



Midpeninsula Regional
Open Space District

R-22-127
Meeting 22-26
November 09, 2022

AGENDA ITEM 5

AGENDA ITEM

Proposed Parking Area Names

GENERAL MANAGER'S RECOMMENDATION *deur*

As recommended by the Legislative, Funding, and Public Affairs Committee, approve the proposed parking area names and direct the General Manager to install parking area address signs at the entrance of each parking area.

SUMMARY

Parking area names have been inconsistently applied across the Midpeninsula Regional Open Space District (District), presenting operational challenges. Over the years, multiple parking locations have been developed across District preserves, with many preserves offering more than one formal parking area. As such, referring to parking areas by the name of the preserve is no longer adequate. In 2019, the District initiated the Parking Area Naming Conventions project to establish consistent naming conventions and, in so doing, improve the accuracy of online maps and databases to facilitate better wayfinding, emergency response and dispatch. Staff have identified proposed names for all existing parking areas on District lands and secured address assignments for all parking areas. The Legislative, Funding, and Public Affairs Committee (LFPAC) reviewed the proposed names on September 13, 2022 and voted unanimously to forward the recommended names to the full Board of Directors (Board) and to include address signs at the entrance of each preserve parking area. Pending Board approval, the proposed parking area names would be implemented across District maps, signs, and digital records.

DISCUSSION

In October 2019, GIS, Visitor Services, Land and Facilities, Public Affairs, and Planning staff met to identify the operational challenges resulting from a lack of formal names for District parking areas. Two primary issues were raised: (1) parking areas across the District had not been named according to an established standard, and (2) many parking areas lacked official address assignments. As a result, internal and external references to District parking areas were inconsistent, presenting operational challenges for mapping, wayfinding, and emergency dispatch.

The Parking Area Naming Conventions project was subsequently formed to address these issues. Based on recommendations for improved cartography and emergency response, staff assigned proposed names to all formal parking areas on District lands. Attachment 1 provides a complete list of the proposed parking area names and maps of the parking area locations. The list includes

formal parking lots and roadside parking areas that exist on District land and excludes informal roadside parking areas found elsewhere on public roads.

Per District Policy 5.01 for *Site Naming, Gift, and Special Recognition* (Attachment 2), simple, functional parking area names were identified according to their geographic locations (e.g., Thornewood Parking Area) or key landscape features, as appropriate (e.g., Mt. Umunhum Summit Parking Area). To maintain consistency, the term “parking area” is proposed to be used for designated parking locations (or parking lots) and the phrase “roadside parking” is assigned to pullouts. Where applicable, descriptive words are incorporated to denote key information. The word “accessible” is included where pertinent to identify parking areas that are designated exclusively for accessible parking use and designed to meet the American for Disabilities Act (ADA) (e.g., Mt. Umunhum Summit *Accessible* Parking Area). Similarly, the term “equestrian” is used to denote parking areas designated for equestrian parking use (e.g., Skyline Ridge *Equestrian* Parking Area). The word “permit” is used for parking areas that require permits (e.g., Water Wheel Creek *Permit* Parking Area), and the phrase “special event” is incorporated into parking area names utilized for these purposes (e.g., Purisima Creek Road *Special Event* Parking Area).

Additionally, staff have worked with neighboring jurisdictions, including the Counties of San Mateo and Santa Clara, the Towns of Woodside and Portola Valley, and the City of East Palo Alto, to formally request official addresses for all District parking areas. All requested addresses were approved by designated emergency response entities, including the California Department of Forestry and Fire Protection, the Woodside Fire Protection District, and Mountain View Dispatch.

For this item, the Board of Directors is asked to review and approve the proposed parking area names and naming convention process and direct the General Manager to install parking area address signs at the entrance of each parking area to improve operational needs related to wayfinding, emergency response, and dispatch.

FISCAL IMPACT

Selecting names for parking areas will not result in any additional fiscal impact. These names will be used as part of website, mapping, and signage updates and will be accounted for in affiliated project budgets and/or the District’s signage budget as appropriate.

Installing parking area address signs at each of the preserve parking areas included in Attachment 1 would cost approximately \$4,087. There are sufficient funds in the current Fiscal Year 2022-23 budget to install the first phase of signs. Additional funds may be requested as part of the operational signage budget for the next fiscal year to complete the sign installations.

BOARD AND COMMITTEE REVIEW

September 13, 2022: LFPAC unanimously voted to forward the proposed parking area names to the full Board for review and approval and to install address signs at the entrance of each parking area ([R-22-101](#), draft meeting minutes attached).

PUBLIC NOTICE

Public notice was provided as required by the Brown Act. No additional notice is required.

CEQA COMPLIANCE

The selection of parking area names, and the installation of parking area address signs on existing infrastructure (such as existing signposts or gates), is not a Project as defined by CEQA. In rare cases, a new signpost may be required to install a parking area address sign. Installation of a limited number of signposts is categorically exempt from CEQA in accordance with Section 15304: Minor Alterations to Land.

CEQA Guidelines Section 15304: MINOR ALTERATIONS TO LAND

CEQA exempts minor alterations in the condition of land which do not involve removal of healthy, mature, scenic trees and have negligible or no permanent effects on the environment. As stated, parking area address signs would be installed on existing infrastructure. New signposts would only be required in special circumstances, resulting in minimal impact to the existing parking areas.

NEXT STEPS

Pending Board approval, staff would update both internal and external materials, including maps, digital records, and signage, with the approved parking area names and associated addresses as appropriate.

Attachments

1. Proposed Parking Area Names and Locations
2. Policy 5.01 Site Naming, Gift, and Special Recognition Policy
3. Draft September 13, 2022 LFPAC Meeting Minutes

Responsible Department Head:

Jane Mark, AICP, Planning Department

Prepared by/Contact Persons:

Arianna Nuri, Planner II, Planning Department

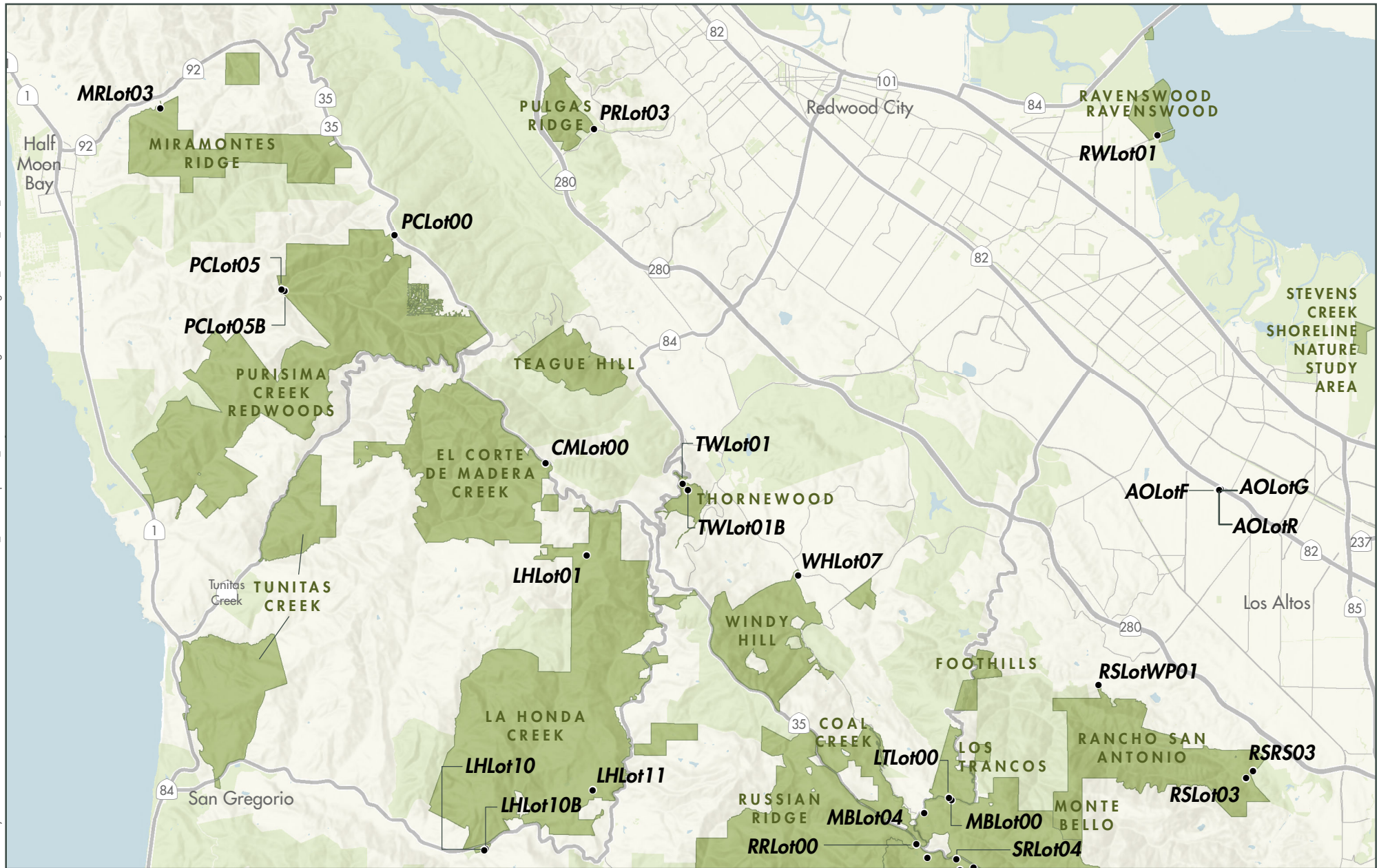
Gretchen Laustsen, Senior Planner, Planning Department

Graphics prepared by:

Anna Costanza, GIS Technician, GIS Department

Attachment 1 – Proposed Parking Area Names and Locations

Unique ID	Preserve Location	Parking Area Name
BCLot00	Bear Creek Redwoods	Alma Parking Area
BCLot02	Bear Creek Redwoods	Bear Creek Stables Parking Area
BCLot02A	Bear Creek Redwoods	Bear Creek Stables Equestrian Permit Roadside Parking A
BCLot02B	Bear Creek Redwoods	Bear Creek Stables Equestrian Permit Roadside Parking B
CMLot00	El Corte de Madera Creek	El Corte de Madera Parking Area
ESLot05	El Sereno	Overlook Permit Parking Area
FOLot01	Fremont Older	Prospect Parking Area
LHLot01	La Honda Creek	Allen Road Permit Parking Area
LHLot10	La Honda Creek	CAO Parking Area
LHLot10B	La Honda Creek	Event Center Permit Parking Area
LHLot11	La Honda Creek	Sears Ranch Road Parking Area
LRRS03	Long Ridge	Eagle Rock Roadside Parking
LRRS04	Long Ridge	Portola Heights-Long Ridge Roadside Parking
LTLot00	Los Trancos	Los Trancos Parking Area
MRLot03	Miramontes Ridge	Miramontes Stables Parking Area
MBLot00	Monte Bello	Monte Bello Parking Area
MBLot04	Monte Bello	Lori's Stables Special Event Parking Area
MBLot08	Monte Bello	Water Wheel Creek Permit Parking Area
AOLotF	N/A	AO Front Parking Area
AOLotG	N/A	AO Underground Parking Garage
AOLotR	N/A	AO Rear Parking Area
SAOLot01	N/A	SAO Parking Area
PILot01	Picchetti Ranch	Picchetti Ranch Parking Area
PRLot03	Pulgas Ridge	Pulgas Ridge Parking Area
PCLot00	Purisima Creek Redwoods	North Ridge Parking Area
PCLot05	Purisima Creek Redwoods	Purisima Creek Road Parking Area
PCLot05b	Purisima Creek Redwoods	Purisima Creek Road Special Event Parking Area
RSLOT03	Rancho San Antonio	FFO Parking Area
RSLOTWP01	Rancho San Antonio	Rhus Ridge Parking Area
RSRS03	Rancho San Antonio	Rancho Special Event Roadside Parking
RWLot01	Ravenswood	Ravenswood Parking Area
RRLot00	Russian Ridge	Russian Ridge Parking Area
RRLot03	Russian Ridge	Mindego Parking Area
SALot01	Sierra Azul	Kennedy Roadside Parking
SALot06	Sierra Azul	Jacques Ridge Parking Area
SALot07	Sierra Azul	Bald Mountain Parking Area
SALot14	Sierra Azul	Mt. Umunhum Summit Parking Area
SALot14A	Sierra Azul	Mt. Umunhum Summit Accessible Parking Area
SARS07	Sierra Azul	Bald Mountain Roadside Parking
SRLot01	Skyline Ridge	Chestnut Orchard Parking Area
SRLot04	Skyline Ridge	Skyline Ridge Circle Parking Area
SRLot04A	Skyline Ridge	Skyline Ridge Accessible Parking Area
SRLot04B	Skyline Ridge	Skyline Ridge Equestrian Parking Area
SRLot05	Skyline Ridge	SFO Parking Area
TWLot01	Thornewood	Thornewood Parking Area
TWLot01B	Thornewood	Thornewood Special Event Parking Area
WHLot07	Windy Hill	Lower Windy Hill Parking Area



Parking Area Locations (North)

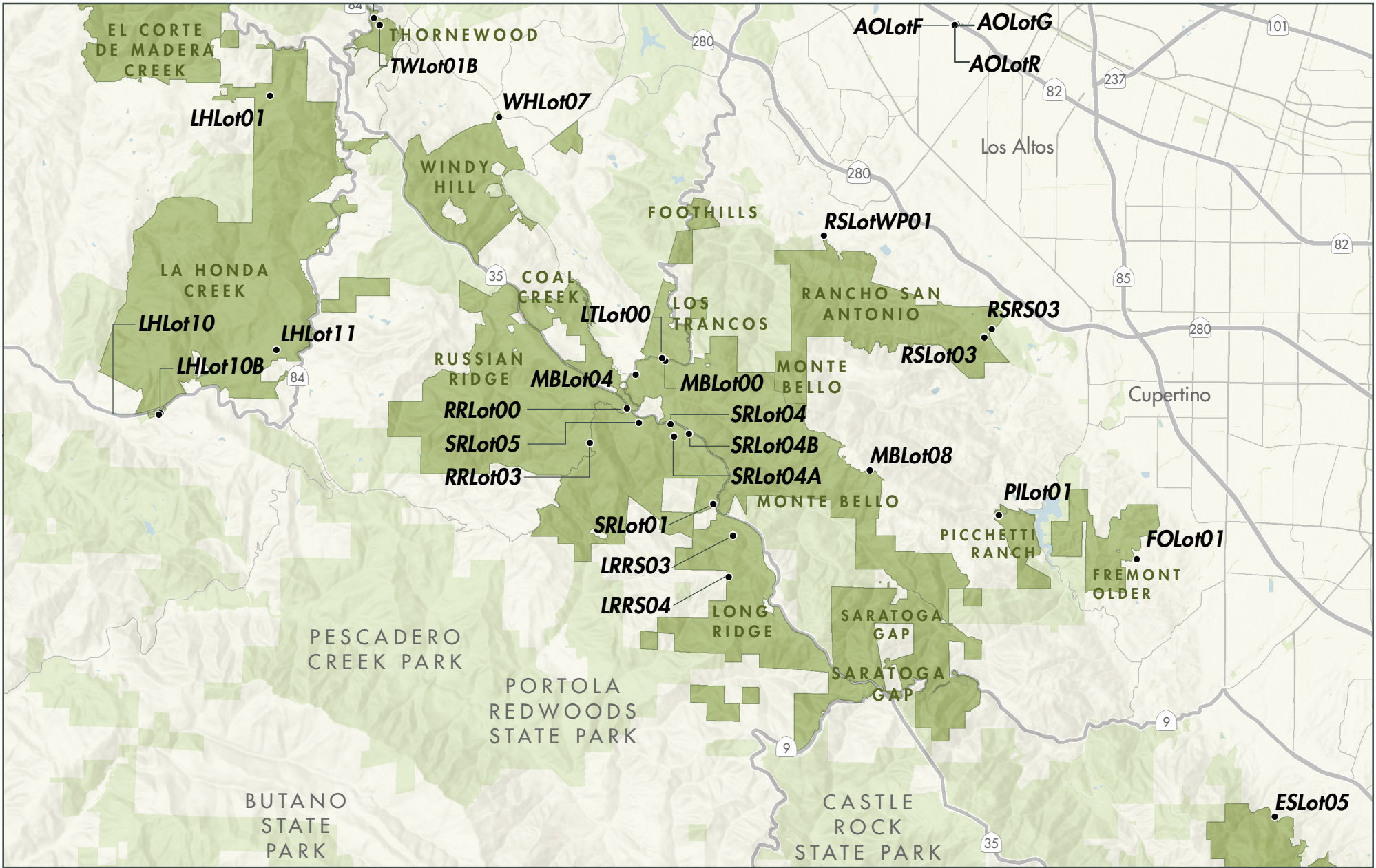
- Midpen preserves
- Other protected lands
- Parking area location

Midpeninsula Regional
Open Space District
(Midpen)



8/23/2022





Parking Area Locations (Central)

- Midpen preserves
- Other protected lands
- Parking area location

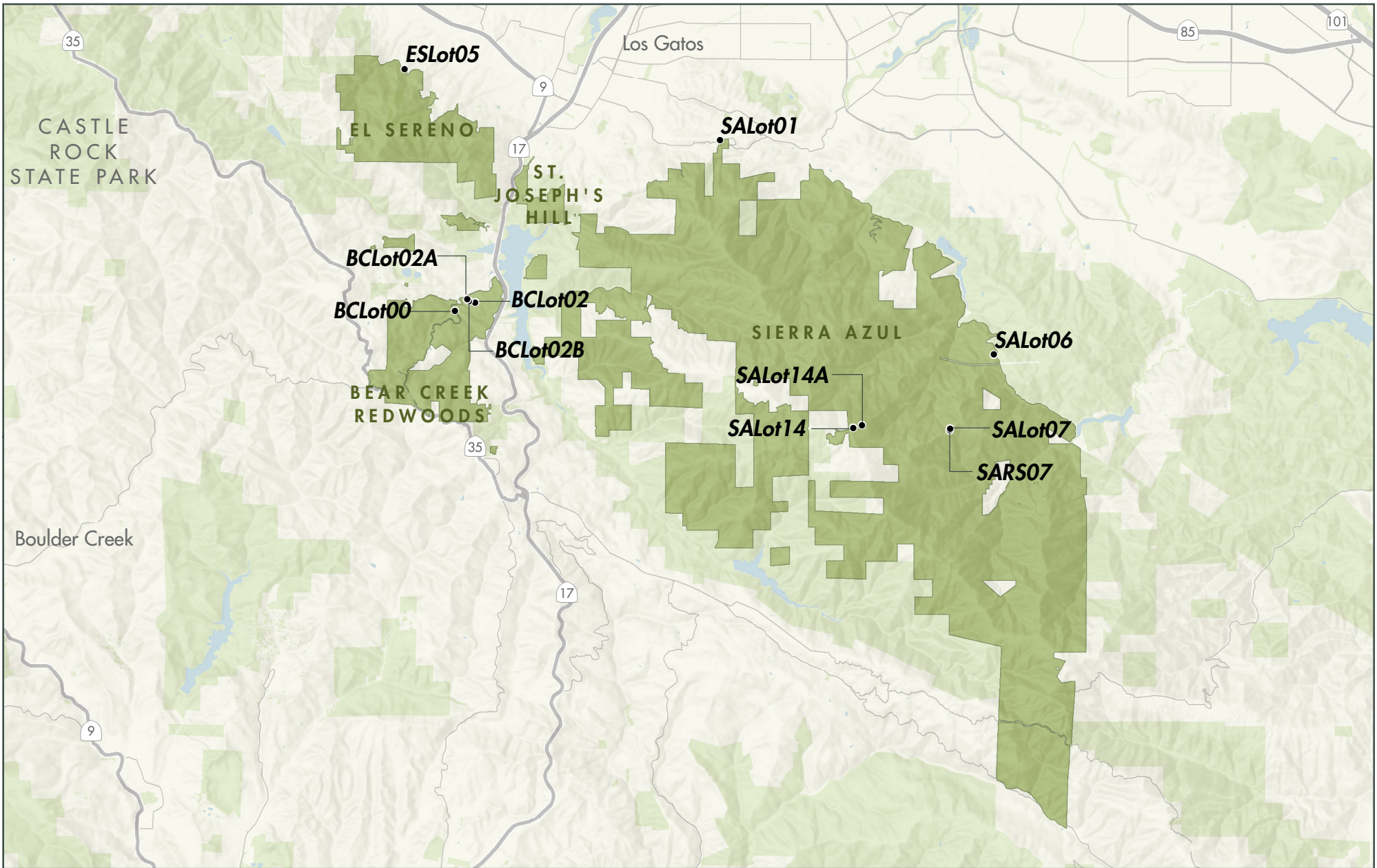
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Parking Area Locations (South)



Midpen preserves



Parking area location



Other protected lands

Midpeninsula Regional
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(Midpen)



9/6/2022



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

Midpeninsula Regional Open Space District

Board Policy Manual

Site Naming, Gift, and Special Recognition	Policy 5.01 Chapter 5 – Historical/Cultural
Effective Date: 8/25/93	Revised Date: 12/12/18
Prior Versions: 8/25/93, 9/14/94, 6/24/98, 9/12/01, 10/8/08, 1/13/10, 10/27/10, 11/13/13	

I. SITE NAMING

All District site names and signs should be kept as simple and functional as possible. When a property is acquired, either as an addition to an existing preserve or for the establishment of a new preserve, a name will be recommended in the Preliminary Use and Management Plan. In most cases, "open space preserve" is appropriate as part of the name; however, there may be circumstances when another designation may be used. In some cases, a temporary name may be retained until the next Comprehensive Use and Management Plan review.

A. Open Space Preserves

The name given to each open space preserve should be general enough to remain suitable if the site is enlarged, but specific enough to give its location some significance. Properties added to an open space preserve may not always be contiguous with that preserve.

1. Preserves shall be named after:
 - a) Geographical features of broad, general significance to the preserve;
 - b) Historical persons, cultural names, uses, or events broadly associated with the locale.
2. Preserves shall not be named after any individuals other than historical persons as noted above.

B. Preserve Areas, Trails, Site Improvements, Historic Sites and Unnamed Natural Features

This designation refers to specific locations, land formations, trails, natural and physical features, staging areas and other site improvements, and areas of significance within open space preserves. Recognition of significant land gifts, including "bargain" purchases, will be negotiated at the time of the gift or bargain purchase.

1. Preserve areas, trails, site improvements including benches and bridges, historic sites and previously unnamed natural features shall ordinarily be named

after:

- a) Geographical, botanical or zoological identification;
- b) Historical persons, uses, or events associated with the site, or persons and organizations listed in Section III: "Special Recognition".

2. Preserve areas, trails, site improvements, historic sites and unnamed natural features may in rare instances be named after a living individual who has made an outstanding contribution to the District, subject to approval by the Board of Directors.

II. GIFT RECOGNITION

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

A. Unsolicited Cash Gifts:

Up to \$25	Postcard of thanks
\$26 to \$499	Letter signed by General Manager
\$500 to \$1,999	Letter signed by President of the Board
\$2,000 to \$4,999	Letter signed by President of the Board and District gift item (note cards, etc.)
\$5,000 to \$9,999	Letter signed by President of the Board and framed photograph of favorite District preserve
\$10,000 or more	Letter signed by President of the Board and Resolution and framed photograph of District preserve and mention in a District publication*
*These items will be provided only if desired by the donor.	

III. SPECIAL RECOGNITION

The Legislative, Funding and Public Affairs Committee (LFPAC) shall be the committee designated to discuss all requests that meet the criteria of the policy for special recognition made by members of the Board of Directors, and after deliberation shall forward a recommendation to the full Board for a vote.

The General Manager or his/her designee will review constituent bench dedication requests to determine eligibility based on the policy guidelines outlined below in Section III D.

Constituent bench requests may be brought to LFPAC if there exists ambiguity regarding whether the request meets the requirements below.

The District places benches in its preserves for three distinct purposes:

A. District Rest Benches

These benches provide constituents with a place to rest. District staff places these benches without involving a District committee or the full Board. Regular benches must be either a backed or a backless standard bench as described in Section V below.

B. Constituent Bench Dedications

These are benches which have been requested by constituents in order to honor or memorialize a member of the public and are funded by the requestors who must pay \$5,000 for a 10-year term. Requests must be in reference to a significant supporter or a volunteer, as defined in Section III D below. The General Manager or his/her designee reviews requests to determine if they meet the eligibility definitions. Requests that are administratively declined because they do not meet the eligibility definitions may be appealed to the General Manager for a second review. Eligible requests will be administratively implemented.

a) Constituent bench dedications shall only be selected from and placed in locations that have been pre-determined by the District and/or approved by the Planning and Natural Resources Committee and/or by the full Board of Directors.

b) If a request for a constituent bench meets the eligibility requirements, the requestor(s) shall pay for the cost of constructing, installing and maintaining a bench and plaque by contributing \$5,000 to cover the 10-year dedication term of the bench.

c) Bench plaques will be 2 x 6 inches in size.

d) Benches must be one of the two District standard bench designs.

e) Constituent bench dedications will have a term limit of 10 years. After 10 years, the original donor will have the option to contribute an additional \$5,000 donation for each additional 10-year term. Should the original donor decline to renew an existing bench, the bench will be offered to the public for re-dedication.

C. District Bench Dedications

These are benches which are installed by the District in response to requests by members of the Board of Directors to honor "Founders," "Significant Supporters", and "Volunteers".

a) LFPAC can initiate a bench request and refer a decision to the full Board or individual Board members can initiate a bench request which will be referred to LFPAC for discussion before it is referred to the full Board for a final decision. Honorees must be "Founders", "Significant Supporters", and "Volunteers" (per policy Section III D below).

b) For these benches there are no design specification limits or limits on their location. The District will pay for the lifetime cost of the bench.

D. Founders, Significant Supporters, and Volunteers

"Founders", "Significant Supporters", and "Volunteers" are eligible for special recognition, including memorials.

"Founders" shall be defined as an individual or group of individuals who participated in the formation of the District, or were significant supporters of the formation of the District.

"Significant Supporters" shall be defined as individuals or group of individuals who have shown conspicuous or noteworthy support for the District through extraordinary contributions of time and effort to the advancement of the goals, philosophy and mission of the District.

"Volunteers" shall be defined as individuals or groups of individuals who donated a minimum of 250 volunteer hours and 5 years of service to the District by working for the District's docent or volunteer program.

IV. RECOGNITION OF HISTORIC SITES

A. A recognition monument, normally in plaque form, may be considered by the Board if it is in relation to a specific existing building or other remaining structure of significant historic value. In such cases, the plaque will be affixed or in close proximity to the structure itself. If there is no structure, then recognition may be considered for inclusion on District informational materials or trail signage. Such a site, in the absence of a building or structure, will ordinarily not be physically marked except as determined by the Board on a case-by-case basis as part of the Use and Management planning process for the corresponding open space preserve.

Any Board-approved memorial names shall be included in site brochures, maps, or other informational materials.

V. STANDARD BENCH DESIGN SPECIFICATION

A. District Rest Benches and Constituent Bench Dedications, described in III (A) and (B) above, are limited to either of the two following standard bench designs:

Backed bench:

Dumor - Bench 88, recycled plastic slates (color: CEDAR), steel leg supports
(color: BLACK, IMBEDDED)
6' or 8' lengths

Backless bench:

Dumor - Bench 103, recycled plastic slates (color: CEDAR), steel leg supports
(color: BLACK, IMBEDDED)
103-60PL 6' long, 3 supports
103-80PL 8' long, 3 supports

B. The General Manager or LFPAC can at any point bring designs to the Board that differ from the District's standard bench designs.

VI. PARTNER RECOGNITION SIGNBOARD

Partner recognition signboards provide an opportunity for the District to recognize and acknowledge significant partners who have made conspicuous or noteworthy contributions of cash, land, and/or time that were instrumental to the conservation, restoration, management,

and/or public opening of a preserve. Partners may include agencies, organizations, or individuals. Partner Recognition Signboards may also be used to satisfy recognition requirements specified in grant, purchase, or other funding agreements.

Excluding recognitions previously approved by the Board (e.g. recognitions required in Board-approved agreements and resolutions), LFPAC shall review and forward for Board approval the list of partner(s) to recognize on the Partner Recognition Signboard. Following Board approval, the General Manager or his/her designee will follow the guidelines and specifications listed below.

a. Guidelines and Specifications:

- a) Partner Recognition Signboards shall be standalone signboards that follow the same design specifications as the District's standard trailhead signboards to maintain District branding and visual cohesiveness.
- b) Partner Recognition Signboards shall normally be placed directly adjacent to existing preserve signboards to consolidate trailhead information and signboard placement.
- c) Recognition content shall include logos and/or names.
- d) The District will review recognition content with each partner for accuracy and completeness.
- e) The General Manager or his/her designee will approve the final recognition content.
- f) Exceptions to these guidelines and specifications will be forwarded to LFPAC for review and to the full Board for consideration of approval.



Midpeninsula Regional
Open Space District

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

LEGISLATIVE, FUNDING, AND PUBLIC AFFAIRS COMMITTEE

The Board of Directors conducted this meeting in accordance with California Government Code section 54953(e) and Midpeninsula Regional Open Space District Resolution 21-33. All Board members and staff participated via teleconference.

Tuesday, September 13, 2022

DRAFT MINUTES

CALL TO ORDER

Director Siemens called the meeting of the Legislative, Funding, and Public Affairs Committee to order at 1:02 p.m.

ROLL CALL

Members present: Larry Hassett and Pete Siemens

Members absent: Karen Holman

Staff present: General Manager Ana Ruiz, General Counsel Hilary Stevenson, Assistant General Manager Brian Malone, Assistant General Manager Susanna Chan, Chief Financial Officer Stefan Jaskulak, District Clerk/Assistant to the General Manager Jennifer Woodworth, Planning Manager Jane Mark, Senior Planner Gretchen Laustsen, Senior Planner Jared Hart, Planner II Arianna Nuri

District Clerk/Assistant to the General Manager Jennifer Woodworth announced this meeting is being held in accordance with Government Code section 54953(e) and Midpeninsula Regional Open Space District Resolution 21-33, allowing Board members to participate remotely. The District has done its best to conduct a meeting where everyone has an opportunity to listen to the meeting and to provide comment. The public has the opportunity to comment on the agenda, and the opportunity to listen to this meeting through the internet or via telephone. This information can be found on the meeting agenda, which was physically posted at the District's Administrative Office, and on the District website. Ms. Woodworth described the process and protocols for the meeting.

ORAL COMMUNICATIONS

No public comments submitted.

LFPAC
September 13, 2022

ADOPTION OF AGENDA

Motion: Director Hassett moved, and Director Siemens seconded the motion to adopt the agenda.

ROLL CALL VOTE: 2-0-0 (Director Holman absent)

COMMITTEE BUSINESS

1. Approve the July 12, 2022 Legislative, Funding, & Public Affairs Committee meeting minutes.

Motion: Director Hassett moved, and Director Siemens seconded the motion to approve the July 12, 2022 Legislative, Funding, and Public Affairs committee meeting minutes.

Public comment opened at 1:04 p.m.

Ms. Woodworth reported no public comments had been submitted.

Public comment closed at 1:04 p.m.

ROLL CALL VOTE: 2-0-0 (Director Holman absent)

2. Proposed Parking Area Names (R-22-101)

Planner II Arianna Nuri provided the staff presentation stating the District's preserves often offer more than one parking area, so consistent naming conventions are needed to help prevent confusion and to be able to direct visitors, staff, and emergency response to the correct location. Consistent naming conventions will increase accuracy of mapping and databases used internally and externally. Staff coordinated with District departments regarding the naming conventions and with neighboring jurisdictions to request formal addresses for the parking areas. Ms. Nuri reviewed the proposed naming conventions and parking area names.

Directors Hassett and Siemens suggested including more definite terms to designate parking areas as ADA accessible.

Senior Planner Gretchen Laustsen stated the two parking areas labeled as "accessible" do refer to parking areas that only provide ADA parking and access to the District's easy access trails.

The Committee members requested and received clarification regarding specific parking area names.

Director Siemens spoke in support of prominently posting the addresses at each of the parking area entrances.

Public comment opened at 1:26 p.m.

No public comments were submitted for this item.

LFPAC

September 13, 2022

Public comment closed at 1:26 p.m.

Motion: Director Hassett moved, and Director Siemens seconded the motion to forward a recommendation to the full Board of Directors for their review and consideration of proposed names for the parking areas identified in the staff report and to post the parking area addresses at the entrance of each parking area.

ROLL CALL VOTE: 2-0-0 (Director Holman absent)

3. Guiding Principles for the Design Enhancements of the Highway 17 Crossings (R-22-91)

Senior Planner Jared Hart presented the staff report describing the location and the purpose of the Highway 17 trail and wildlife crossings. Due to their high visibility, the Board will be reviewing and approving design enhancement options and design principles. Mr. Hart described several of the options for design enhancements, including fencing, concrete stamping, and murals, and reviewed the proposed guiding principles.

The Committee members spoke in favor of using design enhancements that can reduce the impact of vandalism as much as possible and in favor of Caltrans maintaining the infrastructure.

Director Hassett spoke in support of including interpretive signage to notify the public of the purpose of the wildlife crossing, such as incorporating images of a mountain lion, deer, racoon, etc.

Director Siemens spoke in support of the stamped concrete options and the metal fencing with cutouts.

Mr. Hart reviewed the timeline and next steps for the project.

General Manager Ana Ruiz suggested two additional guiding principles to address the comments by the committee members.

Motion: Director Hassett moved, and Director Siemens seconded the motion to forward the recommended guiding principles for the design enhancements of the Highway 17 Crossings project to the Board of Directors for their consideration with the following two additions:

- Simple design that facilitates quick interpretation for motorists.
- Use of durable treatments that minimizes need for maintenance and avoids potential for vandalism.

ROLL CALL VOTE: 2-0-0 (Director Holman absent)

ADJOURNMENT

Chair Siemens adjourned the meeting of the Legislative, Funding, and Public Affairs Committee at 2:00 p.m.

Jennifer Woodworth, MMC
District Clerk