehicle use may also be allowed for:

- Ranger patrol, emergency fire access, rescue or law enforcement purposes.
- Pre-arranged group activities or conservation projects.
- Monitoring or scientific research by private individuals, educational institutions or public utilities as necessary.
- Control of insects, disease or pathogens that may adversely affect natural resources when in compliance with the Open Space Management Plan.

Field Projects/Research Projects

Any activity, for the purpose of gathering information about natural resources may be permitted by COSCA provided it is carried out in a prescribed manner compatible with conservation policies established by COSCA. Vehicular access in connection with this research must, however, be approved by COSCA in advance of any such research activities. In no case shall degradation of natural resources or values be allowed.

Commercial Services

Commercial services such as those provided by concessionaires during special events or equestrian outfitters and guides, etc., may be provided in open space areas to the extent necessary and proper for utilization of the recreational resource, subject to the terms of any agreements, licenses or permits approved by the Board of Directors.
Fees

As deemed to be appropriate, the Board of Directors shall be empowered to charge, collect and/or waive user fees in order to reimburse the Agency for costs associated with supervision of special events including the restoration and maintenance of Open Space prior to, or following, such activities. Such activities shall include, but not be solely limited to: filming or movie production, the operations of licensed concessionaires, overnight group camping and trail use, etc.
VI. CULTURAL RESOURCE PRESERVATION

Management of cultural resources such as archaeological sites, historic structures or places shall emphasize resource protection and preservation. Open Space Management Plans shall in turn consider appropriate means to maintain historic, interpretive, ceremonial, or religious values. Decisions pertaining to the disposition of such resources shall be made in concert with input from recognized public agencies, groups or individuals having jurisdiction, expertise or interests in these matters, including but not solely limited to the State Office of Historic Preservation, Thousand Oaks Cultural Heritage Board and Local Native American Indian Councils or representatives. Specific resource conservation and management actions are recommended as follows:

Planning and Management Procedures

All trails, user facilities, access roads, firebreaks, fuel modification zones and helipads shall be designed to avoid any direct physical impact to known historic or archaeological resources.

All historic structures, features and places located within COSCA lands shall be registered with the Ventura County Cultural Heritage Board in order to qualify for Landmark" status and obtain the legislative protection and public recognition this designation affords.

COSCA shall undertake cooperative planning and resource management efforts with the local Cultural Heritage Board in order to denote the significance of historic landmark structures, features or places through the design and placement of appropriate markers, signs or other interpretive improvements.

Scientific Research, Testing and Salvage Activities

Any proposed scientific research, testing or salvage proposal involving historic or archaeological resources shall be conducted under the strict provisions of a research design submitted to, and approved by the Board of Directors.

The services of an approved Native American Indian Monitor shall be retained by a COSCA authorized representative (principal investigator) prior to conducting any field work involving archaeological resources.

Systematic, historic and archaeological field surveys and record searches shall be undertaken and completed for each open space area in order to determine the exact location and nature of all existing cultural resources for planning and management purposes.
In order to preserve internal site integrity, archaeological research involving sub-surface testing shall undertake only the minimal sampling techniques and procedures necessary to accurately determine its boundaries, period of occupation, type of use, relationship to local resources settlement patterns, regional significance, or other previously identified research objectives.

Salvage excavation should only be undertaken in areas where no project alternative is considered to be feasible or where impacts associated with existing uses, vandalism or natural forces such as erosion cannot be reasonably controlled and threaten destruction of the resource.

Following field collection and laboratory analysis, all historic and artifactual materials recovered from COSCA open space shall be returned for appropriate storage and preservation locally within the Conejo Valley.

**Resource Stabilization and Protection**

The preferred method of stabilization and protection of sensitive open-air archaeological resources which are exposed to potential degradation by visitor use or vandalism is total surface collection and capping with a contrasting soil mantle. In addition, no load bearing fills or permanent irrigation systems should be allowed within established site boundaries.

Where normal resource management procedures prove to be of limited value in controlling impacts to native American cemeteries, rock shelters or other fragile features deemed to be of religious or ceremonial significance, area closure and strict enforcement action may be required.

**Discovery of Human Remains**

In the event of the discovery of any human remains in any open space, there shall be no further disturbance of the immediate site or any nearby area reasonably suspected to contain human remains in compliance with Section 7050.5 of the State Health and Safety Code until the following conditions have been satisfied:

- The county coroner has been contacted regarding the discovery of the remains and it has been determined that no investigation of the cause of death is required; and

- Where they are determined to be of Native American origin, that representatives of local tribal council(s) have been contacted in order to recommend a preferred means of treating or disposing with appropriate dignity, the human remains and any associated grave goods as provided under Public Resource Code Section 5097.98.
In the event the local Native American Indian Council fails to make a recommendation or if COSCA or its authorized representative rejects the recommendation for any reason, and if requested mediation by the Native American Heritage Commission fails to provide an acceptable alternative, COSCA or its authorized representative shall rebury the remains and associated grave goods with appropriate dignity at a suitable nearby location not subject to further disturbance.
VII: AMENDMENTS

CONEJO OPEN SPACE CONSERVATION AGENCY
MANAGEMENT POLICIES AND GUIDELINES
Amendment 1
Adopted May 14, 1997

NAMING POLICY

I. NAMING GUIDELINES FOR OPEN SPACE AREAS

All open space names should be kept as simple and functional as possible. The name given to each open space area should be general enough to remain suitable if the site is enlarged, but specific enough to give its location some significance. In most cases, "open space" is appropriate as part of the name; however, there may be circumstances when another designation may be used, such as "wildlife refuge".

Open space areas should be named after:

1. Geographical features of broad, general significance to the area;
2. Historical persons, uses, or events broadly associated with the locale.

Generally, open space areas will not be named for living persons except to recognize land gifts or in extraordinary circumstances. Recognition of land gifts will be determined at the time of the gift.

II. NAMING GUIDELINES FOR TRAILS, NATURAL FEATURES AND AREAS OF SIGNIFICANCE

This designation refers to trails, natural features such as rock outcrops, and areas of significance within open space areas, such as vista points.

Trails, natural features and areas of significance should be named after:

1. Geographical, botanical or zoological features associated with the site.
2. Historical persons, uses, or events associated with the site, or significant supporters of open space.

Trails, natural features and areas of significance shall not be named after any living individual.

III. ADMINISTRATIVE PROCESS

The COSCA Board of Directors shall appoint a standing committee of three members, consisting of two board members and one member from the Conejo Open Space Trails Advisory Committee (COSTAC), to meet as needed with appropriate staff and make recommendations to the Board of Directors relative to names for open space areas, trails, natural features and areas of significance.
WIRELESS COMMUNICATION FACILITY POLICY

Wireless communications facilities may be permitted by the Board of Directors in open space areas owned by COSCA if it is necessary to locate such facilities there for technical reasons, and if the facility is attached to an existing structure and does not materially diminish the open space character or attractiveness of the site.

Where permitted on open space land, all wireless communications facilities shall closely adhere to the City of Thousand Oaks' policy regarding such facilities in open space zones due to the sensitive scenic and recreational value of the natural open space system.

Appurtenant structures such as equipment housing and power supplies shall be located underground, unless, due to extenuating circumstances such as geological conditions, the location of such facilities in an underground vault is not technically feasible.
GIFT RECOGNITION POLICY

I. GIFT RECOGNITION

The purpose of the gift recognition policy is to provide an opportunity for COSCA to recognize individuals or groups that have made significant contributions of cash, equipment, materials, goods or professional services toward the enhancement of COSCA, its open space lands and its programs.

Recognition of donors is as follows:

Cash gifts, gifts for specific projects* and memorials (includes cash, equipment, materials, goods or professional services)

Value:
$ 0-499 Letter signed by the Chief Administrative Officer of COSCA (City Manager and General Manager of the Conejo Recreation and Park District)
$ 500-999 Letter signed by the Chairperson of the COSCA Board of Directors
$ 1,000-4,999 Commendation from the Board**
$ 5,000 or more Commendation from the Board and photo of preserve**

* COSCA-approved projects only. Unapproved projects are discouraged and will not necessarily be recommended by staff or approved by the Board.
** These items will be provided only if desired by the donor.

No on-site plaques or signs will be considered under the Gift recognition section of this policy. Proposed bench or table locations are subject to approval by COSCA.

II. SPECIAL RECOGNITION

A. Founders

Special recognition for the founders of COSCA, either as individuals or as a group, may be recommended by an appropriate board committee and approved by the Board.

"Founders" shall be defined as an individual or group of individuals who participated in the formation of COSCA, or were significant supporters of the formation of COSCA. A committee appointed by the Board will make any final determinations as to the inclusion of specific individuals or groups in the category "Founders", and to the appropriate type of recognition.
B. Significant Supporters

Special recognition for individuals or groups which have provided significant or extraordinary support to COSCA may be recommended for approval by the Board.

“Significant Supporters” is defined as individuals or a group of individuals who have shown conspicuous or noteworthy support for COSCA through significant, extraordinary contributions of funds, land, time, or effort to the advancement of the goals, philosophy and mission COSCA.

The method of recognition of significant supporters of COSCA shall be at the discretion of the Board.
GOOD NEIGHBOR POLICY

General

One of COSCA’s most important responsibilities is to develop a sound working relationship with the thousands of private property owners that border public open space. A partnership between COSCA and its neighbors results in benefits to both parties, and helps to protect natural open space resources for current and future residents.

Policies:

To develop a sound relationship and be a good neighbor means that COSCA will:

1. Make reasonable attempts to know our neighbors.
2. Work with neighbors on matters of mutual interest.
3. Encourage neighbors to report unusual activities in open space.
4. Counsel or consult with adjacent property owners to reduce negative impacts that could affect either party.
5. Provide information on a periodic basis to neighbors on open space programs, resources, and Staff contacts.
6. Ensure that public lands are available for their intended public purpose and will respect the rights of adjoining property owners.

Access Gates

Private access gates to open space may result in unauthorized trails that can damage sensitive resources, affect visitor safety, and create problems from third parties using a gate with or without the owner’s permission. It is therefore important that open space visitors stay on designated trails. To date COSCA has developed approximately 140 miles of trails and 100 trail access points for visitor access.

Policies:

1. COSCA will continue to maintain a citywide trail network that includes trailheads with off-street parking and neighborhood access points that provide access to trails directly from public streets.
2. Public access to open space shall be through this system of trailheads and neighborhood access points. Private access gates and ‘informal’ trails to open space are not allowed unless otherwise approved by COSCA.

**Encroachments**

A great deal of effort has been made by residents, elected representatives and staff over the past 40 years to protect natural open space in the Conejo Valley for the benefit of all residents. Encroachments from private property onto COSCA land through landscaping, fencing, structures and other modifications therefore result in a detrimental impact to the quality of life for the entire community, as well as adverse effects on native plants and wildlife.

**Policies:**

1. Private improvements such as fencing, landscaping, structures, and paths are not permitted on COSCA open space. Similarly, COSCA will not construct improvements on adjacent private property.

2. In cases where improvements have encroached onto adjacent property, appropriate steps will be taken to address the encroachment. Where encroachments affect COSCA land, the primary goal of this policy is to remove improvements from public open space.
I. Purpose

COSCA encourages low-impact recreational use of COSCA trails and open space, when such use will not result in damage to or destruction of the natural and cultural resources in the open space. If appropriate guidelines are followed, geocaching can be a positive, low-impact recreational activity.

II. Geocaching Policy

Geocaching shall be allowed on COSCA property, when practiced subject to COSCA’s Administrative Guidelines for Geocaching.

III. Administrative Procedure

COSCA will develop and maintain Administrative Guidelines for Geocaching, which will be made publicly available. The primary goal of the Geocaching Guidelines will be to protect natural and cultural resources on COSCA land.
COSTAC RESIDENCY POLICY

Residency within the City of Thousand Oaks city limits or the Conejo Recreation and Park District boundary is not required for membership on the Conejo Open Space Trails Advisory Committee.
Amendment 7
COSCA ORDINANCE NO. 01-2009

AN ORDINANCE OF THE CONEJO OPEN SPACE CONSERVATION AGENCY (COSCA) ESTABLISHING COSCA OPEN SPACE RULES AND REGULATIONS

The Board of Directors of the Conejo Open Space Conservation Agency does hereby ordain as follows:

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CHAPTER I

GENERAL PROVISIONS

SECTION 101 – SHORT TITLE

This ordinance shall be known and may be cited as the "COSCA Ordinance".

SECTION 102 – PURPOSE/FINDINGS

a. The purpose of these regulations is to provide rules to govern the use of COSCA open space in order that all persons may enjoy and use such open space, and to protect the rights of all concerned, while assuring that the natural resources within COSCA open space and the essentially undeveloped and undisturbed character of the open space is preserved.

b. Except as otherwise herein or hereinafter provided, this ordinance consists of all the regulatory, penal, and administrative laws of general application of COSCA codified pursuant to the authority the authority granted to the COSCA by the Joint Powers Agreement entered into by the City and CRPD on October 18, 1977, and any subsequent amendments, to acquire, manage, regulate, control, conserve, and preserve the natural and scenic resources, as well as coordinate local land use and resource management of open space land areas including all powers and functions authorized pursuant to Article V of said Joint Powers Agreement and all rights and powers proscribed by federal and state law. In addition, as a public joint powers agency, COSCA maintains the authority provided in Article 1 of Chapter 5 of Part 1 of Division 7 of Title 1 of the Government Code of the State of California, Chapter 3 of Part 1 of Division 3 of Title 4 of the Government Code of the State of California, and Section 5782.21 of Chapter 4 of Part 1 of Division 5 of Title 1 of the Public Resources Code of the State of California.

c. Neither the adoption of this ordinance nor the repeal hereby of any section of this ordinance shall in any manner affect the prosecution for violations of this ordinance, which violations were committed prior to the effective date of this ordinance, nor be construed as a waiver of any license or penalty at said effective date due and unpaid under this ordinance, nor be construed as affecting any of the provisions of this ordinance relating to the collection of any such license or penalty or the penal provisions applicable to any violation thereof, nor to affect the validity of any bond or cash deposit in lieu thereof required to be posted, filed, or deposited pursuant to this ordinance, and all vested rights and obligations thereunder appertaining shall continue in full force and effect.
SECTION 103 – DEFINITIONS

The following words and phrases, whenever used in this ordinance, shall be construed as defined in this section:

a. “Aircraft” shall mean any device that is used or intended to be used to carry a person or persons in the air.

b. “Alcoholic Beverage” shall mean alcohol, spirits, liquor, wine, beer, and every liquid or solid containing one-half of one percent or more of alcohol by volume and which is fit for beverage purposes either alone or combined with other substances.

c. “Amplified Sound” shall mean sound projected and transmitted by electronic equipment, including amplifiers, radios, or other devices.

d. “Boating” shall mean the use of any manned or unmanned, full-size, or scale model floating vessel.

e. “Building” shall mean any structure having a roof supported by columns or by walls and intended for the shelter, housing, or enclosure of persons, animals, chattel, or property of any kind.

f. “Camp” means to pitch or occupy camp facilities; to use camp paraphernalia.

g. “Camp Facilities” include, but are not limited to, tents, huts, temporary shelters, trailers, motor homes, campers, or vehicles otherwise used for shelter.

h. “Camp Paraphernalia” includes, but is not limited to, tarpaulins, cots, beds, sleeping bags, hammocks, or non-COSCA designated cooking facilities and similar equipment.

i. “Chief Supervising Ranger” shall mean COSCA's Chief Supervising Ranger or designated representative.

j. “City” shall mean the City of Thousand Oaks.

k. “City Attorney” shall mean the City Attorney of the City of Thousand Oaks or a designated representative. The City Attorney is COSCA’s Agency Attorney.

l. “City Manager” shall mean the City Manager of the City of Thousand Oaks or a designated representative. The City Manager is COSCA’s co-Chief Administrative Officer.

m. “COSCA” shall mean the Conejo Open Space Conservation Agency, an agency established pursuant to the joint powers act between the Conejo Recreation and Park District and the City of Thousand Oaks.

n. “COSCA Employee” shall mean any employee of COSCA, the City of Thousand Oaks, or the Conejo Recreation and Park District who is authorized to represent COSCA or perform work on COSCA open space.
o. “COSCA Manager” shall mean the COSCA Manager or a designated representative.

p. “COSCA Open Space” shall mean all lands and facilities, including parking lots, under ownership of or subject to the Conejo Open Space Conservation Agency (COSCA)’s management authority.

q. “COSCA Open Space Waters” shall mean any lake, reservoir, pond, stream, creek, river, or other standing or flowing body of water within COSCA open space.

r. “CRPD” shall mean the Conejo Recreation and Park District, a special district.

s. “CRPD General Manager” shall mean the chief administrative officer of the Conejo Recreation and Park District or a designated representative. The CRPD General Manager is COSCA’s co-Chief Administrative Officer.

t. “Disabled Persons” shall mean “disabled persons” as defined under Section 295.5 of the California Vehicle Code.

u. “Enforcement Officer” means any COSCA, City, or CRPD employee, law enforcement personnel, or other individual authorized by COSCA to enforce this ordinance.

v. “Geocaching” shall mean a recreational activity requiring the participant to search for hidden items or landmarks using a global positioning system and coordinates retrieved from a website or other source.

w. “Livestock” shall mean domestic or useful animals normally kept or reared on a farm or ranch for work, breeding, fattening, or other purposes including, but not limited to, horses, bovines, sheep, swine, and goats.

x. “Management Authority” of open space and improvements may be demonstrated by, but is not limited to, contracts, memoranda of understanding, agreements, licenses, governmental resolutions, easements, or COSCA’s Joint Powers Agreement entered into by the City and CRPD on October 18, 1977 (as amended).

y. “Organization” means a recognized association, partnership, firm, or corporation.

z. “Person” shall mean any individual or group of individuals.

aa. “Personal Effects” means personal property consisting of the following items:

1. Medication, medical devices, eye glasses or other prescription lenses;
2. Sleeping bag or bed roll which is sanitary and non-verminous;
3. Tents in usable and reasonable good condition;
4. Clothes stored in a manner protecting them from the elements, which are not unsanitary, soiled, or verminous; and
5. Personal property with an estimated individual fair market value of at least Fifty no/100ths ($50.00) Dollars.

bb. "Section" shall mean a section of this ordinance, unless some other document, statute or policy is specifically identified.

c. "Store" means to put aside or accumulate for use when needed, to put for safekeeping, to place or leave in a location.

dd. "Structure" shall mean anything constructed or erected which requires a location in or on the ground or which is attached to something having a location on or in the ground, such as signs, flagpoles, or similar appurtenances, including a building or a building's architectural features and roof appurtenances required to operate and maintain the building, but not including fences, or walls used as fences, which are less than six (6) feet in height.

e. "Trail" shall mean any path or access through COSCA open space constructed or maintained for intended use by pedestrians, disabled persons, equestrians, or bicyclists.

ff. "Vehicle" shall mean every device by which any person or property is or may be transported or drawn over land, excepting devices moved by human power or used exclusively upon rails.

SECTION 104 – AUTHORITY AND ENFORCEMENT

a. The Board of Directors authorizes the City Manager and CRPD General Manager or their designee to implement and administer the policies, rules, and regulations contained herein. Whenever a power is granted to, or a duty imposed on, the City Manager and CRPD General Manager, the power may be exercised, or the duty performed, by the City Manager or CRPD General Manager or by any other employee so designated or assigned by the City Manager or CRPD General Manager.

b. Unless this policy expressly provides otherwise, the City Manager, CRPD General Manager, City Attorney or other employee or agent so designated or assigned such duties shall enforce the provisions of this ordinance. The City Manager and CRPD General Manager shall have the authority to implement and enforce reasonable rules and regulations that implement and supplement the regulations set forth in this ordinance, when such rules and regulations are necessary to protect public health, safety, and welfare or the resources under COSCA's care.

c. COSCA employees, who are authorized, shall have the authority to warn, evict, arrest, and cite persons who violate any provisions of the District, state, or local ordinances. COSCA personnel, who are authorized, pursuant to Section 830.31 of the Penal Code, shall carry proper identification.
d. The procedures and penalties set forth in this ordinance shall not limit or restrict COSCA from enforcing the rules and regulations contained herein in any other manner provided by law.

SECTION 105 – COMPLIANCE

Any persons entering, occupying, or remaining in any COSCA open space shall comply with the adopted ordinances, rules, and regulations. Additionally, no person shall violate any order or provision thereof posted on COSCA open space by the City Manager or CRPD General Manager or their designee.

SECTION 106 – PENALTY

a. Any person within COSCA open space who violates any provision of this ordinance, the conditions of any permit issued pursuant thereto, or any adopted rule or regulation relating to COSCA open space is guilty of an infraction for the first violation; the second shall be a misdemeanor, except for the following:

b. Violations of Sections 202, Subsections a, b, d, e, h, i, and j and Section 203 are civil penalties and will be subject to an administrative adjudication process administered by the Conejo Recreation and Park District, as outlined in the Conejo Recreation and Park District’s Parking Citation Administrative Adjudication Manual.

c. Violations of the following Sections shall be misdemeanors: Section 204, Section 205, Section 206, Section 207, Section 220, Section 221, Section 222, Section 224, Section 227, and Section 234.

d. In addition to the remedies set forth in this section, a person or persons who violate Section 234 can be subject to the civil penalty procedures or nuisance abatement processes administered by the City of Thousand Oaks, as outlined in the City of Thousand Oaks Municipal Code, Chapter 2, Article 2, Section 1-2.201 et seq. and Chapter 6, Section 1-6.01 et seq.
CHAPTER II

COSCA OPEN SPACE RULES AND REGULATIONS

SECTION 201 – EXCEPTION

This ordinance does not apply to the operations of COSCA-, City- or CRPD-owned or operated vehicles, law enforcement or emergency vehicles or law enforcement or emergency officials while in the performance of law enforcement or emergency duties, or COSCA, City or CRPD employees and COSCA volunteers while engaged in official COSCA-related activities.

SECTION 202 – VEHICLES AND PARKING

Parking violations are a civil liability and will be subject to an administrative adjudication process administered by the Conejo Recreation and Park District as outlined in Conejo Recreation and Park District’s Parking Citation Administrative Adjudication Manual.

a. Vehicles shall be operated on COSCA property only on designated roadways, unless written permission has been granted by the City Manager or CRPD General Manager or their designee.

b. Vehicles shall not be parked on COSCA property except within designated parking areas or within designated markings without written permission of the City Manager or CRPD General Manager or their designee.

c. If the City Manager or CRPD General Manager find that at certain times, under specific restrictions or at designated places, a vehicle can be operated so as not to interfere in any way with the protection of resources and normal authorized use of COSCA open space, permission may be granted to operate such vehicle. Parking such vehicle is permitted only in areas so designated.

d. Vehicles operated within the boundaries of COSCA open space shall be driven at a careful and prudent speed not greater than is reasonable and proper with due regard for the traffic, surface, and width of the roads. In no event shall a vehicle be driven within COSCA open space at a speed greater than 15 miles per hour, except on any paved road over which there is an access easement or right-of-way, in which case drivers shall adhere to posted speed limits.

e. No person who owns or has possession, custody, or control of any vehicle, trailer, or camper shall park said vehicle upon any COSCA open space for more than a period of fifteen (15) consecutive hours unless otherwise permitted by the City Manager or CRPD General Manager or their designee.

f. No vehicle maintenance may be performed on COSCA open space except for minor repairs needed to move the vehicle.
g. No vehicle shall be parked on COSCA open space after the closing time of the open space area or facility.

h. Disabled Persons Parking Zones

It shall be unlawful for the operator of any vehicle other than a vehicle bearing a distinguishing license plate defined by the California State Vehicle Code to stop or park such vehicle in a parking zone identified as reserved for disabled persons pursuant to Subdivision 2 below. The fine for this violation shall be as prescribed by the Vehicle Code.

1. Improper display of placard. It shall be unlawful to fail to, or improperly display a handicap placard. A citation issued for illegal parking may be reduced to a $10 fine by the City Manager or CRPD General Manager or his/her assignee when proof of a valid handicap placard is presented.

2. Space identification. Disabled persons parking shall be designated by blue striping to mark the stall and a profile view of a wheelchair printed within the stall or space as well as a sign with the same type of marking on it.

SECTION 203 – REMOVAL OF VEHICLES

a. All parked vehicles are subject to being removed from COSCA open space under the following circumstances:

1. When a vehicle is parked or left standing on COSCA open space when the open space is closed to public use.

2. When a vehicle is parked or left standing upon a roadway in such a position as to obstruct the normal movement of traffic or in such a condition as to create a hazard to other traffic upon the roadway.

3. When a vehicle is parked so as to block the entrance to a driveway.

4. When a vehicle is parked so as to prevent access by firefighting equipment to a fire hydrant or emergency service.

5. When a vehicle is parked in any parking restricted zone.

b. If an illegally parked vehicle is removed from COSCA open space as provided for in this section, the owner shall be liable for all fees, towing, and storage charges.

SECTION 204 – VEHICULAR TRESPASS

a. The primary form of public access into COSCA open space areas will be on foot, on horseback or by bicycle. Motorized vehicles shall not be operated or parked on any COSCA open space except on roadways and parking areas specifically constructed for public vehicular traffic. Fire breaks and fire protection roads, hiking and riding trails shall be prohibited from vehicular
use. No vehicle (including off-road vehicles and motorcycles) shall be operated on COSCA open space except as allowed per posted signage.

b. An exception is hereby established for disabled persons to use single-rider electric motorized vehicles adapted for recreational use by disabled persons, and for COSCA, City or CRPD vehicles, emergency vehicles, and vehicles of agencies and individuals holding an easement or written permission from the City Manager or CRPD General Manager or their designee, or vehicles authorized by the holder of an easement, but only within said easement.

SECTION 205 – FIREARMS AND WEAPONS

a. No person shall carry, possess, set, leave, or deposit, or cause to be fired, across, in, on, or into any portion of COSCA open space any weapon, gun or firearm, spear, missile, bow and arrow, crossbow, slingshot, trap or hunting device, air or gas weapon, paintball gun, BB gun, ammunition, throwing knife or axe, martial arts throwing device, or any other weapon or device capable of injuring or killing any person or animal, or damaging property or natural resource except at posted or authorized ranges and areas designated for such purposes.

b. An exception to this regulation is hereby made for duly authorized law enforcement officials.

SECTION 206 – HUNTING, PROTECTION OF ANIMALS

Hunting, shooting, wounding, trapping, or capturing animals on COSCA open space is prohibited. No animal shall be killed, harmed, or removed from COSCA open space unless by a COSCA, City or CRPD employee during the performance of his/her official duties, except (1) when necessary to avoid bodily harm, and (2) when fishing is allowed by the City Manager or CRPD General Manager or their designee, as provided under Section 210.

SECTION 207 – VANDALISM

It shall be unlawful for any person to damage, deface, cut, spray, paint, mark, scratch, write on, or otherwise deface or alter any natural feature, fence, wall, building, sign, monument, or other property on COSCA open space. Persons causing vandalism, or parents of persons under the age of 18, will be held liable and financially responsible for the full amount of damages, or the maximum amount allowed under the California Civil Code, Sections 1714.1 and 1714.3. In addition to any civil fines and penalties, any person who violates this section may be subject to prosecution for violation of California Penal Code, Section 594 et seq.
SECTION 208 – THROWING MISSILES

Throwing missiles, rocks, mud, sand, or any object that may cause bodily harm to others is prohibited on COSCA open space. Objects used in recreational activity are exempt from this section provided they are not used in an irresponsible and hazardous manner.

SECTION 209 – AMPLIFIED SOUND

No person shall play or operate any audible sound or energy amplification devices, including radios, television sets, public address systems, musical instruments, or similar devices unless written permission has been granted in advance by the City Manager or CRPD General Manager or their designee, and then only upon a finding that the use of amplified sound will not adversely affect natural resources and the open space character of the land.

SECTION 210 – FISHING

Fishing by any means, including fly casting, is prohibited in COSCA open space waters, except in designated areas, and only when within the scope of state regulations.

SECTION 211 – GOLF

No person shall drive, chip, or in any other manner play or practice golf, or hit balls on, over, or into COSCA open space.

SECTION 212 – MODEL CRAFTS

No person shall operate any model airplanes, gliders, cars, boats, rockets, vehicles, or any other model craft of any kind or description on, over, or into any portion of COSCA open space, unless written permission has been granted in advance by the City Manager or CRPD General Manager or their designee, and then only upon a finding that the use of such model crafts will not adversely affect natural resources and the open space character of the land.

SECTION 213 – AIRCRAFT/HUMAN FLIGHT

Without the written permission of the City Manager or CRPD General Manager or their designee, no person shall land any aircraft on or take any aircraft off any area in COSCA open space. Nor shall any person hang glide, parachute, or engage in any human flight on, over, or into COSCA open space.
SECTION 214 – CAMPING

a. It shall be unlawful for any person to camp, occupy camp facilities, or use camp paraphernalia on COSCA open space.

b. House trailers, campers, or motorhomes may not be used for overnight sleeping purposes on any COSCA open space.

c. It shall be unlawful for any person to store personal property, including camp facilities and camp paraphernalia on any COSCA open space.

d. The enforcement officer may remove personal property unlawfully stored or found on COSCA open space as outlined in above or found in an unlawful encampment as follows:

1. The location of any personal property including camp facilities and paraphernalia shall be tagged and dated with a notice including the following: "It is illegal to store personal property on COSCA open space. If this personal property is not removed by (specify date at least 7 days from posting), THIS PERSONAL PROPERTY SHALL BE DEEMED INTENTIONALLY ABANDONED AND SUBJECT TO REMOVAL AND POSSIBLE DESTRUCTION."

2. The enforcement officer may remove any personal property still unlawfully stored or remaining in an encampment in COSCA open space after the posting period has expired.

e. At the time of removal of unlawfully stored or remaining personal effects in the encampment, the enforcement officer shall conspicuously post and date a notice either at the exact location from which the personal effects were removed or at another nearby location giving the following information.

1. A list of personal effects removed;

2. A telephone number for information on retrieving personal effects;

3. An address where the personal effects are temporary stored;

4. The length of time during which the personal effects may be claimed.

f. Following removal of unlawfully stored or remaining personal effects, an enforcement officer shall:

1. Maintain an inventory identifying the personal effects; where the personal effects were approximately located; and the reasonable value of each item;

2. Place the removed personal effects in containers labeled in a manner facilitating identification by the enforcement officer and owner and which reasonably protect such property from damage or theft; and

3. Store removed personal effects in an area designated by the enforcement officer for a period of ninety (90) days.
g. If personal effects are claimed within ninety (90) days from removal, unless the property is connected to a crime or is illegal to possess, the enforcement officer shall release the stored property to the owner if the person claiming ownership identifies the property and approximate location where the property was left by the owner.

h. Unlawfully stored or found personal effects removed from the encampments, remaining unclaimed at the end of ninety (90) days from removal, shall be dedicated for public use, and may be given for charitable use to a local nonprofit agency.

i. All other unlawfully stored or found personal property removed from an unlawful encampment is deemed intentionally abandoned and may be summarily abated and destroyed.

j. This section is not intended to apply to open space lands owned by the Conejo Recreation and Park District, which may allow camping on its property by permit.

SECTION 215 – FIREWORKS AND DANGEROUS OBJECTS

No person shall possess, discharge, set off, or cause to be discharged, in or into any COSCA open space any firecrackers, torpedoes, rockets, fireworks, explosives, or substances harmful to the life and safety of persons or property, unless written permission has been granted in advance by the City Manager or CRPD General Manager or their designee, and then only upon a finding that the use of such fireworks or other dangerous objects will not adversely affect natural resources and the open space character of the land.

SECTION 216 – NUDITY

No person shall appear nude while in or on any COSCA open space or facilities. Nudity shall be defined as codified in Title 14 California Code of Regulations section 4322 and Thousand Oaks Municipal Code section 5-16.02.

SECTION 217 – WASHING

Washing any portion of the body or cleansing any food, dishes, utensils, or other objects in COSCA open space waters or water supply, other than areas expressly designated for this purpose, is prohibited.

SECTION 218 – SWIMMING/WADING

Swimming or wading in any COSCA open space waters is prohibited except at places and times authorized by the City Manager or CRPD General Manager or their designee, and so posted.
SECTION 219 – HOURS OF USE

COSCA may designate certain sensitive areas, e.g., nature preserves, for no public access. COSCA open space lands so posted shall not be open to public use at any time, except under restrictions set forth in this ordinance. All other COSCA open space areas, where public use is appropriate, shall be open to the public from sunrise to sunset, unless otherwise posted. No person, except with written permission from the City Manager or CRPD General Manager or their designee, shall enter or remain in COSCA open space other than for those times as listed above.

SECTION 220 – FLORA

Removing or injuring any form of plant life from COSCA open space, including the removal of wood, grass, plants, or flowers is prohibited unless specifically authorized in writing by the City Manager or CRPD General Manager or their designee, and then only upon a finding that the removal or injury to flora is either (1) necessary to protect public health or safety or (2) that it is limited in scope and serves a necessary or useful public purpose.

SECTION 221 – ARCHAEOLOGICAL FEATURES

a. No person shall remove, injure, disfigure, deface, or destroy any object of paleontological, archaeological, or historical interest or value.

b. An exception is granted to COSCA itself, or a person or entity operating under the authorization and direction of COSCA solely for the purpose of appropriate curation or protection of a resource as determined necessary by a professional archaeologist, paleontologist, or historical resource expert, and then only if done in compliance with all applicable local, state and federal laws and regulations.

SECTION 222 – GEOLOGICAL FEATURES

No person shall destroy, disturb, mutilate, or remove earth, sand, gravel, minerals, rocks, or features of caves.

SECTION 223 – DOMESTIC ANIMALS AND LIVESTOCK

a. No person owning or having charge, care, custody, or control of any dog (or cat) shall cause, permit, or allow same to be or to run at large upon any COSCA open space unless such animal is restrained by substantial chain or leash not exceeding six feet in length and is in the charge, care, custody, or control of a competent person. Pets not properly leashed may be impounded and the owner cited.
b. The removal of feces of dogs or domestic cats that defecate on COSCA open space shall be the responsibility of the owner or custodian of said animal.

c. Horses may be ridden on COSCA open space on designated trails, unless otherwise posted. Riders must control their steed at all times.

d. Goats, donkeys, sheep, or similar animals may be ridden or led under specified restrictions and in designated areas with the written permission of the City Manager or CRPD General Manager or their designee, and then only upon a finding that the activity permitted will not adversely affect natural resources and the open space character of the land.

e. No animal shall graze in any COSCA open space except on property leased for such purpose.

f. No livestock shall be allowed in COSCA open space waters except for trail crossing purposes.

g. Domestic animals or livestock may be prohibited from specific COSCA open space areas at specific times or events at the discretion of the City Manager or CRPD General Manager or their designee.

h. No person shall abandon, leave or deposit dogs, domestic cats, fish, fowl, or other animals, whether dead or alive, on COSCA open space.

SECTION 224 – ALCOHOLIC BEVERAGES, INTOXICATED PERSONS, DANGEROUS DRUGS

Alcoholic beverages are prohibited on any COSCA open space without prior written approval of the City Manager or CRPD General Manager or their designee. No person shall be allowed on COSCA open space while under the influence of intoxicating liquors or dangerous drugs as defined under California Vehicle Code, Section 23152.

SECTION 225 – LITTER AND RUBBISH

Depositing garbage, trash, or other refuse on COSCA open space other than in a receptacle provided therefore is prohibited. Throwing or leaving bottles, glass, or sharp pointed articles is prohibited. Throwing or disposing of wastepaper or combustible refuse in any place in COSCA open space other than in a receptacle maintained for that purpose is prohibited. It is unlawful to use any receptacle for the depositing of garbage, trash, or other refuse not generated and/or used within COSCA open space boundaries.

SECTION 226 – FIRES AND SMOKING

Open fires, barbecues, and smoking are prohibited in COSCA open space, except in designated areas, and with a permit issued by the Conejo Recreation and Park District.
SECTION 227 – DUMPING

Dumping rocks, soil, grass clippings, branches, leaves, equipment, vehicles, construction materials, furniture, accessories, or any other item or material is prohibited without prior written approval of the City Manager or CRPD General Manager or their designee. Unauthorized dumping is punishable as a misdemeanor as indicated in Section 106.

SECTION 228 – TRESPASSING

Trespassing into areas designated “No Trespassing” is prohibited.

SECTION 229 – COSCA OPEN SPACE CLOSURE

The City Manager or CRPD General Manager or their designee, or any COSCA Ranger may close an open space area at any time to protect public safety and/or protect the resources from damage or threat of damage. Any violation of such closure will constitute a trespass. This section may be enforced without the concurrence of those persons then using the property.

SECTION 230 – UNLAWFUL ADVERTISING, SIGNS, OR BANNERS

It shall be unlawful for any unauthorized person to place or maintain any sign, billboard, or advertisement on any COSCA open space or to attach any sign or advertisement to or upon any COSCA open space improvement. Any sign, billboard, advertisement, defacement, or damage existing in violation of the provisions of this section will be removed immediately.

SECTION 231 – BOATING

Boating shall not be allowed in COSCA open space waters except with the written permission of the City Manager or CRPD General Manager or their designee, and then only in accordance with state laws regarding boating.

SECTION 232 – TEMPORARY CONSTRUCTION

No person shall erect, construct, install, or place any temporary structure, fence, road, equipment, material, sign, or apparatus or perform any construction of any type for any purpose on, below, over, or across COSCA open space, except by written permission from the City Manager or CRPD General Manager or designated representative, and/or the issuance of a COSCA Temporary Encroachment Permit specifying in detail the work to be done and the conditions to be fulfilled pursuant to the terms of such an authorization. Such temporary construction work may only be authorized if it does not adversely affect the natural resources or open space character of the COSCA open space.
SECTION 233 – PUBLIC URINATION

It is unlawful for any person to urinate or defecate in any public place except when using a urinal, toilet, or commode located in a bathroom, restroom, portable restroom, or other structure screened from public view.

SECTION 234 – ENCROACHMENT

a. No person shall encroach, or to make or cause to be made any encroachment over, under, or within any COSCA open space, unless prior written permission is granted by the City Manager and CRPD General Manager or their designee.

b. Encroach and encroachment shall include but not be limited to the performance of any of the following acts:
   1. Constructing, placing, storing, or maintaining any obstruction, structure, monument, facility, landscaping, patio, pool, or other physical improvement on, over, under, or within COSCA open space;
   2. Erecting or maintaining any post, pole, fence, guard rail, wall, treehouse, swing, bike ramp, bike jump, path, stairs, irrigation line, debris, compost pile or any other structure on, over, under, or within COSCA open space;
   3. Planting of any tree, shrub, grass, or other growing thing within COSCA open space;
   4. Clearing, removing, or otherwise altering vegetation, rocks, or other natural features in COSCA open space without a valid easement or other authorization from COSCA.

c. The City Attorney, on behalf of COSCA, may enforce and abate encroachments on COSCA open space pursuant to any civil, criminal, and administrative abatement or enforcement procedures available by law.

SECTION 235 – EXCLUSIVE USE

COSCA open space areas shall not be made available for exclusive use by any person, group, or organization.

SECTION 236 – GROUP USE

Reservations are required for use of COSCA open space areas by groups of 25 or more persons. These reservations must be made through the Conejo Recreation and Park District’s reservation system, in accordance with the procedures established in Articles IV and V of the Conejo Recreation and Park District Ordinance Manual. Group reservations are not required for official activities, programs, or hikes which are sponsored, programmed, or supervised by COSCA or CRPD.
SECTION 237 – TRAILS AND TRAIL USE

Unauthorized travel off designated trails is prohibited. The building or maintaining of private or unauthorized paths or trails on COSCA open space is also prohibited.

Trail users must yield to other trail users in the manner defined herein or as otherwise posted at trailheads. Hikers must yield to equestrians. Bicyclists must yield to pedestrians and equestrians, and bicyclists headed downhill must yield to bicyclists headed uphill.

SECTION 238 – BICYCLES

Bicycles and similar devices (e.g., unicycles) shall be allowed in COSCA open space areas under the following restrictions:

a. Bicycles must stay on designated trails and roadways.

b. No person shall operate a bicycle in a reckless or negligent manner so as to endanger public property, or the life, limb, or property of any person or animal. A reasonable and prudent speed limit will be observed.

c. Bicyclists must yield when meeting equestrians and pedestrians. "Yield" means slow down to a speed approximately the same or slower than the equestrian or pedestrian, establish communication, be prepared to stop, and/or move aside to allow other users to pass, and pass safely.

d. No person shall possess or operate a bicycle or similar device in COSCA open space in areas designated or signed to restrict such activity.

e. All state and local regulations regarding helmet use, for minors or adults, shall be followed.

SECTION 239 – NATURE PRESERVES

COSCA has the authority to designate an area as a “nature preserve” to protect the resources and/or flora and fauna. Entrance to such an area shall be prohibited, except with written permission for the purposes of scientific study, a docent-led hike, or other authorized activities. These areas may be posted as “no trespassing.”

SECTION 240 – SCIENTIFIC RESEARCH

Individuals wishing to conduct scientific research on COSCA open space must obtain prior written permission from the City Manager or CRPD General Manager or their designee and must complete a COSCA Research Agreement form, available from the COSCA Manager.
SECTION 241 – FILMING AND COMMERCIAL PHOTOGRAPHY

Individuals engaged in the making of movies, still photography, or television films for commercial purposes shall observe the following procedures. Permission to film on COSCA-owned land pursuant to this section may be granted by the City Manager or CRPD General Manager or a designated representative with the following stipulations:

a. Issuance of a COSCA commercial filming permit, available from the COSCA Manager, and compliance with its contents. Requests may be received by letter, telephone, or in person.

b. A certificate of insurance naming COSCA as coinsured on the day or days of filming with the limits of not less than $1,000,000 for public liability and $1,000,000 for property liability, which must be on file with COSCA prior to approval of the permit. The COSCA Board of Directors shall assess a fee for the use of COSCA property for commercial filming or photographic purposes. This fee will be reviewed periodically.

c. Applicants must comply with all City of Thousand Oaks ordinances relating to filming and are responsible for obtaining all necessary City permits as required under those ordinances.

d. The applicant shall provide all personnel and services necessary to the satisfaction of COSCA for crowd control, traffic control, fire control, maintenance, and any other situations that attract potential hazards due to the presence of the filming production. Any COSCA, City or CRPD personnel services provided shall be compensated to COSCA at an hourly rate designated by the City Manager or CRPD General Manager or an authorized agent. The appropriate fee will be established to cover all costs incurred by COSCA or CRPD. At the time of COSCA permit issuance, an estimate of such fees will be given the applicant.

e. The applicant shall be responsible for complete replacement, refurbishing, or payment to COSCA for any damaged, destroyed, or otherwise disturbed property during the time of the filming for which the permit applies.

f. Filming and related activities shall not be allowed if it will cause permanent damage to open space resources, including plants, animals, or cultural, archaeological, historical, or geologic features.

g. All land and open space resources therein shall be returned to their natural condition upon completion of filming.

h. All or a portion of the fees may be waived by the City Manager or CRPD General Manager or their designee for productions when the primary purpose is educational or training, and said organization is a nonprofit corporation within the State of California.
SECTION 242 – GEOCACHING

Geocaching is allowed on COSCA open space only when practiced in accordance with COSCA’s Administrative Guidelines for Geocaching, a document available from the COSCA Manager or Chief Supervising Ranger, and pursuant to all regulations described above.

CHAPTER III

CONTINUATION

SECTION 301 – CONTINUATION

Repeal of any provision of this ordinance herein will not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before this ordinance’s effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this ordinance.

CHAPTER IV

SEVERABILITY

SECTION 401 – SEVERABILITY

If any provision or clause of this ordinance or the application thereof is held invalid or unconstitutional, such declaration shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid provision or application and, to this end, the provisions of this ordinance are declared to be severable.
CHAPTER V

EFFECTIVE DATE

SECTION 501 – EFFECTIVE DATE

This ordinance shall take effect on the thirty-first (31st) day following its final passage and adoption by the COSCA Board of Directors.

PASSED AND ADOPTED THIS 13th day of May, 2009.

Rorie Skel, Chairperson
Conejo Open Space Conservation Agency

ATTEST:

Jim Friedl, Secretary
Conejo Open Space Conservation Agency

APPROVED AS TO FORM:

Amy Albano, Attorney
Conejo Open Space Conservation Agency
CERTIFICATION

STATE OF CALIFORNIA   )
COUNTY OF VENTURA    ) SS.
CITY OF THOUSAND OAKS)

I, JIM FRIEDL, Secretary of the Conejo Open Space Conservation Agency, DO HEREBY CERTIFY that the foregoing is a full, true, and correct copy of COSCA Ordinance No. 1-2009, that was introduced by said Agency at a regular meeting held April 29, 2009, and adopted by said Agency at a regular meeting held on May 13, 2009 by the following vote:

AYES: Directors Bill-de la Peña, Gibson, Jacobsen, and Skei

NOES: None

ABSENT: Director Fox

I further certify that said Ordinance No. 1-2009 was published as required by law in the THOUSAND OAKS STAR, a newspaper of general circulation printed and published in said City.

[Signature]
Jim Friedl, Secretary
Conejo Open Space Conservation Agency
Fees for Commercial Filming and Still Photography on COSCA Open Space

Effective July 8, 2009

1. Still Photography:
   a. Processing Fee: $85 (non-refundable)
   b. Ranger Fee: $42.50/hr
   c. Site use Fee: $110/day
   d. Cancellation Fee:
      i. Full refund less the processing fee plus a $15 cancellation fee if notified prior to a minimum of 10 working days to scheduled date.
      ii. A cancellation fee of 25% or rental fees plus non-refundable processing fee will be assessed if cancellation is made less than 10 working days prior to scheduled date.

2. Motion Picture Filming:
   a. Processing Fee: $85 (non-refundable)
   b. Ranger Fee: $42.50/hr
   c. Site use Fee: Calculated according to number of vehicles or number of people, whichever determines the larger impact, according to the chart below:

   Site Use Fees

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<th>People</th>
<th>Fee</th>
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<tr>
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<tr>
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<td>31-40</td>
<td>76-100</td>
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<td>101-125</td>
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<td>51+</td>
<td>126+</td>
<td>$5,000</td>
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</tbody>
</table>

   d. Cancellation Fee: Calculated according to the following chart, based on the codes in the chart above.

   Cancellation Fees

<table>
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<tr>
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<th>More than 10 Days Notice</th>
<th>Less than 10 Days Notice</th>
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<tr>
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</table>

Res. No. 2009-2
3. **Security Deposit:** For any filming projects which are determined by the COSCA Manager or CRPD Park Superintendent to have the potential to damage open space resources or require site restoration, a security deposit may be required. The security deposit amount is determined by estimating the cost of monitoring and site restoration. If the site is not restored to COSCA's satisfaction at the conclusion of filming, COSCA may use all or a portion of the security deposit to complete the site restoration. If surplus remains after the restoration has been completed, the surplus is returned to the permittee.

The security deposit will be released when the COSCA Manager or CRPD Park Superintendent or their designee determines that site restoration is complete or not required. If the security deposit does not cover all costs associated with restoration, COSCA may bill the permittee for the difference.

4. **Non Profit Filming or Photography:** 50% of the above rates, or as otherwise determined by the City Manager or CRPD General Manager or their designee.

5. **Student Filming or Photography:** $85 processing fee required, all other fees may be waived at the discretion of the City Manager or CRPD General Manager or their designee. Student I.D. plus letter from Dean or similar required as proof of student status.

Notes: Daily fees shall apply to a 12-hour day or a fraction thereof. Additional fees may be assessed by the City Manager or CRPD General Manager or their designee in the event that a major impact on open space areas is anticipated due to production activities.