



Midpeninsula Regional
Open Space District

R-18-96
Meeting 18-32
August 22, 2018

STUDY SESSION AGENDA ITEM 1

AGENDA ITEM

Draft District-wide Americans with Disabilities Act Self-Evaluation and Transition Plan Update

GENERAL MANAGER'S RECOMMENDATION *den*

Receive a presentation and provide input on the draft District-wide Americans with Disabilities Act Self-Evaluation and Transition Plan Update. No Board action required.

SUMMARY

The District is committed to meeting its obligations under the Americans with Disabilities Act (ADA) and developing access to open space, recreational facilities, and public programs for people of all abilities. This report provides an overview of the draft District-wide ADA Self-Evaluation and Transition Plan Update (ADA Plan Update), including the list of recommended criteria for prioritizing the removal of barriers. District staff have outreached to community organizations that support and advocate for persons with disabilities to inform the work completed to date. Board and public input will be received on the draft ADA Plan Update at the August 22, 2018 Study Session. Staff will continue to solicit public input as the District prepares the final ADA Plan Update, which will come before the full Board of Directors (Board) for consideration in fall 2018/winter 2019.

BACKGROUND

As a public agency, the District is subject to the provisions of title II of the ADA, which prohibits discrimination in the provision of programs, activities, and services offered to the public. Title II requires public agencies to prepare a self-evaluation of compliance, develop a grievance procedure, designate an individual to oversee compliance, and develop a transition plan if structural changes are necessary to achieve program accessibility.

The Board adopted the District's Access Plan for Persons with Disabilities on January 13, 1993 (1993 Access Plan) (R-93-08). The District subsequently completed the recommended access improvements and added new public communication measures into District programs by the January 26, 1995 deadline.

In the interest of reviewing and updating the 1993 Access Plan, the Board approved a contract with MIG on August 9, 2017 (R-17-99) to develop the District-wide ADA Plan Update. The ADA Plan Update is consistent with the *Policy and Plan for Relative Site Emphasis for Use, Development, and Publicity of District Sites* (Attachment 1), which includes "offering opportunities to provide access for persons with disabilities" as a site analysis criteria for the use, development, and publicity of District sites.

DISCUSSION

For the past year, MIG and District staff have been working closely to evaluate the accessibility of District programs, activities, services, and facilities, while providing opportunities for public comment. This work has led to the preparation of a draft ADA Plan Update that provides a framework for the continuous improvement of District programs and facilities to progress toward compliance with the ADA (see Attachment 2 for the Executive Summary and the project webpage for the full report, <https://www.openspace.org/ADAPlanUpdate>). The ADA Plan Update contains two main elements as summarized below:

Self-Evaluation of Policy and Programmatic Accessibility

The Self-Evaluation identifies and makes recommendations to correct any policies and practices that may limit access for persons with disabilities. District staff and MIG evaluated programs and services provided by the District, which include but are not limited to the following:

- Emergency evacuation procedures
- Customer service
- Notice requirements
- Public meetings
- Public telephones and communication devices
- Special events
- Tours
- Trainings
- Website

Following this comprehensive review, including responses to an online staff questionnaire, the Self-Evaluation identifies both required and recommended action items to improve programmatic accessibility at the District. For example, one required action is to update the District's emergency evacuation procedures (Emergency Operations Plan) to include guidelines for safely evacuating persons with disabilities in various types of emergencies. All required and recommended actions are included in the Self-Evaluation section of the draft ADA Plan Update (Section 3.1 and 3.2). As policies and procedures are updated, the District will incorporate ADA requirements as necessary.

Transition Plan Update

The draft ADA Plan Update includes a new Transition Plan Update that identifies existing barriers to accessibility at District facilities, describes the physical modifications to facilities that will improve accessibility, and proposes a strategic target schedule for removing barriers to accessibility. To develop the Transition Plan Update, MIG completed a detailed assessment of all District facilities where programs, activities, and services are available to the public. MIG evaluated all exterior and interior public facilities and features, which include but are not limited to the following:

- Camping facilities
- Curb ramps
- Doors/gates
- Drinking fountains
- Easy access trails
- Outdoor constructed features
- Outdoor recreation access route
- Parking areas
- Ramps
- Restrooms
- Stairways
- View areas
- Walks

Prioritization Criteria for Barrier Removal

The Transition Plan Update proposes the following prioritization criteria to inform the phased scheduling of barrier removals:

- **Geographic distribution:** Prioritize barrier removals that widely distribute the availability of accessible programs and facilities throughout the District.
- **Unique experiences and environments:** Prioritize barrier removals that improve accessibility to unique programs or facilities.
- **Usage levels:** Prioritize barrier removals to high-use facilities and other sites of high public interest (including highly rated Vision Plan projects).
- **Public feedback and requests:** Prioritize barrier removals at facilities that have received prior accessibility complaints.
- **Other District-defined criteria:**
 - Prioritize barrier removals that leverage existing capital improvement or maintenance projects
 - Prioritize barrier removals that are consistent with Measure AA, the Strategic Plan, and Vision Plan
 - Prioritize barrier removals that address visitor and public safety

Additional Considerations

The Transition Plan Update recommends the following additional considerations when prioritizing barrier removals:

- **Type of barrier removal and timeframe guidelines:** The timeframe guidelines identified below for each type of barrier removal will be considered in conjunction with the proposed schedule identified for each preserve to inform the phasing and scheduling of barrier removal work. Where possible, the District will group barrier removal work with other planned maintenance and/or capital projects for economy of scale.

Barrier Removal Type	Timeframe Guideline	Description	Notes
Interim Solutions	1 to 5 years	Interim measures in place pending implementation of major barrier removal projects	Example: relocating programs to accessible facilities
Maintenance Improvements	1 to 5 years	Completed in-house; examples: new signage, relocating hand dryers, regrading trailheads; <\$5,000 each	Where possible, group with other planned projects and work items
Small Capital Improvements	1 to 10 years	Completed in-house or by contractor; <\$50,000 each	
Large Capital Improvements	1 to 15 years	Completed by contractor; >\$50,000 each	

- **Sensitive resource stewardship considerations:** Accessibility improvements will need to remain protective of sensitive resources and habitats, and in compliance with the Resource

Management Policies, California Environmental Quality Act (CEQA), and National Environmental Policy Act (NEPA).

- **Safe Harbor¹ exception:** Facilities that are subject to Safe Harbor provisions are allowed to remain as is until the District otherwise plans an alteration to that facility; future accessibility improvements at these sites may be considered on a case-by-case basis.

Each year, the District will evaluate the schedule of priorities for barrier removal during the annual development of the Capital Improvement and Action Plan (CIAP) and Budget. Items will be included in the CIAP and Budget based on available funding and staffing capacity. Tables describing the proposed schedule for barrier removal are included in the Transition Plan Update portion of the draft ADA Plan Update (Section 4.5).

Public Outreach

District staff and MIG contacted community organizations that support and advocate for persons with disabilities, and added those organizations to the project notification list. The draft ADA Plan Update remains available for public review and comment until Board consideration of the final ADA Plan Update, anticipated for fall 2018/winter 2019. Information about this project was published in the District's August e-newsletter, and additional information will be published in the fall Open Space Views newsletter. Project information and updates are also provided on the project webpage. Later this fall, staff will present the draft ADA Plan Update to the San Mateo County Commission on Disabilities. Staff is unable to present to the Santa Clara County Commission for Equal Access and Employment Opportunity due to a lack of a quorum. Interested parties will be notified of each opportunity to provide input. Public comments received on this project since the last Board Study Session with accompanying responses are included in Attachment 3. The majority of these public comments were submitted to express an interest in receiving future project notifications.

FISCAL IMPACT

The Fiscal Year (FY) 2018-19 budget includes \$120,000 to complete the District-wide ADA Plan Update (Project #31401).

Project #31401	Prior Year Actuals	FY2018-19	Total
ADA Self-Assessment and Transition Plan Update Budget	\$127,008	\$120,000	\$247,008
Spent to Date (as of 7/24/18):	\$127,008	\$0	\$127,008
Encumbrances:		\$0	\$0
Budget Remaining (Proposed):	\$0	\$120,000	\$120,000

This project is not funded by Measure AA.

The Transition Plan Update will guide the target 15 year implementation timeline for removal of physical barriers at existing District facilities. The District will annually prioritize future work based on staff capacity and funding availability. During the annual CIAP and Budget cycle, this

¹ The 2010 ADA Standards introduced the concept of *safe harbor*, a new exception that allows facilities that were built prior to March 15, 2012 and were in compliance with the 1991 ADA Standards to remain as-is until a public entity plans an alteration to the structural feature.

work and associated staff resources and funds will be identified. Future work will occur across several different departments, including Planning, Land and Facilities, and Engineering and Construction. The District will incorporate the removal of physical barriers as part of other capital, maintenance, and operational projects to the greatest extent possible for economies of scale.

BOARD AND COMMITTEE REVIEW

The full Board approved a contract with MIG to prepare the ADA Plan Update on August 9, 2017 (R-17-99). A Board Study Session was held on February 28, 2018 to receive an overview of ADA Title II requirements and the process to complete the ADA Plan Update (R-18-20).

PUBLIC NOTICE

Public notice was provided as required by the Brown Act. Additional public notice was provided to the District's Whole Access interested parties list.

CEQA COMPLIANCE

This item is not a project subject to the California Environmental Quality Act (CEQA). Any necessary environmental review required by CEQA will be conducted as specific site improvements or future CIAP projects are implemented over time.

NEXT STEPS

District staff and MIG will incorporate Board and public comments into the project and continue to solicit public feedback on the draft ADA Plan Update. The draft ADA Plan Update will remain available for public review and comment on the District's website until the final ADA Plan Update is brought to the Board for approval in fall 2018/ winter 2019. Once the final ADA Plan Update is approved, the Board will receive an annual written update to stay informed of the District's implementation progress.

Attachments

1. Policy and Plan for Relative Site Emphasis for Use, Development, and Publicity of District Sites
2. Executive Summary of the draft District-wide ADA Self-Evaluation and Transition Plan Update. Full report located at <https://www.openspace.org/ADAPlanUpdate>
3. Public correspondence and staff responses

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MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

POLICY AND PLAN FOR RELATIVE SITE EMPHASIS FOR USE, DEVELOPMENT, AND PUBLICITY OF DISTRICT SITES

Adopted by
Board of Directors
May 12, 1982
Amended December 14, 1988
Amended January 27, 1993

Preamble

All District sites are open to the public (and virtually all without permit), but some deserve more relative emphasis in terms of use, recreational development, and publicity than others. Since it is neither desirable nor feasible to emphasize each site highly, criteria have been developed to determine the relative emphasis for various sites.

Policy No. 1

All sites will be evaluated with respect to established criteria and assigned positions on a site emphasis spectrum. The spectrum shall represent all levels of use and development consistent with existing land use policy. The criteria to be used include public need, geographical location, regional significance, attractiveness, accessibility, availability of existing facilities, geographical distribution, manageability, cost benefits, and carrying capacity. Each site's individual merits will be the primary factor in determining its position with those sites having high levels of use and development placed near the top of the spectrum. Each site will receive individual attention and planned for in accordance with its position in the spectrum.

Policy No. 2

The criteria used for determining the relative emphasis of a site will not be prioritized or weighted. The criteria will be considered interrelated and each of the criteria will play a significant role in the determination process by providing qualitative and comparative information. Most sites will undoubtedly have some development limitations, and decisions should be as objective as possible. Two criteria, though, that should be considered critical factors to a site's potential growth are accessibility and carrying capacity. Both must be attainable regardless of the remaining criteria if a site is to be considered for increased use and development.

Policy No. 3

The concept of the site emphasis spectrum should provide flexibility in planning and growth in use, numbers, and size of District sites. The process of site growth shall be dynamic, whereby sites may become more emphasized through changes in characteristics which influence positions on the spectrum. When a site's individual merits justify further use and development, then the site should move upward in the spectrum. This process shall not necessarily be accomplished in one step, but

possibly through incremental changes. The specific methods by which sites are elevated shall be contained in the use and management plans.

Policy No. 4

The relative emphasis plan shall be a comprehensive plan of all District sites, indicating the long term goals and order in which sites should be emphasized, and the more immediate plans for increasing use and development on selected sites. The long term goals will portray graphically the past and future levels of use and development. The plan will be used to guide staff in the preparation of use and management plans, Action Plan, and budget. Recognizing that the factors influencing a site's use and development change over time, the relative emphasis plan should be reviewed and updated on an annual basis. The review will provide an opportunity to change the position sites currently have in the plan. The annual review should be toward the end of each calendar year to coincide with work on program evaluation and the Action Plan. In accordance with the Open Space Management planning process, public participation will be encouraged prior to Board review.

Policy No. 5

The number of sites selected for emphasis and the extent to which sites are developed for recreation shall be consistent with the Open Space Management Budget Guidelines. The Guidelines provide for a budget limit base with an annual growth factor that yields real growth beyond inflationary increases. Available funding will not necessarily be focused on fully developing a few selected sites but could be distributed to a number of sites to develop them incrementally. The needs of operations and maintenance to provide high quality stewardship shall be an important consideration in determining the scope of the development plan.

Policy No. 6

Special development opportunities that arise after the adoption of the relative emphasis plan shall be actively pursued, concentrating on the more emphasized sites. These opportunities may take the form of grants, fundraising, or volunteer efforts. The District will explore these avenues as an initial step to site planning and budgeting. If unexpected opportunities become available and are not site specific, an attempt shall be made to develop sites already selected. If the opportunity is site specific, and the site is not a selected site, the Board will re-examine the impacts the opportunity may have on the existing plan, taking into account the maintenance and operations costs. Short term opportunity gains should not override careful, consistent site emphasis planning. The decision to utilize an opportunity whether for a selected or non-selected site may require modifying the relative emphasis plan, and adjustments will be planned at the time the opportunity is being considered.

ADDENDUM 1 - SITE ANALYSIS

The criteria to be used to determine the present and potential position of District sites in the site emphasis spectrum have been outlined by the Board in the adopted Policy Decisions Relating to Site Emphasis Issues and Questions. Since a discussion of each criteria as it applies to each site would be lengthy and confusing, we have developed graphic profiles to observe relationships between various criteria and sites. There is no attempt on our part to present an absolute quantitative analysis, only a comparative one.

The first step in illustrating site emphasis profiles is to define the criteria so that each can be applied to all sites uniformly. The criteria include:

- A. Public Interest
Does the public express a desire, either directly or indirectly, to utilize the site? This may be evident by existing use which occurs regardless of land status and/or by interest communicated to staff or Board.

- B. Geographical Location
Does or will the site receive high levels of use and pressure for recreational development due to its close proximity to the urban area?

- C. Regional Significance
How significant is the site in relationship to other existing public lands, and does it serve as an important link (providing trail connections) between or leading to other facilities?

- D. Attractiveness of Natural or Developed Features
Are there features on the site (such as a unique landscape, historical building, parking areas, trails, etc.) which are of particular interest and attractiveness or usefulness to the public?

- E. Accessibility to Public
Can the District's general public (not only site neighbors) gain access to the property from public roads or adjacent public lands or if not, is there the potential for improving this access (parking) on District or adjacent public lands? Does the site offer opportunities to provide access for persons with disabilities?

- F. Lack of Existing Open Space/Parklands for Public Use
Are there no other nearby open space recreational experiences (including existing developed preserves) accessible to the public on a regional basis? Such facilities if accessible and minimally developed would possibly alleviate the need for development of the site in the near future.

- G. Geographical Distribution
How well does the site serve as a regional facility, and will its development better distribute open space opportunities throughout the District?

H. Manageability of Site

Can the site be readily managed presently and in the future if further development were to occur? This could be related to the number of access points and the adequacy of patrol routes, presence of an agricultural tenant, a renter, a Ranger residence, or other lease arrangements.

I. Costs Measured Against Benefits

To what extent do the benefits to the public exceed the costs associated with development and management of the site? Some sites will tend to yield great benefits at little cost.

J. Physical and Psychological Carrying Capacity

Is the site capable of providing open space experiences for large numbers of visitors without degrading the resource or psychologically reducing the quality of the experience? Is there the potential for expanding facilities such as trails without exceeding the carrying capacity?

ADDENDUM 2 - GUIDELINES FOR SITE DEVELOPMENT

The upper and lower limits of site recreational development and related matters such as publicity shall be consistent with existing District land use policies whereby there is particular concern for site protection and for uses which are compatible with the resource. These uses usually are relatively passive in nature, such as hiking, equestrian use, grass picnicking, photography, nature study, educational use, and agriculture. Higher levels of use are not provided because open space lands are protected as part of our natural heritage and, as such, do not lend themselves to intensive recreational development which is provided by state, county, and city parks. Special uses inconsistent with these guidelines should be considered on a case by case basis.

Guidelines for Most Highly Emphasized Sites: The upper limits for use and management shall include providing low intensity recreation, regional public access, and protecting and enhancing the resource. Guidelines to accomplish this include the following:

- A. Parking Areas will be developed on sites to provide regional public access when alternative nearby parking is not available.
 - 1. Parking areas will be located to relate well to the site, near roadways and trailheads, and be easily monitored for visitor safety. Design criteria will include siting to minimize visual impacts, minimal land disturbance, graveled surfaces, low profile fencing, and proper drainage.
 - 2. Parking areas will be developed primarily for passenger and bus vehicles, but will be designed to incorporate trailer use consistent with the planned equestrian use for the site.
 - 3. In addition to developed parking areas, areas may be ascertained and designated as parking areas for special events by the General Manager and used on a permit basis only.

- B. Trail Systems will be maintained and developed to optimize recreational and educational experiences.
 - 1. Trails will be developed to distribute and circulate visitors throughout the site, providing them with a variety of experiences in length, grade, and landscape.
 - 2. Trails will not be constructed in ecologically sensitive areas, and trails which tend to duplicate routes will be avoided.
 - 3. Trails will be planned to integrate with adjacent public trails, private trails where the public is permitted, and planned public trails.
 - 4. Multi-use trails for hikers and equestrians will be used when possible.

If negative impacts appear and cannot be mitigated, alternative routes to the same destination will be explored.

- C. Signing will be provided to protect the resource, promote a good neighbor policy, increase visibility and awareness, and circulate visitors throughout the preserve.
1. An on-site identification sign will be installed to increase site visibility. Specific design will be done on a case by case basis.
 2. Boundary plaques will be used for boundary identification and, in addition, private property boundary signs will be placed where trails lead to private land.
 3. Residences, leaseholdings, and private property will be signed at boundaries to protect rights.
 4. Regulatory signs will be installed at all primary access points and "Wildland" signs placed at other access points.
 5. Trail signing to assist in visitor circulation will be used to identify trail routes and destination points.
- D. A Brochure will be developed to inform visitors of District policies and site specific information.
1. The brochure will consist of a detailed map and interpretive information. It may be a simple folded 8½" x 11" sheet or a more complex format, depending on the size and complexity of the site and amount of information to be included.
 2. Distribution will be consistent with adopted Publicity Guidelines, making brochures generally available through libraries, docents, Rangers, and onsite. The level of distribution will depend upon budget considerations and the number of visitors that can be accommodated.
- E. Fences and stiles will be upgraded for site protection and to increase public awareness of District sites.
1. Fencing and gates along public corridors of high visibility will complement the landscape and promote public recognition of the Preserve. Multi-use stiles (equestrian/hiking) will be used in most cases.
 2. New fencing and gates will be installed in areas of continual maintenance problems and designed on a case by case basis. Stiles will be located at all primary access points and will be highly visible.

3. Stiles will be provided at secondary access points, but will be low profile to allow public access but not accelerate use in areas which would be difficult to manage.
- F. Drinking Water will be provided for public use when convenient and practical.
1. Existing sources of potable water will be maintained if the costs associated with testing and treatment are reasonable.
 2. When District lands are leased, and the lessees required to develop potable water for their own use, then the lessees will normally provide and maintain that source for the public as well.
 3. Potable water will be developed on sites where extended use is encouraged and existing water sources can be improved, treated, and tested at a reasonable cost.
 4. If water is developed for an agricultural or equestrian use, a reasonable attempt will be made to make the water potable. Those responsible for developing the water would be responsible for signing it appropriately.
 5. Developed water which cannot feasibly be made potable will not be eliminated but will be signed appropriately.
- G. Restrooms will be developed and maintained on sites when needed to protect aesthetics and water quality or when required by local ordinance.
1. When the District land is leased and as part of the lease agreement public restrooms are required, the tenant will normally permit the general public the use of the facility.
 2. In cases where it is necessary for the District to install restrooms, semi-portable units will be used to allow flexibility in locating or relocating them. Screening will be used to minimize the visual impact.

Guidelines for Least Emphasized Sites: The lower limits for use and management shall consist of securing the site, continuing uses which are compatible, and providing some public use. Guidelines to accomplish this include the following:

- A. Parking Areas located on sites will be maintained for public access.
1. Parking will only be eliminated if it were determined hazardous or unmanageable, and the problems could not be mitigated.
 2. Areas suitable for parking but not open on a regular basis may be used for special occasions by permit.
 3. New parking areas will not be developed.

- B. Trail Systems will be maintained for public use and patrol purposes.
1. Trails will only be eliminated if they duplicate one another or have a significant negative impact on the environment which cannot be reasonably mitigated.
 2. Trails could be closed due to hazards or significant trespassing problems until such time as the problems can be mitigated.
 3. No new trails will be developed, but some may be improved to accommodate and enhance patrol, which in turn would accommodate and enhance public use.
- C. Signing will be minimal to protect the resource and promote a good neighbor policy.
1. Boundary plaques will be used for boundary identification.
 2. Private property, private residence and leasehold signs may be installed at boundaries upon request.
 3. "Wildland" regulatory signs will be used at public access points.
 4. Trail signing will only be installed in unusual circumstances for user safety or site manageability.
- D. Site Maps will be available upon request.
1. Maps will include identification of roads, trails, access points, and private property and ordinarily be the maps already prepared for a report to the Board.
 2. The District fact sheet will be included with map to acquaint visitors with District policies and management program.
- E. Fences and Gates will be maintained or installed to provide site security and informal access.
1. Hiking/equestrian stiles will be installed at public access points where management will not be a problem.
 2. The design and location of the stiles will be low profile to provide access without accelerating use.
 3. Pipe gates and split rail fencing will be used in areas of continual vandalism.

- F. Drinking water, if presently available and safe, will be continued for public.
1. Water systems will not be improved or maintained specifically for this purpose.
 2. If water is available and required testing is determined to be too costly, water outlets may be eliminated, but in such a fashion as to enable them to be reactivated in the future.
 3. Developed water sources not known to be safe will be posted non-potable.
- G. Restrooms will not be provided except for special occasions.
1. On such occasions, the facility must be portable and user group would be responsible for cost and management.

The District may acquire sites with existing facilities of a type not on the preceding list which are not consistent with where the site is located in the site emphasis plan. The facilities would not be removed unless they were in conflict with land use policies or where a significant management burden. If they do not reflect the District's style or land use policies, they will be phased out when possible. Consideration will be given to the short-term benefits of removal versus the potential for future use should the site become more emphasized.

Executive Summary

The Midpeninsula Regional Open Space District's (the District or Midpen) existing *Access Plan for Persons with Disabilities* (1993) is being updated and replaced by means of this new, more current Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan (Plan), based on the requirements set forth in title II of the Americans with Disabilities Act. Section 1 of the Plan provides an overview of the planning process (summarized in Figure 1) and the legislative mandate governing the process. Section 2 of the Plan includes definitions and acronyms used in the Plan.



Figure 1. ADA Self-Evaluation and Transition Plan Timeline

Accessibility Standards

In compliance with the ADA, the District has designated an ADA Coordinator. The ADA Coordinator is responsible for coordinating the District's efforts to comply with title II and for investigating any complaints that the District has violated title II of the ADA. The ADA Coordinator is also responsible for coordinating the District's efforts to comply with all other applicable state and federal physical and program accessibility requirements.

The ADA states that a public entity must reasonably modify its policies, practices, or procedures to avoid discrimination against people with disabilities. This Plan will assist the District to identify policy, program, and physical barriers to accessibility and to develop barrier removal solutions that will facilitate the opportunity of access to all individuals.

At the time of the facilities evaluations, the ADA 2010 Standards and the 2016 California Access Compliance Advisory Reference Manual (CBC) were used to identify barriers at District facilities. The 2015 Architectural Barriers Act (ABA) Standards for Outdoor Developed Areas were used to identify barriers for elements not addressed in the ADA or CBC such as trails, outdoor recreation access routes, camping facilities, and other outdoor constructed features. Building codes and standards are revised every few years. The barrier evaluations conducted provide an assessment of current conditions as viewed by current code and provide a baseline for future barrier removal.

Accessibility of District Programs, Activities, and Services

Title II of the ADA emphasizes the accessibility of programs, activities, and services. This Plan addresses these issues by providing recommendations for action steps based on a comprehensive review of current practices, policies, plans, and guidelines, including an online questionnaire that was completed by District staff regarding the delivery of services to the public. This process included every department and program that provides services to the public.

As noted in Section 3 of the Plan, many staff members report making modifications to practices and procedures to assist people with disabilities in receiving the services provided by the District, including providing materials in alternate formats and holding meetings in accessible locations.

Information regarding the District's obligations and policies related to providing accessible programs, activities, and services is available online at <https://www.openspace.org/about-us/accessibility>. Links to the District's notice of non-discrimination based on disability, disability complaint procedures, how to request a disability-related modification, *Accessible Open Space* brochure, *Easy Access Trails*, *Service Animal Policy*, and *OPDMD Policy* are also posted on the Accessibility web page. A page on the District website, www.openspace.org/ADAPlanUpdate, includes updates on the ADA planning process, announcements for upcoming meetings, project timeline, an online comment card, and the District's 1993 *Access Plan for Persons with Disabilities*.

A review of the District's written policies, plans, guidelines, and programs (including selected construction details and specifications) was completed in 2018. Each review is listed with required or recommended actions for implementing specific improvements for providing access to District programs, services, and facilities.

Accessibility of District Facilities

When it is not feasible to provide accessible programs, activities, and services by relocating these activities to accessible facilities or providing auxiliary aids and services, the ADA requires the District to complete a Transition Plan describing the physical modifications to facilities that will support accessible programs, activities, and services.

The Transition Plan described in Section 4 of the Plan is the result of a detailed evaluation, using the most current accessibility standards, of all District facilities where programs, activities,

and services are available to the public. The evaluation conducted in winter 2017-2018 included the following Midpeninsula Regional Open Space District Preserves:

- Bear Creek Redwoods
- Coal Creek
- El Corte de Madera Creek
- El Sereno
- Foothills
- Fremont Older
- La Honda Creek
- Long Ridge
- Los Trancos
- Monte Bello
- Picchetti Ranch
- Pulgas Ridge
- Purisima Creek Redwoods
- Rancho San Antonio
- Ravenswood
- Russian Ridge
- Saratoga Gap
- Sierra Azul
- Skyline Ridge
- St. Joseph's Hill
- Stevens Creek Shoreline Nature Area
- Teague Hill*
- Thornewood
- Windy Hill

*This preserve has a single trail section and contains no other public use facilities

During the site evaluations of District open space preserves and buildings, all portions of exterior and interior features of the sites and facilities used by the public were evaluated. The assessment identified physical barriers in each facility that limit accessibility and compared each facility to the 2010 ADA, 2016 CBC, and the 2015 ABA. The elements included in evaluations of Open space preserves and buildings are as follows:

- Bathing Facilities
- Built-in Elements
- Camping Facilities
- Corridor/Aisles
- Curb Ramps
- Doors/Gates
- Drinking Fountains
- Elevators
- Hazards
- Other Features
- Outdoor Constructed Features
- Outdoor Recreation Access Route
- Parking Areas
- Passenger Loading Zones
- Ramps
- Restrooms
- Room Elements
- Stairways
- Telephones
- View Areas
- Walks

The assessment of Easy Access Trails and other hiking and multi-use trails identified physical barriers at each trail that limit accessibility. Easy Access Trails were built to accommodate anyone desiring a less strenuous open space experience, including people who use wheeled mobility devices or walkers, and families with strollers. Most of these Easy Access Trails are at

least 4 feet wide, have a grade generally not exceeding 5%, and a fairly uniform surface. Several proposed extensions to Easy Access Trails were evaluated to explore the feasibility of extending a more accessible trail experience to new locations. Other District hiking and multi-use trails to popular destinations were evaluated, although some were found to have grades up to 20% and uneven surfaces with rocks, ruts, and roots.

Trail facilities were evaluated during winter 2017-2018 using criteria from the 2015 Architectural Barriers Act (ABA) Standards for Outdoor Developed Areas for the following trail features.

- Trail Surface
- Clear Tread Width
- Cross Slope
- Running Slope
- Openings in Surface
- Overhanging/Protruding Objects
- Tread Obstacles
- Paths of Travel
- Resting Intervals
- Trailhead Signs

Many District trails included trail information signs at trailheads and trail junctions. When new trails are constructed or existing trails are altered, the trail information signs at trailheads should include the following information.

- Length of trail or trail segment
- Surface type
- Typical and minimum tread width
- Typical and maximum running slope
- Typical and maximum cross slope

Barriers to accessibility are organized in a process referenced in the ADA title II regulations. The principle is to ensure that basic access is provided, access to activities is provided, amenities are accessible, and alternatives to architectural modifications are allowed when appropriate. Translating these categories into action plans must be accomplished using a programmatic approach. The identified barriers are divided into four categories:

Category 1: Category 1 identifies those barriers that affect accessibility at the entrance to a facility or a path of travel to the portion of the facility where program activities take place (e.g., parking, walks, ramps, stairs, doors, etc.).

Category 2: A second category affects accessibility to program use areas (e.g., trails, transaction counters, conference rooms, public offices, restrooms, etc.).

Category 3: A third category affects access to amenities serving program areas (e.g., drinking fountains, telephones, site furnishings, vending machines).

Category 4: A fourth category identifies areas or features that may not be required to be modified for accessibility (e.g. a pathway that does not connect to an accessible feature, an area where no public programs or activities occur, or the program or activity provided at this location is available in another appropriate location).

This categorization was applied to each identified barrier at District open space preserves, buildings, and trails.

Facility reports are available through the District's ADA Coordinator. Each facility report lists potential barriers, provides information about the relevant state and federal codes, includes a planning level cost estimate to remove the barrier, and indicates a barrier removal priority.

Removal of Barriers to Accessibility at District Facilities

The Transition Plan is intended to provide a framework for the continuous improvement of District facilities for people with disabilities. This Plan builds on the District's *Policy and Plan for Relative Site Emphasis for Use, Development, and Publicity of District Sites*, which was adopted by the Board of Directors in 1982 and amended in 1988 and 1993. These policies for prioritizing improvements and development recognized that since it was "neither desirable nor feasible to emphasize each site highly, criteria have been developed to determine the relative emphasis for various sites." Offering opportunities to provide access for persons with disabilities was included among the site analysis criteria (Addendum 1.E -- Accessibility to Public).



Figure 2. Trail User at David C. Daniels Nature Center

Barriers in District facilities will be removed systematically, based on established program priorities as outlined in the Transition Plan Schedule. It is the intent of the District to address and remove barriers to accessibility in public facilities based on the following non-rank-ordered criteria:

- **Geographic distribution:** By selecting a range of facilities that are distributed throughout the District, the District can strive to fully include all visitors in its programs, facilities, and preserves.
- **Unique experiences and environments:** Some programs are unique to a specific preserve or facility and cannot occur at another location.
- **Usage potential and population(s) served:** Facilities that receive a high level of public use, were rated highly by the public during the 2014 Vision Plan’s public engagement process or include the potential for parking may receive a high priority.
- **Public feedback and requests:** Efforts should focus on where the District has received accessibility complaints.
- **Sensitive resource stewardship considerations:** Sites contain sensitive resources and habitats that would be evaluated in consideration with District Resource Management Policy, environmental compliance with the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA).
- **Other District-defined criteria:**
 - Logistics / existing capital improvement projects vs low-cost maintenance
 - Consistency with Measure AA, the Vision Plan, and Strategic Plan
 - Visitor and public safety

Tables describing the schedule for barrier removal in District facilities used by the public were developed under the direction of staff.

The information contained in the facility reports has been transferred to a Microsoft Excel barrier analysis spreadsheet, which is being integrated into the District’s ArcGIS database to maintain and update barrier data. The database will be updated following the prioritization of barrier mitigations, and it will become the District’s living Transition Plan document and on-going record of the remediation of barriers to provide accessible programs, services, and activities.

Section 5 of the Plan includes additional information and resources to aid the District in meeting its obligations under the ADA.

Whitney Berry

From: arnoldy carol [REDACTED]
Sent: Wednesday, March 7, 2018 3:54 PM
To: ADA Plan Update
Subject: accessibility at Midpen

Just received the latest schedule of wonderful activities for Spring.

I probably won't be able to attend any of them because

I no longer am willing to drive freeways, hi way 9 or 84.

Have you ever realized that your parks are only accessible to people who drive? There's no public transportation, no shuttle, no meet-up places, etc.

It's very disconcerting because I can still hike.

Carol Arnoldy

Whitney Berry

From: ADA Plan Update
Sent: Friday, March 9, 2018 1:31 PM
To: arnoldy carol
Cc: ADA Plan Update; Jane Mark
Subject: RE: accessibility at Midpen

Dear Ms. Arnoldy,

Thank you for your interest in accessibility at Midpen, and the Spring activity schedule. We appreciate your feedback about how challenging it can be to access our open space preserves when driving isn't an option. Your comments will be shared with our Board of Directors and Midpen's ADA Coordinator.

I will also check with our Docent and Volunteer Program Managers to find out whether we can connect you with any volunteers, hiking groups or community organizations that may be of interest to you, and may be able to support your access to Midpen open spaces or events.

You've been added to the mailing list to receive updates about Midpen's ADA Self-Evaluation and Transition Plan. Please let me know if you have any additional comments or questions that we can help you with.

Best,
Whitney

Whitney Berry

From: Mark Irishsea <[REDACTED]>
Sent: Sunday, April 15, 2018 12:07 PM
To: Whitney Berry
Subject: Wheelchair assessment of Pulgas Ridge Open Space Preserve
Attachments: IMG_3039.jpg; IMG_3041.jpg; DSC04451.jpg

Hi Whitney,

This last Saturday, April 14th, I visited the Pulgas Ridge Open Space Preserve and did a wheelchair accessibility review of the Cordilleras Trail.^[1]_[SEP]

Most of the trail is wheelchair accessible, all the way to the bench at the very end. There is one section of the trail though, that is almost impassable for wheelchair users. The winter rains must have eroded away parts of the trail creating ruts and uneven areas. My powerchair is custom made for dirt trails yet I got stuck three times, one of which I needed assistance from my sister and two passing by hikers to free me. For now, it probably would be safer for wheelchair users to use the road to bypass that area. I'm attaching a couple photos of the broken up trail, though the photos don't completely capture how uneven the trail is.

I also did an ADA assessment of the restroom and the two accessible parking spots. The restroom is accessible and I didn't see any issues for wheelchair users. The two ISA parking signs, however, don't meet California State or Federal guidelines (ADA 216.5, 502.6) which requires the signs be 60" high, measured from the bottom edge. The access aisle is wide enough that the ISA parking sign on the left can say "Van Accessible." I'm including a photo of this.

Please let me know if that section of the trail gets fixed and graded so that I can do a full review of the Cordilleras Trail and share it with my fellow wheelchair users, and also on my blog.

Sincerely,

Mark (ADA advisor and volunteer for Santa Clara County Parks)





Whitney Berry

From: Whitney Berry
Sent: Tuesday, April 17, 2018 11:39 AM
To: 'Mark Irishsea'
Cc: 'adacoordinator@openspace.org'; Gretchen Laustsen
Subject: RE: Wheelchair assessment of Pulgas Ridge Open Space Preserve

Hi Mark,

Thank you for your review and feedback on the wheelchair accessibility of the Cordilleras Trail at Pulgas Ridge. This is great information to have – it will inform our updated Transition Plan, and help us prioritize improvements. I have shared your comments with our ADA Coordinator, and will also share your comments with our Board of Directors at the next workshop about the Transition Plan update anticipated for this summer. We welcome you to attend this meeting and share your comments in person!

We will notify you of all upcoming workshops and meetings for our Transition Plan, and will certainly let you know when that section of trail is improved.

Sincerely,

Whitney Berry, AICP, Planner II

wberry@openspace.org

Midpeninsula Regional Open Space District

330 Distel Circle, Los Altos, CA 94022

P: (650) 691-1200 - F: (650) 691-0485

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Whitney Berry

From: Midpen <no-reply@wufoo.com>
Sent: Tuesday, July 31, 2018 11:52 AM
To: ADA Plan Update
Cc: web
Subject: ADA Plan Project Feedback [#14]

Tell us what you think is working well, and how we can improve accessibility in Midpen Preserves.

I think this is important. I had a sister and a niece who were wheel chair bound and and I had a hard time finding open space that was accessible. I now live in a senior community where very few people can utilize many of the open space areas and I'm approaching that point myself

Name Trevor Rowland

Email *

[REDACTED]

Would you like to be added to our ADA Plan e-mail list? Yes

Whitney Berry

From: ADA Plan Update
Sent: Thursday, August 9, 2018 9:43 AM
To: [REDACTED]
Subject: FW: ADA Plan Project Feedback [#14]

Dear Mr. Rowland,

Thank you for your interest in accessibility at Midpen, and the update of our ADA Self-Evaluation and Transition Plan. We appreciate your feedback about the challenge of finding trails that are accessible for wheelchairs, and for people with limited mobility. Your comments will be shared with the District's Board of Directors, and will be considered as we update our ADA Plan.

You've been added to the mailing list for this project. Please let us know if you have any additional comments or questions that we can help you with. Thank you again for sharing your thoughts with the District!

Sincerely,
Whitney

Whitney Berry, AICP, Planner III
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Whitney Berry

From: Midpen <no-reply@wufoo.com>
Sent: Monday, August 13, 2018 9:45 AM
To: ADA Plan Update
Cc: web
Subject: ADA Plan Project Feedback [#15]

Tell us what you think is working well, and how we can improve accessibility in Midpen Preserves.

I saw staff widening a fence opening a few months ago at Windy Hill – this is great!

Also, my family visited Rancho San Antonio yesterday with another family. I didn't realize they were going to bring their stroller, but I'm glad we both knew the trail to Deer Hollow Farm would be flat & suitable for the stroller (plus a restroom there if the kids needed it!).

Thanks for all your hard work! – Jeanine at POST

Name Jeanine Crider

Email *

[REDACTED]

Would you like to be added to our ADA Plan e-mail list? Yes

Whitney Berry

From: ADA Plan Update
Sent: Monday, August 13, 2018 3:33 PM
To: [REDACTED]
Cc: ADA Plan Update
Subject: RE: ADA Plan Project Feedback [#15]

Dear Ms. Crider,

Thank you for your interest in accessibility at Midpen, and the update of our ADA Self-Evaluation and Transition Plan. We appreciate your feedback about the wider gate opening at Windy Hill, and trail accessibility for strollers at Rancho San Antonio. Your comments will be shared with the District's Board of Directors, and will be considered as we update our ADA Plan.

You've been added to the mailing list for this project. Please let us know if you have any additional comments or questions that we can help you with. Thank you again for sharing your thoughts with the District!

Sincerely,
Whitney

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