



USER GUIDE

Rocky Habitat Web Mapping Tool

Summary

This is a step-by-step beginner's guide for using the Rocky Habitat Web Mapping Tool.

This guide introduces the basics of using the SeaSketch© interface, how to generate maps and designated areas, and how to submit a proposal for management changes to designated rocky habitat sites on the Oregon Coast.

Oregon Coastal Management Program

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Rocky Habitat Web Mapping Tool

Table of Contents

(click on heading names to navigate sections)

INTRODUCTION	1
SEASkETCH©	1
QUICK START GUIDE	2
MAPPING TOOL BASICS.....	3
PAGE LAYOUT.....	3
<i>Signing In.....</i>	4
<i>Your Profile.....</i>	4
<i>Help and Support</i>	5
MAP VIEWER	6
<i>Map Toolbox.....</i>	7
DATA LAYERS TAB	8
<i>View Data in the Map Viewer.....</i>	9
<i>Change the Basemap</i>	9
<i>Legends, Layer Ordering & Transparency.....</i>	10
MY PLANS TAB.....	11
<i>Sketch New Plans.....</i>	11
<i>Editing Sketches.....</i>	12
<i>View Attributes and Reports.....</i>	12
PARTICIPATE TAB	13
<i>Forums</i>	13
<i>Forum Communication.....</i>	16
<i>Surveys.....</i>	17
SUBMITTING YOUR PROPOSAL	19
START A NEW PROPOSAL.....	19
CREATE YOUR DESIGNATED AREA.....	20
CONTACT INFORMATION.....	20
GENERAL PROPOSAL INFORMATION & RATIONALE.....	20
SITE INFORMATION.....	21
SITE USES	21
KEY NATURAL RESOURCES	22
REGULATIONS & ENFORCEMENT	23
NON-REGULATORY MANAGEMENT MECHANISMS.....	24
STAKEHOLDER ENGAGEMENT.....	24
ADDITIONAL INFORMATION.....	25
INFORMATION & CONTACTS.....	27
ACKNOWLEDGEMENTS	27
CONTACT.....	27



Rocky Habitat Web Mapping Tool

Introduction

Welcome to the Oregon Coastal Management Program's (OCMP) Rocky Habitat Web Mapping Tool! This interactive mapping tool was specially designed using the SeaSketch© platform to provide a user-friendly interface to facilitate proposed changes to marine rocky habitat site management designations on the Oregon Coast. The impetus to create this tool came from updates to Oregon's Territorial Sea Plan: Part Three – The Rocky Habitat Management Strategy, a multi-year process that began in 2016. In pursuit of holistic management goals and to facilitate stakeholder coordination and engagement, a process was created by which interested members of the public can propose changes to state-level management of rocky habitat sites. This can include addition of new sites, deletion of existing sites, or alterations to existing site management regimes.

Site designation proposals collected by this tool will be reviewed for potential incorporation into Oregon's Rocky Habitat Management Strategy. Proposing entities are strongly encouraged to read that document first to familiarize themselves with Oregon's rocky habitat management structure, and to determine the eligibility of a potential proposal. A public draft of the updated strategy can be found on <http://www.OregonOcean.info>.

SeaSketch©

The Rocky Habitat Web Mapping Tool was built using a GIS-based software platform known as SeaSketch©. This technology has been successfully adapted for a variety of local, regional, and global marine spatial planning, monitoring, and enforcement projects by a number of government agencies and organizations around the globe. While the OCMP provides some support for the Rocky Habitat Web Mapping Tool, proposing entities may also benefit from the user support resources provided by the SeaSketch© team which include FAQs and a comprehensive Knowledge Base. These resources and other information about SeaSketch© can be found at <https://seasketch.uservoice.com/>.

Find the Rocky Habitat Web Mapping Tool at <http://Oregon.SeaSketch.org>.

Quick Start Guide

1. Click the 'Sign In' button at the top right of the page, and create an account or log in.
2. In the **Map Viewer** window, locate your proposed site. Use the **Map Tools** as necessary on the upper left of the Map Viewer as needed.
3. In the **Data Layers** tab:
 - a. Select the relevant basemap and data layers that you wish to include;
 - b. Adjust their transparency and ordering to best represent your proposal interests and concerns.
4. In the **My Plans** tab:
 - a. If you wish to create new plans now, follow the steps below. If you wish to create new plans as part of the proposal form, skip to Step 5.
 - b. Select 'Create New' → 'Designated Area' (or 'Collection', if designating multiple sites);
 - c. Enter the proposed name of your new Designated Area, and select 'Area Type' (i.e. Marine Research Area, Marine Garden/Education Area, or Marine Conservation Area).
 - d. Click on the map to draw the boundaries of your new Designated Area
 - i. Hold the Ctrl (or Command) key to align the cursor to neighboring layers;
 - ii. Areas drawn over the shoreline will be automatically clipped to align with the Oregon mean high water shoreline.
 - e. Click the 'Save Plan' button at the bottom.
5. In the **Participate** tab:
 - a. Ask questions, conduct discussion, and share your plans, files, and information in the appropriate discussion forum.
 - b. In the 'Surveys' section underneath the 'Forums' section, click on 'Rocky Habitat Designation Proposal Form' to start a new site designation proposal.
 - i. Read the welcome information carefully and when ready, click the green 'Start a New Proposal' button.
 - ii. At the top of the proposal, you are given the option to either create a new site designation on the map ('Add a Feature' button), or select from Designated Areas you have already created ('Choose from My Plans' button). **All proposals MUST be accompanied by site designation plans.**
 - iii. Answer or fill in the remaining prompts in the proposal form. Prompts marked with an asterisk* are required for submission. While other fields are not required, proposals lacking thorough or attendant information may experience difficulty successfully progressing through the review process.
 - iv. Click the 'Save Draft' button at the bottom of the proposal form and return to complete as needed.
 - v. Once completed, click the green 'Submit Response' button at the bottom of the proposal form and await contact from OCMP staff.

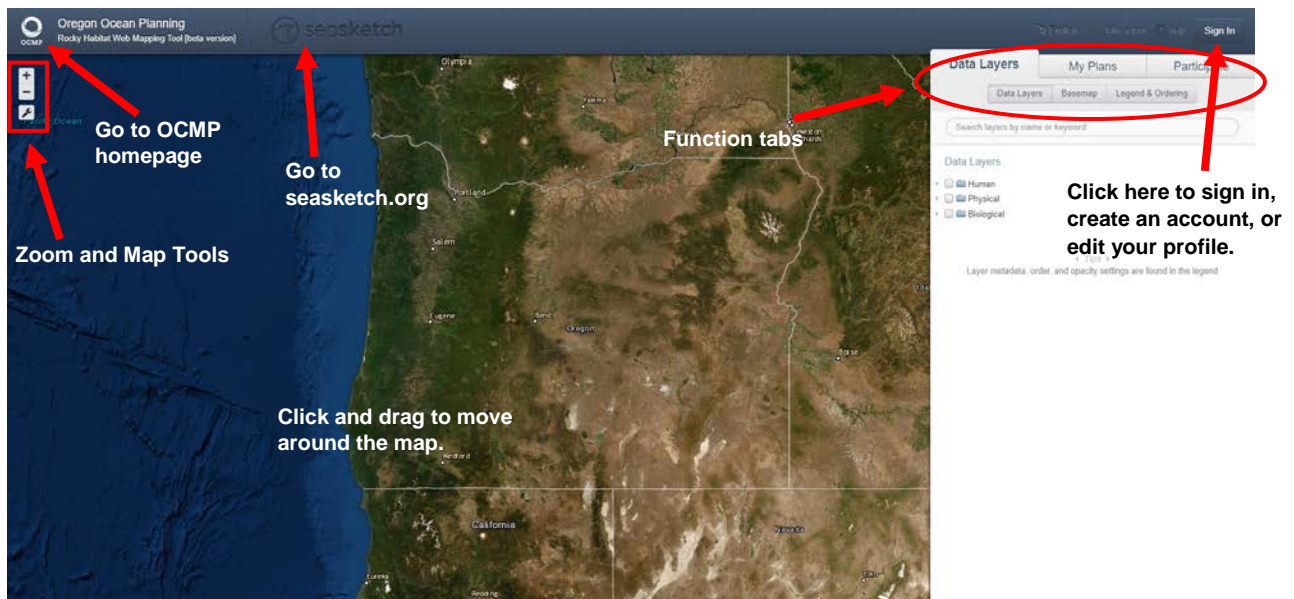
Mapping Tool Basics

In this section we will orient you to the mapping tool layout and cover the basic functions of each section, starting with how to sign in, create an account, and setup your user profile. Most of this section has been adapted directly from the SeaSketch© Knowledge Base (<https://seasketch.uservoice.com/knowledgebase>) – please refer to this website for additional details or information you may require.

Page Layout

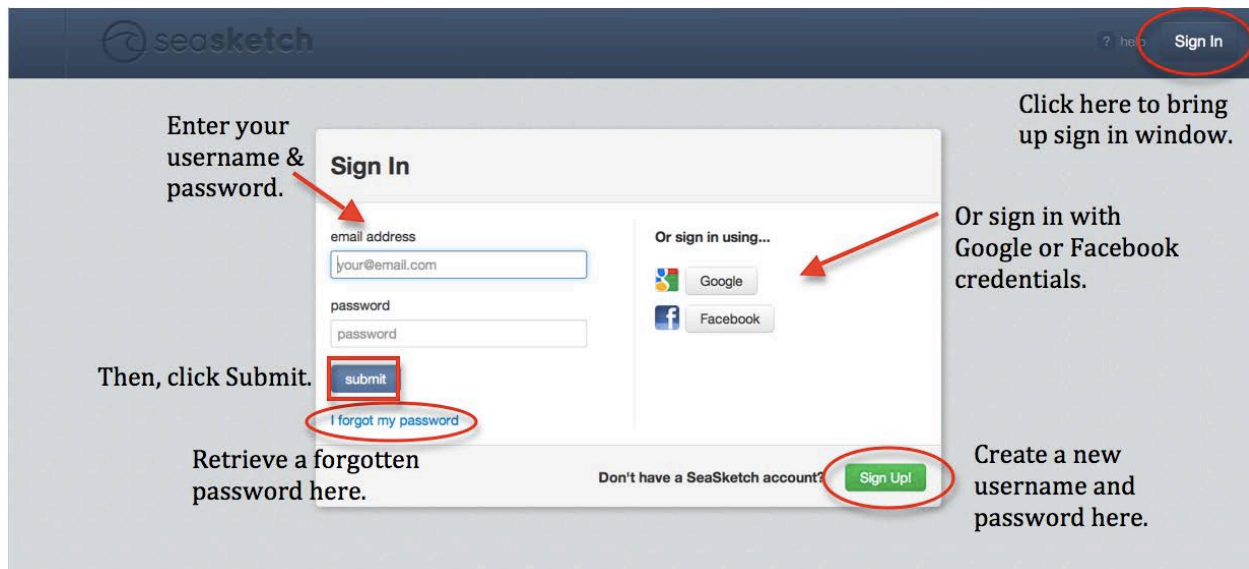
When you first visit the homepage, you are greeted by an informational pop-up window which contains basic information about the tool, useful links, and pertinent changes and updates which will be updated periodically. Once you are finished reading, click the 'x' at the top right of this box to close it and gain access to the mapping tool.

The mapping tool page layout is divided into two basic sections – the **Map Viewer** on the left, and the three function tabs on the right which are: **Data Layers**, **My Plans**, and **Participate**. On the left of the header bar across the top of the screen you will see clickable logos for the Oregon Coastal Management Program (OCMP) and SeaSketch©. On the right, you will see links to change the language, take a guided tour, access user support resources ('help'), and a 'Sign In' button.



Signing In

1. To sign in, click 'Sign In' at the top right corner of the homepage. Here, you may enter your login credentials, or sign in using a Google or Facebook account.
2. Creating new email and password credentials:
 - a. Click 'Sign Up!' to create a new account with email and password.
 - b. Or, use your existing Google or Facebook login information by clicking on the Google or Facebook buttons.
3. Why sign in? You may notice that you are able to view data, propose plans, and forum conversations without signing in. However, you may not be able to view all content that you have access to, and you are unable to use most of the tool's capabilities. More importantly, users who wish to save unfinished proposals, will need to create an account to do so.



The screenshot shows the SeaSketch web interface. At the top right, a 'Sign In' link is circled in red. Below it, a 'Sign In' form is displayed. The form has two main sections: 'Enter your username & password.' and 'Or sign in with Google or Facebook credentials.' The first section contains fields for 'email address' (with a placeholder 'your@email.com') and 'password', followed by a 'submit' button and a link 'I forgot my password'. The second section contains buttons for 'Google' and 'Facebook'. To the right of the form, there is a 'Sign Up!' button. Annotations include: a red arrow pointing to the 'email address' field with the text 'Enter your username & password.'; a red arrow pointing to the 'submit' button with the text 'Then, click Submit.'; a red circle around the 'I forgot my password' link with the text 'Retrieve a forgotten password here.'; a red circle around the 'Sign Up!' button with the text 'Create a new username and password here.'; and a red circle around the 'Sign In' link at the top right with the text 'Click here to bring up sign in window.'

image courtesy of SeaSketch©

Your Profile

When you sign up, your name and email are stored as a profile in the SeaSketch© system. You can add a picture and a brief bio to this profile.

To access and edit your profile:

- Click on your name in the top right corner (make sure you're signed in!)
- Select 'My Profile' from the drop down menu
- Edit the text fields in the Your Profile pop-up box, then click 'Save Changes'

Rocky Habitat Web Mapping Tool

To change your Gravatar icon into a profile picture by selecting the link beneath your default Gravatar icon and uploading a photo you wish to associate with your email.

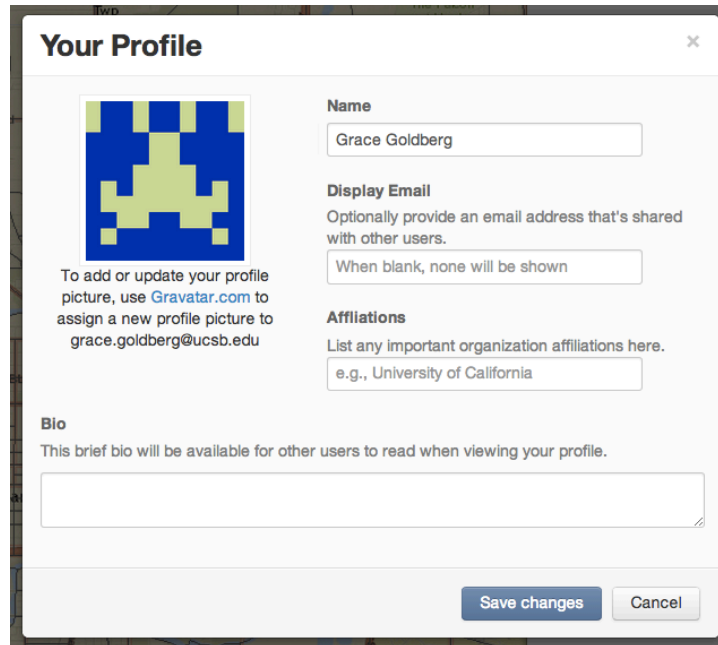


image courtesy of SeaSketch©

Help and Support

If you are having trouble with the tool, or forget how to complete a task, click '? help' in the upper right corner to access SeaSketch© help services.

Within this help portal, you may:

- Search and read helpful articles in the **Knowledge Base**. Always look for answers here before contacting developers, as many common problems are already answered.
- Contact the SeaSketch© team. You may enter text about your question or problem, fill in your email address, and click 'Send message', to directly ask questions or communicate problems to SeaSketch© developers.
- Give Feedback. You may provide feedback about SeaSketch© features and functionality by clicking on 'Give Feedback'.

Rocky Habitat Web Mapping Tool

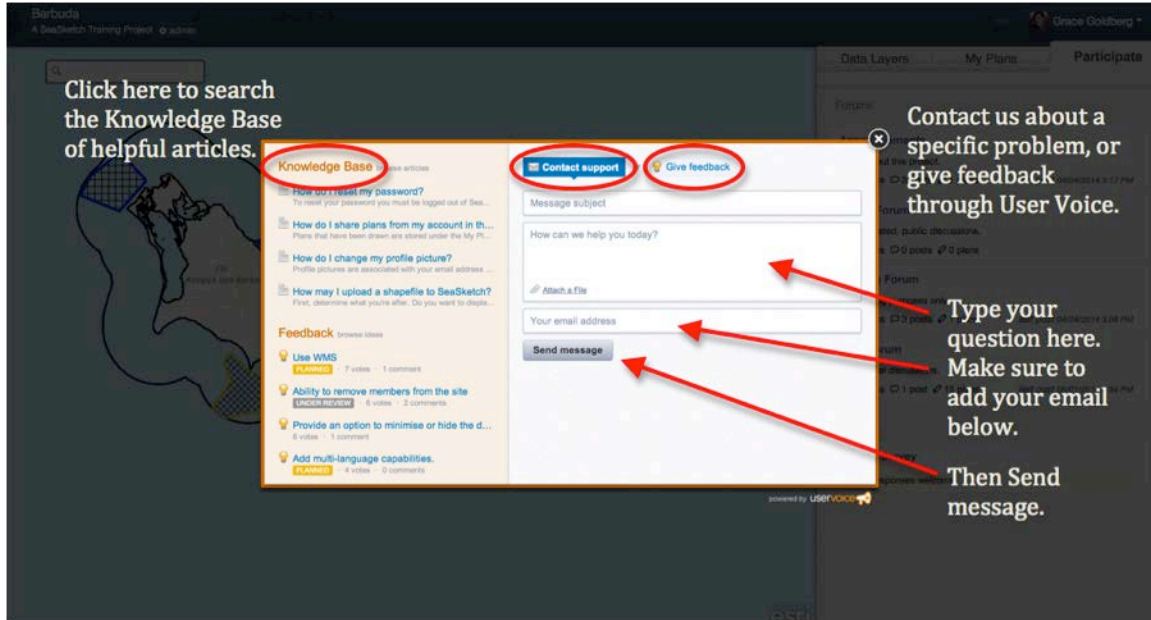


image courtesy of SeaSketch©

If you have questions or need assistance with rocky habitat site designations, data layers, creating or editing plans, or submitting a proposal, please contact the support team at OCMP: [Tanya Haddad](#), [Andy Lanier](#), or [Michael Moses](#).

For general comments and feedback, please email: TSP.Comments@state.or.us.

Map Viewer

The left side of the Rocky Habitat Web Mapping Tool homepage is the Map Viewer interface. In the Map Viewer, you can explore the map by panning, zooming, and searching for locations. You can also use tools in the Map Toolbox to identify coordinates, measure distances and areas, or export, print, and share your maps.

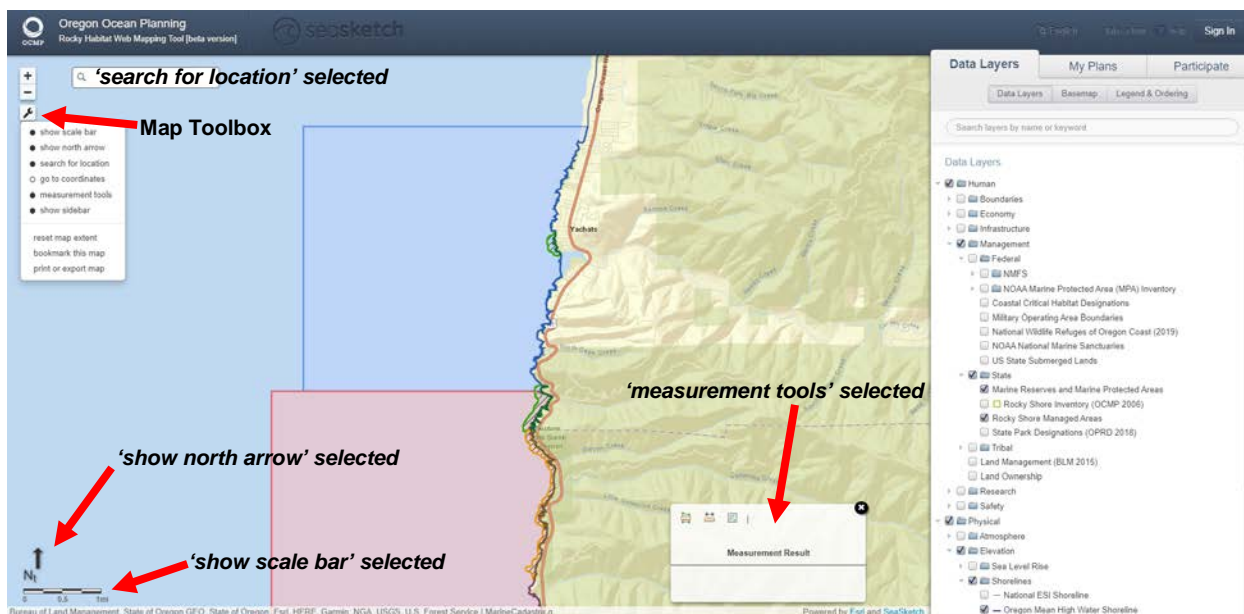
To move around the map, click and drag. You may also right-click on the name of a specific data layer in the **Data Layers** tab at right, and select 'Zoom to Extent' from the dropdown menu.

To zoom in and out, use the '+' and '-' buttons in the top left corner of the map.

To view information about a point or feature on the map, click directly on that feature on the map. A pop-up box will appear with either information about the point or links to access more information. Not all features have pop-ups associated with them.

Map Toolbox

Click on the wrench icon in the top left corner of the **Map Viewer** to show a dropdown menu of all map tools.



You may select or unselect the **north arrow**, **scale bar**, **location search bar**, and **measurement tool** items to view or hide these features.

To use the **location search bar**, simply type the specific location you would like to search for in the search bar that appears in the top left corner.

Select **show sidebar** to view or hide the tabs at right. When you unselect this item, you are able to view the map in the full extent of your browser window, without the **Data Layers**, **My Plans**, and **Participate** tabs in view.

Reset map extent returns the map you are viewing to the original extent displayed in the project. This map extent was saved by project administrators, and often shows the whole geographic scope of the project.

Bookmark this map allows you to save a link to the specific map extent you are currently viewing, and the data layers currently selected. A pop-up box will appear with a link that you may copy, to share with others when discussing the map outside of SeaSketch®. The pop-up box also contains information about the extent and data layers saved in the bookmark. Map bookmarks however will not share site polygons that you create. To share your designated sites, you must **Print or Export Map**.

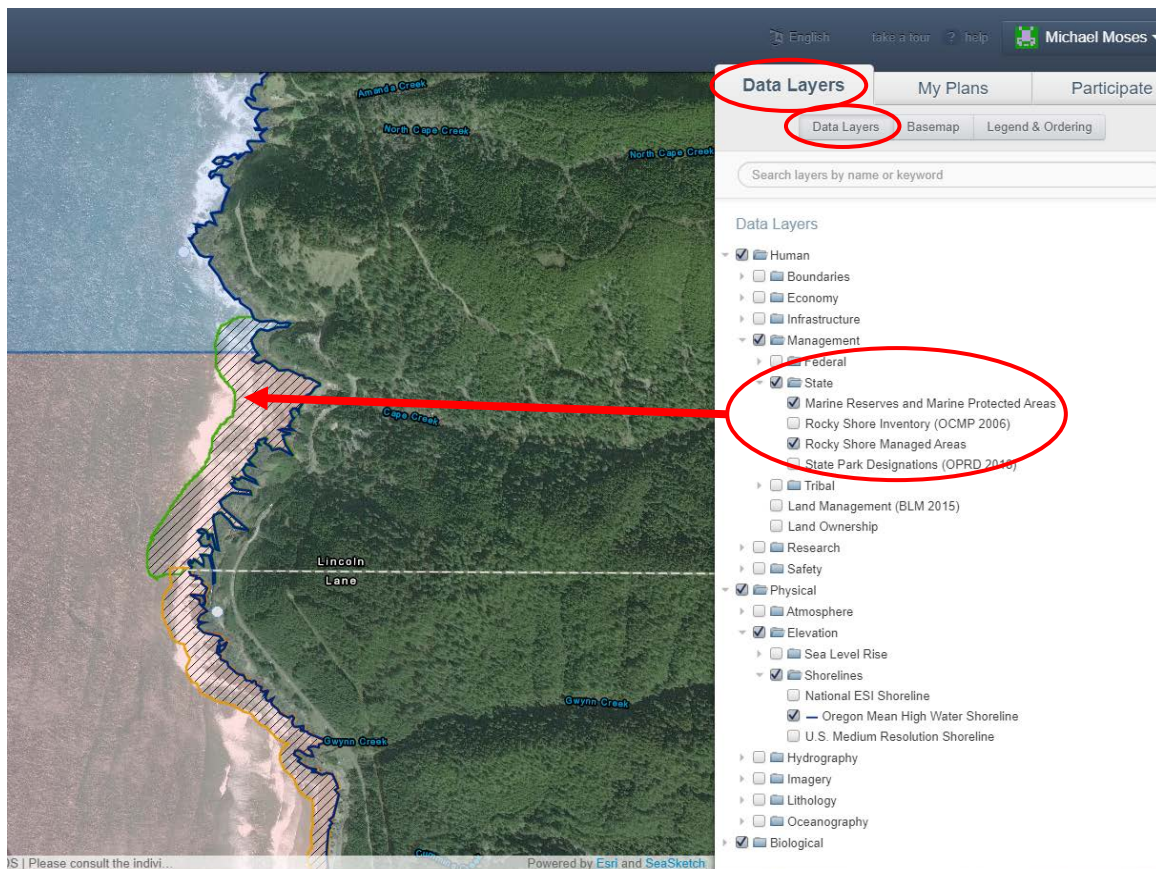
Rocky Habitat Web Mapping Tool

Print or Export Map allows you to print the map you are currently viewing, and save them as a PNG image or PDF document. You may choose the format of the document, and whether to include a legend with the map. Click 'Print' to download the document file. You may then print the document from your computer.

For more details on how to use the Measurement Tools, please refer to the [SeaSketch® Knowledge Base](#).

Data Layers Tab

The **Data Layers** tab contains a wealth of coastal resource information that the user can toggle on and off to display on the map. Much of this information is contained as data layers carefully curated by natural resource managers at the Oregon Coastal Management Program. The user also has the option of changing the basemap, adjusting ordering and transparency of data layers, viewing legend information, and accessing data layer metadata.



View Data in the Map Viewer

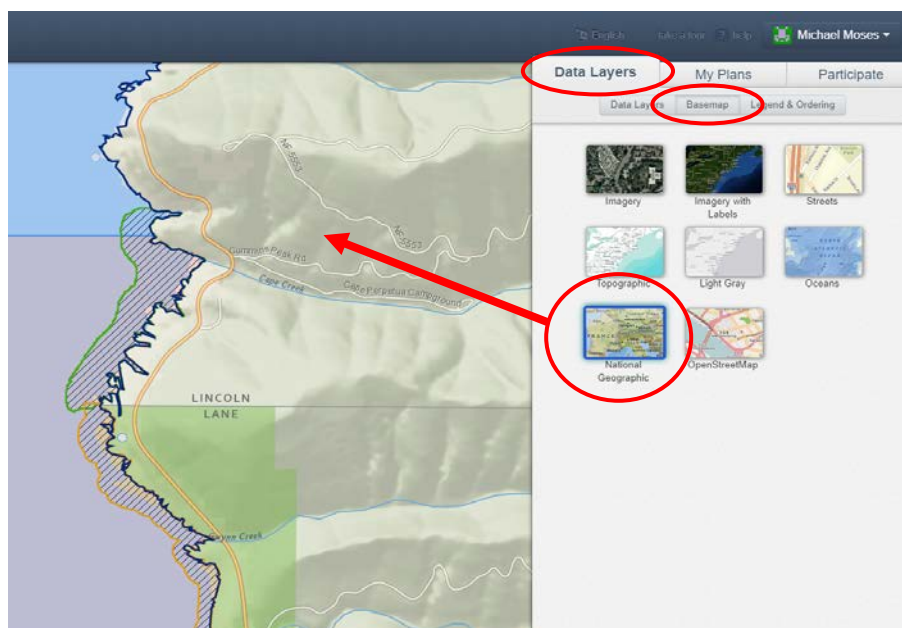
- Select the **Data Layers** tab, and then the **Data Layers** sub-tab (this may already be selected).
- Explore the layer tree by scrolling through data, or using the search bar at the top. The search bar allows you to search by the name of the layer.

Search layers by name or keyword

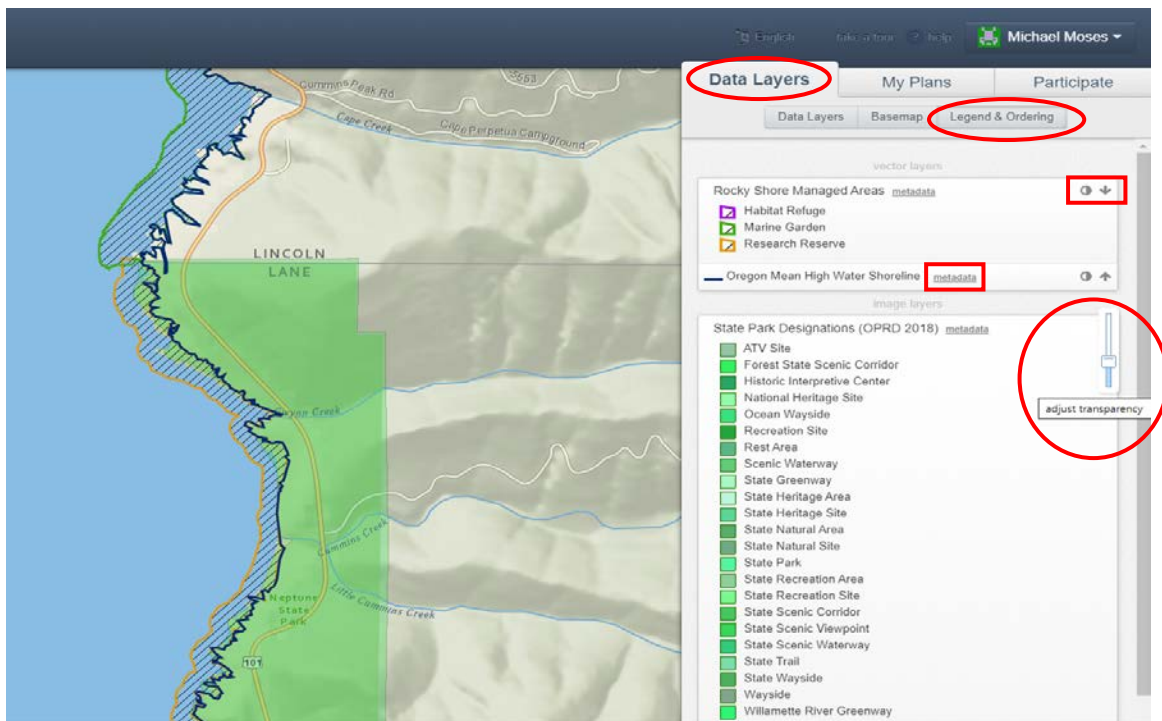
- Visualize a data layer on the map by clicking the small check box to the left of the data layer name. Click the check box again to hide the data layer.
- Data layers are grouped by category. Click the small grey arrow to the left of a group of layers to see the individual layers contained in the group. You can turn the whole group on and off, or turn layers on and off individually.
- Right-click on a layer name to View Description (to view metadata), Change draw order, Change transparency, or Zoom to extent.

Change the Basemap

- Basemaps are background maps on which the project data is visualized.
- Select '**Basemap**' within the **Data Layers** tab.
- Select a different basemap by clicking on one of the 8 standard ESRI options displayed in the boxes.



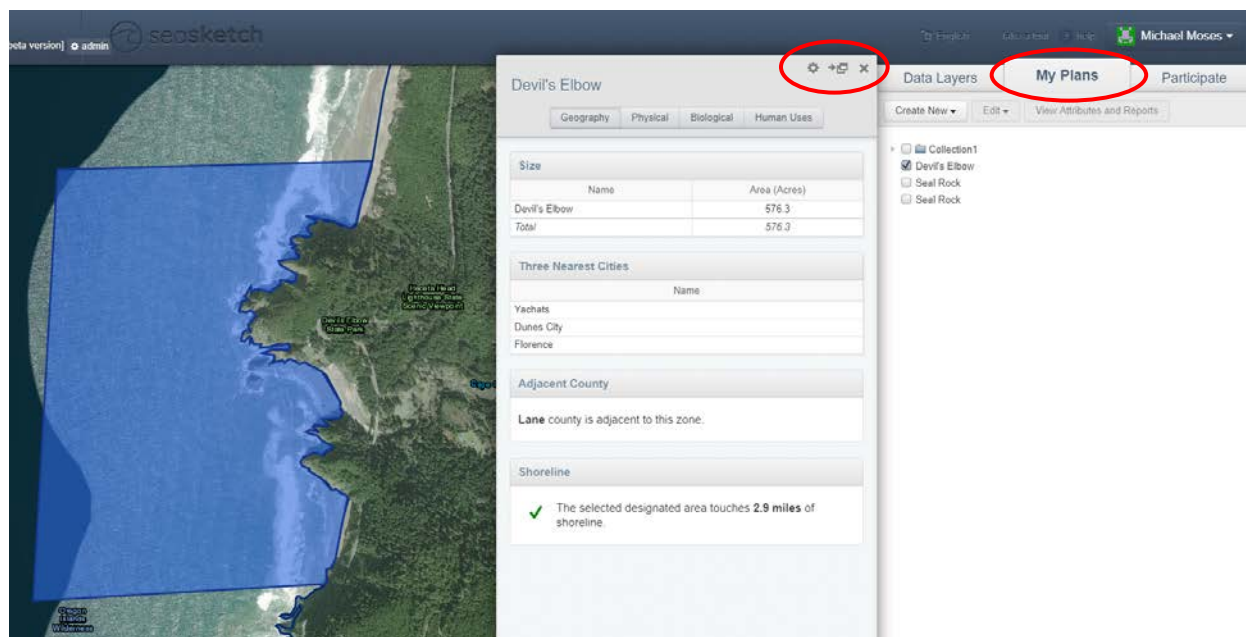
Legends, Layer Ordering & Transparency



- Click on the '**Legend & Ordering**' sub-tab to view symbology of the data layers displayed. Notice there are three layers displayed on the map. All three have a light box that decodes what the map symbols represent.
- Change the order of how data is displayed by clicking on the arrows at the far right of each data layer name. This can be helpful when viewing many data layers simultaneously.
- Adjust transparency by clicking on the shaded circle at the far right of the data layer name. A slider bar will appear, and you may slide from opaque down through levels of transparency. This can be helpful when viewing data layers that cover broad geographic areas, such as the state park shown.
- Restore default order and transparency by clicking the link at the bottom right of the legend.
- Access metadata for a layer you are viewing by clicking on the word 'metadata' to the right of the data layer name. This will open a new window in your browser that contains information about the data you selected.

My Plans Tab

The My Plans tab is where you can draw new areas for management designations, generate and view attributes and reports, and copy, edit, delete, or export plans you have created.



Sketch New Plans

Create new area or collection – choose the type of plan element you would like to sketch. Select the My Plans tab, and click 'Create New' in the top left corner. Choose the sketch class from the dropdown menu (i.e. 'Collection' or 'Designated Area'). A Collection is a group of sketches that can be analyzed together. Designated Areas can be added to a Collection by selecting the sketch, clicking the 'Edit' button, and selecting 'Place in collection' from the drop-down menu.

Click on the map to sketch the perimeter around your new Designated Area. Double-click to close the area and finish your sketch. This will create a polygon on the map. If your polygon crosses the shoreline, it will automatically be clipped to the shoreline once you have closed the area. If you would like to align the polygon to another data layer or Designated Area while drawing, hold down Ctrl (or Command) and your mouse cursor will snap to the edges of the nearest layer feature. *NOTE: be sure to not cross lines of a polygon. We call this a "bowtie" and you will be asked to re-sketch.*

Fill out attributes – before you can save your plan, you must give it a name and select Area Type. The three Area Types to choose from are Marine Garden (Marine Education Area), Marine Research Area, and Marine Conservation Area. For more information on the management standards and practices of each Area Type, please read the latest update of the Rocky Habitat Management Strategy on <http://OregonOcean.info>.

Editing Sketches

Select the sketch you would like to edit. Click the 'Edit' menu at the top right to view the editing drop-down menu and select 'edit'. -or- Right-click on the plan itself and select 'edit' from the drop-down menu there.

Zoom to the sketch you would like to edit, to see it more closely. Select 'zoom to' from either the editing drop-down menu, or by right-clicking on the sketch name.

Edit geometry by selecting geometry, and clicking and dragging the orange and white vertices of your sketch. Click 'Done editing geometry' when you are satisfied and click 'Save Plan' to complete editing.

Edit attributes by selecting 'attributes' and changing responses to the attribute form. Click 'Save Plan' to complete editing.

Copy a sketch by selecting the sketch, clicking the 'Edit' button, and selecting 'copy'. -or- Right-click on the sketch, and select 'Copy'. You will be prompted to re-name the sketch. Edit the geometry and/or attributes to create two similar versions of a plan.

Delete a sketch by selecting the sketch, clicking the 'Edit' button, and selecting 'Delete'.

View Attributes and Reports

Open the report window by selecting the sketch or collection you would like to analyze and clicking "View Attributes and Reports" button. -or- Right-click on the specific plan and select "View Reports" in the drop-down menu.

View multiple reports by clicking on the tabs centered at the top of the report window. By selecting a new tab, you will load a new report. Depending on your project, you may not have multiple reports.

Slide the report window left and right with the slider icon in the top right of the window to view the main tabs simultaneously.



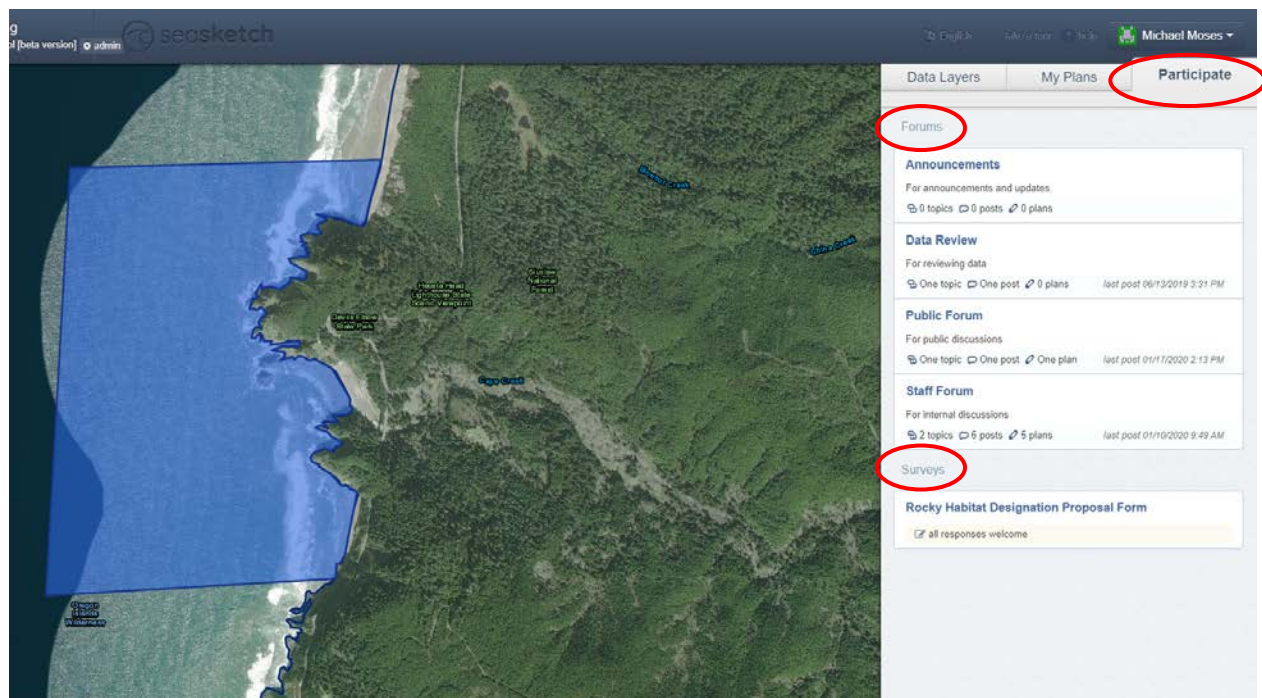
Rocky Habitat Web Mapping Tool

Print by clicking the gear icon in the top right corner of the window, and selecting 'Print Reports'.

Export a Shape by clicking the gear icon in the top right corner of the window, and selecting 'Export to Shapefile' for GIS files, or 'Export to KMZ' for GoogleEarth files.

Participate Tab

The Participate Tab is where users can participate in forum discussions and communications with OCMP staff, share plans and respond with comments, and submit proposals for rocky habitat site management changes.



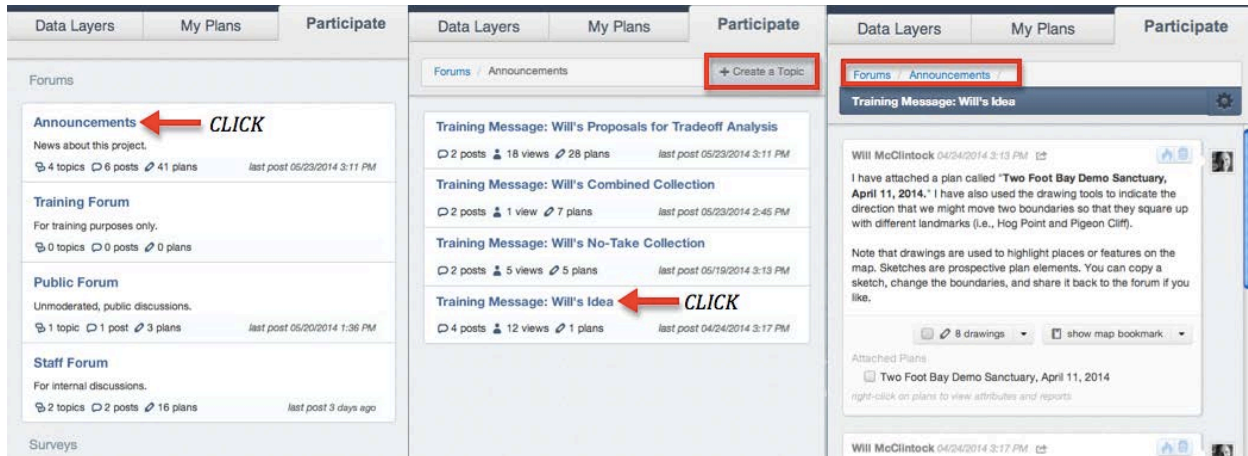
Forums

NOTE: Forum posts can be as simple as a text response, or complex with attached plans, drawings, a map bookmark, etc. This 'How To' will walk you through accessing all of that information associated with a post, as well as analyzing and exporting attached plans.

Rocky Habitat Web Mapping Tool

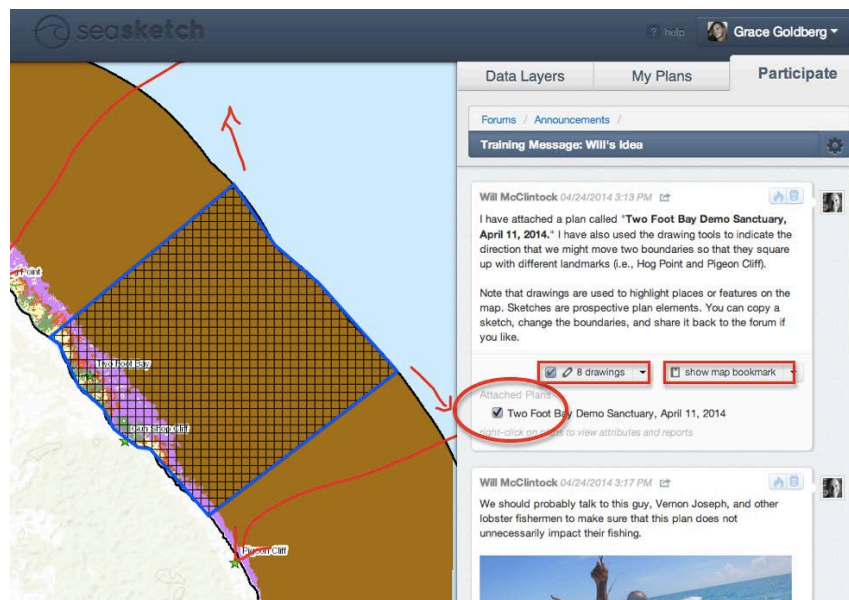
Access a forum by clicking on the **Participate Tab**, then click the blue title of the forum you wish to access. You may need to scroll down to find the forum you are looking for.

Topics are the discussion threads within a forum. Each forum may contain many topics. Select the discussion topic you would like to read or respond to by clicking on the blue bolded name. You may also create your own topic.



Return to the list of topics or forums by clicking on the list titles at the top of the Participate Tab.

Forum posts may contain text comments or instructions, photos, links, drawings (map annotations), a map bookmark, attached sketches (plan ideas), and other attached files.



The above screenshot shows drawings, map bookmark, and attached plans selected.

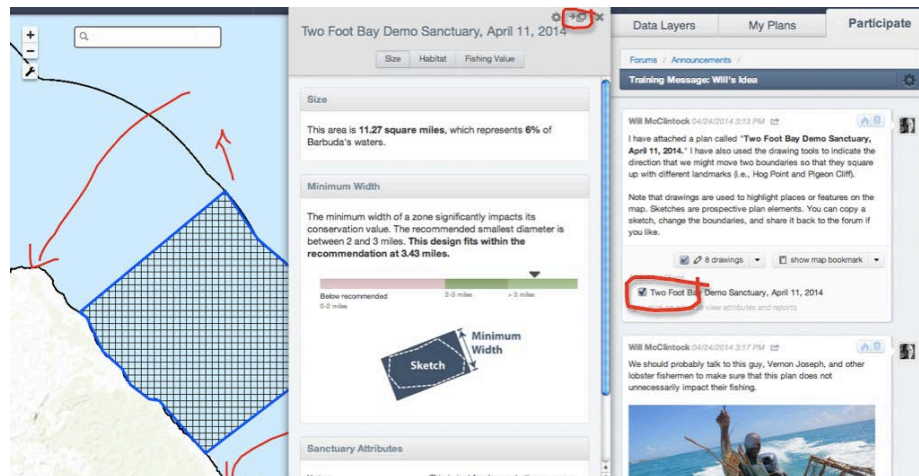
Rocky Habitat Web Mapping Tool

Drawings are map annotations that help clarify comments and ideas posted in forums. They are displayed on the map in red.

- Show drawings related to a post by clicking on the drawings bar below the text of the post (boxed in red above).
- Zoom to the extent of the drawings by clicking the small arrow to the right of the drawings bar, and selected 'zoom to drawings' below.
- Toggle all drawings in a discussion thread to show or hide by clicking on the gear in the top tight hand corner, and selecting respectively.

A **Map Bookmark** allows you to view exactly what the author was viewing when writing the post. By clicking the 'show map bookmark' bar, your Map Viewer will automatically shift to the extent viewed when the bookmark was saved, and open the appropriate data layers.

Attached plans are sketches that the author of the post has attached. View or hide them by clicking the check box to the left of the sketch name. There may be multiple plans attached, in which case you can select all of them, or view and hide them individually. These plans are displayed on the map as sketches, with the symbology associated with their sketch class (cross-hatched with blue outline in screenshot above). Right-click to View Reports, Copy, Zoom To, Export to Shapefile, or Print Reports.



The above screenshot shows the reports associated with the plan in the forum, shifted to the left by the slide icon at the top of the report window, as well as the plan and drawings on the map.

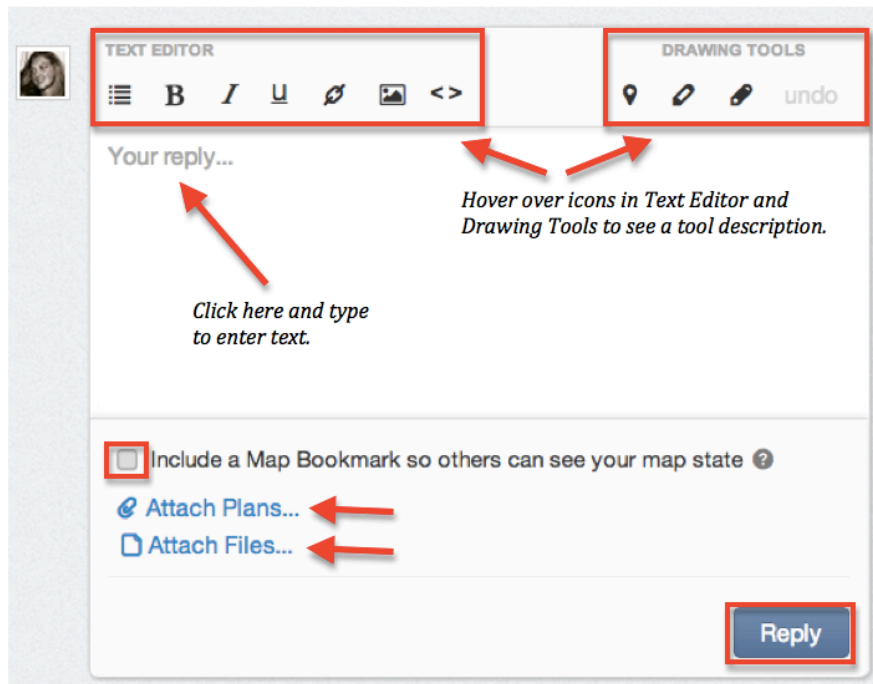
View reports associated with a plan shared in a forum by right-clicking on the name of the plan in the list of 'Attached Plans' beneath the text of the post, and selecting 'View Reports'. There may be multiple reports to view, and you can switch between them with the tabs in the report window, centered beneath the plan name.

Forum Communication

Access a forum thread by clicking on the **Participate Tab**, then click the title of the forum you wish to access. You may need to scroll down to find the forum you are looking for. Select the topic of the discussion thread you would like to contribute to by clicking on the blue bolded name. You may also create your own topic with the '+ Topic' button in the top right corner of the topics list.

Your post will be added at the bottom of the thread. Scroll through the discussion to find the submission window (screenshot below). When you are satisfied with your post, click Reply at the bottom right corner of the submission window. Your post may include:

- Simple or formatted text comments,
- Links, images, & custom html,
- Drawings (map annotations),
- A Map Bookmark,
- Attached plans (your sketches),
- and Attached files.



The screenshot shows the forum submission interface. At the top, there are two toolbars: 'TEXT EDITOR' and 'DRAWING TOOLS'. The 'TEXT EDITOR' toolbar includes icons for bulleted list, bold (B), italic (I), underline (U), link, image, and code (<>). The 'DRAWING TOOLS' toolbar includes icons for location pin, line, and arrow, along with an 'undo' button. Below these toolbars is a text input area labeled 'Your reply...'. A red arrow points to this area with the text 'Click here and type to enter text.' To the right of the text area, a red arrow points to the toolbars with the text 'Hover over icons in Text Editor and Drawing Tools to see a tool description.' Below the text area is a checkbox labeled 'Include a Map Bookmark so others can see your map state ?'. Below the checkbox are two buttons: 'Attach Plans...' and 'Attach Files...'. Red arrows point to both of these buttons. At the bottom right of the submission window is a blue 'Reply' button.

Rocky Habitat Web Mapping Tool

Respond with text by clicking in the text box, typing over where the words 'Your reply...' appear in grey. You can format your response with lists, or use text editor tools to bold, italic, or underline text.

Text Editor tools also include (from right to left) the ability to add custom html features, insert image, and insert hyperlink.

Drawing Tools allow you to annotate the map with points, lines, or polygons. Select the desired drawing tool by clicking on one of the three icons, and clicking on the map at left to annotate the map. This allows you to more clearly point out how the ideas you express in text affect the spatial plans.

Include a Map Bookmark so that others can see your map state, by selecting the check box to the left, directly below the text box. This will allow others reading your response to view the exact map extent and data layers that you are viewing when you responded. *NOTE: If you have annotated the map with drawings, this is important to include!*

Attach Plans that you have sketched in the **My Plans** tab.

- Click the link to 'Attach plans...' to open the 'Select plans to share' window.
- Select plans from the list of your sketches to share. To select multiple plans to attach, hold down the Ctrl key on a PC, or the Command key on a Mac.
- Click 'Select' in the bottom right of the window when you are done.
- Notice the new list of 'Attached Plans' in the response submission window.
- To remove an attached plan, unselect the check box to the left of the sketch name.

Attach Files like pdfs, images and other documents. Click the link to 'Attach files...' to search your computer for the file you wish to attach. *NOTE: you are limited to 25 files posted per day.*

Surveys

Under the **Surveys** section of the **Participate Tab** is where you will find a link to the Rocky Habitat Designation Proposal Form. You may find that the SeaSketch© platform may use the terms 'survey' and 'proposal' interchangeably, but they are the same.

Access a survey by clicking on the Participate Tab. Surveys are listed below Forums, so you may need to scroll down to the survey list. When you click on the link to the



Rocky Habitat Web Mapping Tool

Rocky Habitat Designation Proposal Form you will be greeted with an informational description page. At the bottom is a green button to 'Start a New Proposal'.

Take the survey by clicking the green 'Start a New Proposal' button below the survey description. Be sure to read this introduction, as the project organizers have provided important information.

- **Non-spatial questions:** You may be asked to respond to questions with text, numbers, a slider bar, or by choosing one or more options from a drop down list.
- **Spatial questions:** You may be asked to respond to a question with one or more spatial features. These may be points, lines, or polygons. Click the 'Add a <name of feature>' button to open the spatial submission window. Follow the instructions carefully to sketch, edit, and give attributes to your response. Then click 'Save and Continue Survey'.

You may 'Save Draft' to finish the survey later, or 'Submit Response' when your proposal is complete.

For more specific information or assistance with the Rocky Habitat Designation Proposal Form, please read the **Submitting Your Proposal** section below.



Rocky Habitat Web Mapping Tool

Submitting Your Proposal

The Rocky Habitat Web Mapping Tool aims to create a mechanism for the public to nominate Rocky Habitat Site Designations, as part of Oregon's Territorial Sea Plan: Part Three. Proposals for site designation additions, alterations, and removals are eligible for submission through the tool.

All proposals **MUST** be accompanied by a site report. These can be generated either using the **My Plans** tab, or from within the proposal form itself. Interested parties should also review the [DRAFT Rocky Habitat Management Strategy](#) to determine the eligibility of possible site designations prior to submitting a designation proposal.

Nominating entities are highly encouraged to work in communication with agency staff to complete proposals. Staff at the Oregon Coastal Management Program are available to answer questions throughout proposal development and may communicate with other natural resource agencies as needed (e.g. Department of Fish and Wildlife, Parks and Recreation Department, Department of State Lands) to best support proposing entities. Please note that proposing entities may also use external data to support proposals.

Entities in need of special accommodation should contact staff at the Oregon Coastal Management Program. Due to the depth of agency review, staff cannot guarantee when a proposal will be reviewed by OPAC or LCDC. Please note that a high volume of submissions may increase review timelines.

Start a New Proposal

Under the **Surveys** section of the **Participate Tab** you will find a link to the Rocky Habitat Designation Proposal Form. You may find that the SeaSketch© platform may use the term 'survey' when referring to the proposal form, but they are the same.

Access the survey by clicking on the Participate Tab. [Surveys are listed below Forums](#), so you may need to scroll down to the survey list. When you click on the link to the Rocky Habitat Designation Proposal Form you will be greeted with an informational description page. At the bottom is a green button to 'Start a New Proposal'.

Take the survey by clicking the green 'Start a New Proposal' button below the survey description.

Create Your Designated Area

All proposals **MUST** be accompanied by Designated Area plans created using the Rocky Habitat Web Mapping Tool. Under this first section of the proposal form, you are prompted to either create a new Designated Area ('Add a Feature' button) or to attach plans for a Designated Area you have created previously ('Choose from My Plans' button). Only one of these selections is required. If you have already created an account and saved plans using that account, they will be listed for attachment when you select 'Choose from My Plans' when logged in with that account.

Contact Information

In this section proposers will provide contact information for the principle or point-of-contact person responsible for the proposal, as well as affiliation contact information (if applicable). Please use standard formats for phone numbers, email addresses, and physical mailing addresses.

General Proposal Information & Rationale

Use this section to communicate to reviewers the very essentials of your site designation – is it an addition, deletion, or modification of existing site management? What type of designation is it (Marine Research Area, Marine Garden/Education Area, or Marine Conservation Area, as outlined by the [DRAFT Rocky Habitat Management Strategy](#))?

Proposal Rational and Goals Briefly explain the broader context and goals for why this proposal is being brought forward. This should be explained in high-level terms and aim to set the context for the remainder of the proposal. Be sure to describe the site-specific goals, and the outcomes or metrics which could be measured to determine progress toward or achievement of those goals. There are additional questions in the proposal form to expound upon this information in greater detail.

How does the proposed site improve upon or fill a gap in addressing objectives/policies that are not currently addressed by other designated sites or management measures? This question requires a more detailed answer, but should ultimately focus on communicating broad, high-level information about how your proposed site designation complements, supplements, or supports current site management.



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Site Information

Use this section to communicate the basics about where your site is located and how it is identified from its surroundings.

Name of Proposed Site Most areas on the Oregon Coast have commonly used names, so please use common and accepted names and terms to identify the general location where your Designated Area can be found. Be careful to be specific enough that reviewers have a clear understanding of the location. For example, simply listing 'Haystack Rock' could potentially be confusing as it could refer to the monolith in Cannon Beach, or the similar rock off of Cape Kiwanda. For site names, please refer to the mapping tool, or contact OCMP staff if you are unsure.

Site Location Here you can list in more specific detail (e.g. mapping coordinates) to delineate the location of your Designated Area.

General Site Description Use this section to provide a broad overview of the environmental setting for your Designated Area. Is it a forested headland? Is it an intertidal bench? Is it a group of offshore rocks? Is it surrounded by urban development? Is it next to a river, beach, or sand dunes? This is your opportunity to provide some place-based context as to why your site stands out or might be unique or important relative to areas around it.

Site Boundaries Provide a narrative description of the physical boundaries of your Designated Area. Are there any natural boundaries, barriers, or divisions? Are there different habitats within your site, and how might they be distinguished or divided?

Site Access Information Describe in general terms how humans typically access this site, and how frequently it is accessed and for what purposes.

What is your understanding of current management at this site? Describe to the best of your understanding how this site is currently managed, by whom, the impacts that management has had, and who else may assist in maintaining or contributing to the site's present conditions. Include federal, state, and municipal management efforts, but also consider whether there are any local organizations, groups, businesses, or other community members who contribute to management of the site.

Site Uses

Use this section to communicate to proposers details on the human impact at your site.



Rocky Habitat Web Mapping Tool

Site Uses Describe the current and typical users and uses present at the site. To the best of your knowledge, describe the common and most impactful recreational, commercial, cultural, and scientific uses at the site.

Site Infrastructure Summarize details on built infrastructure facilitating humans access to the site. Consider parking areas, restrooms, stairs, ramps, shelters, signs, trails, fences, gates, etc.

Potential Future Site Uses Speculate as to future site uses at your proposed site if there was no change to site management. Are uses anticipated to remain the same, increase/decrease, or change over time? How and why? Future uses may encompass recreational, commercial, cultural, and scientific, as well as other uses.

Impacts on Site Uses How do you anticipate altering the site's management according to your proposal will impact the site uses listed above? Outline potential positive and negative impacts to current and future users, and how and how much you would expect them to be impacted. How does your proposal balance conservation with human use?

Key Natural Resources

Use the questions in this section to provide details about the living and nonliving natural resources and features present at your site. Also consider the place-based values tied to these resources and features, and how a proposed change in management could potentially impact those values.

Rocky Habitat Present This should be a highly-detailed descriptive inventory of all the rocky habitat found at the site. Describe the amount, types, and identifying and special features of each. Refer to Section B and Appendix B of the [DRAFT Rocky Habitat Management Strategy](#) for OCMP descriptions of rocky habitat.

Key Resources Describe resources present within the site, particularly those which are dependent on or coincident with rocky habitat. These may include living and nonliving physical resources, as well as abstract concepts or metrics such as historical/cultural relevance or biodiversity.

Flora and Fauna To the best of your knowledge, provide a general summary of the primary and/or relevant plant and animal species present along with their relative abundance.

Unique Features Summarize any physical, biological, environmental, historical, or cultural features which may be unique or special in relation to the Oregon Coast or



Rocky Habitat Web Mapping Tool

tribal, Oregonian, or Pacific Northwest culture in general. This may be as simple as high quality examples of rocky habitat.

Values and Resources Discuss the relationship between the resources present and the place-based values related to them, and how a change in management designation might impact them. It is important to acknowledge that local communities, tribes, organizations, businesses, and the people of Oregon broadly, have built historical and cultural values around the land and resources of the Oregon Coast. Care should be taken to consider how proposed changes to management of specific areas may impact not only the land and resources themselves, but also peoples' cultural relationship and values associated with them.

Regulations & Enforcement

Use this section to provide details on potential regulatory justifications for your proposed management change. This is an opportunity to expound upon the thought processes and reasons behind your rationale for a change in management. *PLEASE NOTE: this section will not be used to evaluate proposal completeness, but will be considered for the merit of this proposal.*

Management Considerations What considerations were taken into account for enforcing site management? If there is anticipated to be a cost associated with ensuring site management compliance or enforcement, please an estimate.

Enforcement Changes If enforcement or compliance measures would need to change in comparison to current site management, please provide details on the changes necessary to achieve the desired level of enforcement or compliance. This may include the addition or removal of site infrastructure, personnel, etc. If this may or will be achieved through external funding or support, please provide that information.

Needed Regulations In order to meet the proposed regulatory enforcement and compliance needs at your site, what changes in management would need to occur? What state/federal agencies would be involved or impacted by this change?

Improvements to Management Provide details on how your proposed changes in management improve upon or fill gaps in addressing objectives/policies that are currently not addressed by coastwide regulations or management? How specifically do the changes you are proposing complement, supplement, or support, current site management for better outcomes?



Rocky Habitat Web Mapping Tool

Non-Regulatory Management Mechanisms

Use this section to describe site management that has, does, or may occur through non-regulatory means. This could, for example, include efforts from local community organizations and partners.

Management Mechanisms Describe the non-regulatory mechanisms that you foresee being necessary (if any) in order to meet the goals of your proposed designation. These may include, but are not limited to, public access management, on-site enhancements, or educational intercepts.

Support for Management Mechanisms How do you propose to support the mechanisms listed above? Some designations incorporate larger financial or programmatic support. Please identify any entities or funding sources that may be available to continually support this proposal. This information is not required for a proposal to be accepted, but review bodies would like to be informed of any support that is already in place or expected for the site.

Stakeholder Engagement

Use this section to describe engagement, interaction, and communication with stakeholders, local community, and the public at large.

Letters of Support If you have received letters of support from organizations or community members for your proposal, or conducted education, outreach, or engagement efforts, you may these attach materials to your proposal here.

Stakeholder Collaboration Provide details on how your proposal was developed in collaboration with stakeholder and other community interest. Identify communities, organizations, or groups that you have interacted with, their level of support or opposition to your proposal.

Feedback from Stakeholders Here is where you can provide details on community and stakeholder support and opposition to your proposal. Describe the kinds of feedback, comments, questions, or concerns that have been voiced, and their provided rationale.

Public Outreach If you have organized or held any public education, outreach, or engagement events or opportunities, please describe them in detail here.



Rocky Habitat Web Mapping Tool

Additional Information

Use this section to provide all remaining ancillary or relevant information that should be included, as well any additional information you feel pertinent to a management change decision.

Local Knowledge Summarize how your proposal incorporates or utilizes local knowledge of the site, resources, land, culture, history, environment, or region, into its management or site design. If possible, explain how your proposal contributes to local knowledge.

Scientific Knowledge Summarize how your proposal incorporates or utilizes scientific knowledge of the site, resources, land, culture, history, environment, or region, into its management or site design. If possible, explain how your proposal contributes to scientific knowledge.

Goals and Policies This is your opportunity to articulate how your proposal aligns with goals and policies outlined in Oregon's Territorial Sea Plan. Any proposed change in site management that is ultimately accepted will be incorporated into the Rocky Habitat Management Strategy, and therefore must conform to established goals and policies. Please explain how your proposal addresses these, and highlight any areas of special concern.

Watershed Conditions Apart from being in the Coastal Zone, many sites may be subject to the influence of watersheds or other relevant hydrological regimes that are pertinent to site management. Provide details to the best of your knowledge on the activities or conditions that exist at and adjacent to your site.

Existing Protected Areas If your Designated Area overlaps any other designated or protected areas, please identify them here, and explain how your proposed management changes are complementary or will avoid redundancy.

Site Characteristics Mention any additional characteristics of the site or the adjacent area that may be pertinent to know and/or relevant to a change in management.

Additional Designation Rationale Discuss any additional rationale for your proposal that you think is important to understand that has not been captured or explained fully elsewhere in your proposal.



Rocky Habitat Web Mapping Tool

Other Proposals If you or your organization are submitting this proposal in conjunction with other related proposals, please identify those proposals here, and the ways in which they should be evaluated together.

Additional Information If there is any other additional information that you would like reviewers to be aware of or consider in the evaluation, please explain in detail here.

Additional Materials If there are any additional documents, materials, maps, etc. that you feel may be relevant or pertinent to your proposal, you may attach them to your proposal here.

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At any time, you may scroll to the bottom of the proposal form and choose to either cancel, Save Draft, or Submit Response. If you save or submit, your proposal will be saved under 'My Responses' at the bottom of the Surveys welcome screen where you may view its status and choose to re-open it, download it, or view on the map.

Once you have submitted your proposal, it will be forwarded to OCMP staff to begin the review process.



Rocky Habitat Web Mapping Tool

Information & Contacts

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Contact

If you have any questions, concerns, or require additional assistance, please contact [Tanya Haddad](#), [Andy Lanier](#), or [Michael Moses](#).

To submit comments on the Rocky Habitat Web Mapping Tool or the DRAFT Rocky Habitat Management Strategy, please email TSP.Comments@state.or.us.