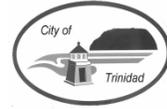


**TRINIDAD CITY HALL**  
P.O. Box 390  
409 Trinity Street  
Trinidad, CA 95570  
(707) 677-0223

**STEVE LADWIG, MAYOR**  
**GABRIEL ADAMS, CITY CLERK**



Posted: Thursday, October 10, 2019

**NOTICE AND CALL OF A MEETING OF THE**  
**TRINIDAD TRAILS COMMITTEE**

The Trinidad City Council Trails Advisory Committee will meet on  
**TUESDAY, OCTOBER 15, 2019 at 5:00 PM**  
In Civic Club Room located at City Hall, 409 Trinity Street, Trinidad

- 
- I. CALL TO ORDER/ROLL CALL**
  - II. APPROVAL OF MINUTES** – 06/18/2019  
– 07/16/2019  
– 09/17/2019
  - III. ITEMS FROM THE FLOOR**
  - IV. STAFF/COUNCIL REPORTS**
  - V. COMMITTEE MEMBER REPORTS**
  - VI. DISCUSSION/ACTION ITEMS**
    - 1. Trails Policy: Update and Revision
    - 2. Trails Committee Resolution
  - VII. REQUEST FOR FUTURE ITEMS**
  - VIII. ADJOURNMENT**

**Angela Zetter**  
Trinidad Administrative Assistant

MINUTES OF THE REGULAR MEETING OF THE TRINIDAD TRAILS ADVISORY COMMITTEE  
TUESDAY, JUNE 18, 2019 AT TRINIDAD TOWN HALL, 409 TRINITY STREET

**I. CALL TO ORDER/ROLL CALL (4:31 pm)**

Committee Members Present: Davies, Kenny, Morehead, Kelly

Alternate Committee Members: Laos

Committee Members Excused/Absent: West, Brown, Myers, Clayburn

City Staff: Zetter

**II. APPROVAL OF MINUTES**

*May 21, 2019*

(Morehead/Kelly) moved to approve the May 21, 2019 minutes as submitted. **Kenny abstained. Passed (3-0, 1 abstention).** Alternate Committee member, Laos, was not present during approval of the minutes.

**III. ITEMS FROM THE FLOOR**

The Sustainable Oceans Program collectively expressed their gratitude to the Trails Committee. The program agreed that it was beneficial to discuss the issues facing a coastal town.

Committee member Morehead suggested either the Trails Committee or City Council write a letter to the State Parks recommending repair to the adjacent State Park trails, specifically Mill Creek to State Beach, and College Cove. Morehead further suggested that the letter specifically include repair of the cable steps at the bottom of the trails. Morehead provided examples of where repairs have been completed by the Land Trust, specifically noting Baker Beach, Luffenholtz Beach, Houda Point, and Martin Creek. Morehead noted that the TCLT has worked with the City on the Parker Creek trail.

Committee member Kenny stated the State Parks have yet to conduct their yearly vegetation maintenance. However, she further noted that it is around this time of year when the vegetation maintenance is completed. Kenny also stated she saw an individual fall on the Axel Lindgren trail. Morehead opined that this is a clear example of why the City needs to follow through on requesting funding for repairs.

**IV. STAFF/COUNCIL REPORTS**

Council member Davies advised that the budget was approved with a \$10k line item for trail repair specifically. He opined that the Committee should reinstate, at the next City Council meeting, what the priorities are for the City's trails. Davies suggested agendaizing a plan for the trails. He further advised that he helped, along with community member Bryce Kenny, answer questions posed by the Sustainable Oceans Program. He explained that Bryce Kenny provided the student group with information regarding the Rancheria's current land into trust plan for the harbor area.

In response, Committee member Laos questioned why Bryce Kenny would be answering questions regarding the Rancheria's plan to put the land into a trust. The issue should be explained by a Rancheria representative, as it is on Rancheria property. Laos noted it was inappropriate that a discussion took place without Rancheria involvement. Laos spoke directly to the Sustainable Oceans Program and advised that if the group wanted to know more about the application, they could set up a meeting with the Rancheria. Davies clarified to Laos that no position was taken by those leading the walking tour, but instead just explained the situation.

**V. COMMITTEE MEMBER REPORTS**

There were no Committee reports, but Morehead instead provided a summary of the purpose of the Trails Committee to the Sustainable Oceans Program. He also noted that the Committee is close to presenting a trails policy to the City Council.

## VI. DISCUSSION/ACTION ITEMS

### 1. Trails Policy

#### *Section A:*

Laos led the discussion of Section A, and brought copies of her revisions to the background section. She explained that she had previously prepared a three-page background on Trinidad for the TCLT, so she used her past work as a starting point. She stated she used some of the information provided in the Trinidad Head section, so the focus could be on the history of the Trinidad Head Trail. She advised that she did not add any information about the City itself, but instead focused on the geographical history.

Davies opined that a paragraph regarding Trinidad's incorporation may be beneficial. The Committee was in agreement with the suggestion. Kenny mentioned they could likely find information in the Trinidad Museum. The Committee agreed this information should be added to page three.

Kelly, Laos, and Davies suggested adding "The City of Trinidad maintains a number of trails," and then provide basic background on each trail. The Committee was in agreement that it is unnecessary to have a history of each trail, but instead only a concise description. Davies referenced Committee member Jack West's changes to Section A, noting that some of the description sections have a substantial amount of information. Kenny, however, advised West correctly presented the trail descriptions.

Kelly mentioned that ownership information should be included in the policy, and reminded the Committee it is available on page 10, table 1. Kenny advised that this section is key because Public Works needs to have the information readily available.

A discussion ensued about how to present the information (i.e. guide manual vs trails policy). Laos suggested that the descriptive information can be added to an appendix. Kelly suggested creating a template of what the Committee wants in the description. Morehead advised that while a majority of the history sections of each trail can be deleted, it should be preserved in the appendix.

#### *Section B:*

Kelly stated that in her review she made a multitude of edits. She advised that she made modifications to the wording, such as using active vs passive writing. She stated she made structural changes for consistency. She suggested the section on dogs be reviewed for clarity.

#### *Section C:*

There was a general consensus that to work on Section C, there needs to be an editable form. No changes were made to Section C at this time.

#### *Sections D, E, and F:*

Davies recommended changes to pages 23 and 24, specifically to the bullet points. Changes are as follows:

- Removed bullet point "Determine the minimum cost to maintain trails" and added "Public Works will keep accurate records."
- Removed bullet point "Determine funding sources...trail access points" and added "The City has allocated a \$10k line item in the annual budget."

- Changed bullet point “The trails committee should assess...to fund the trail system annually,” to “The Trails Committee should assess how much money is requested for annual maintenance.”
- Changed bullet point “The City may charge a permit fee for trails...resolution of the council” to “Permit fees will be established for events that are required. The City shall establish an appropriate fee schedule by resolution of the council.”
- Removed bullet point “The transient occupancy tax...3.20.030, Imposed Rate.”
- Removed bullet point “Taxable permits...trail maintenance and monitoring.”
- Removed bullet point “Hire a grant writer or...seeking funds” and replace with “The City will pursue grants.”

Davies advised that he wasn't sure why there were bullet points on page 26. Morehead stated that the Committee needs to review all of the bullet points and decide upon a numerical system.

*Section G:*

Davies, Morehead, and Kelly discussed the format of Section G, specifically regarding accessibility and inaccessibility of trails. It was discussed that signage should be moved to the end of the section. Kelly opined that Committee members West and Brown may have valuable input, as they were initially assigned to the section. Kenny advised that some of the sections on signs are more advice related, Laos echoed Kenny's statement.

*Sections H and I were not discussed.*

The Committee agreed that the before sending the policy to the City Planner, it should be provided to the City Council first to see if they want to pursue it further. Morehead questioned whether the Committee's recommendations could be an appendix to the document. The Committee raised the concern that their recommendations have not been acted upon. Davies advised that he will talk to City Manager Naffah and determine what the holdup is. Kenny, Morehead, and Laos advised that the holdup is due to the sensitivity of the area.

Davies requested a digital copy, so more edits can be made prior to the next meeting.

**VII. REQUEST FOR FUTURE ITEMS**

Continue to work on Trails Policy

**VIII. ADJOURNMENT**

Meeting adjourned at 5:45 pm. Next meeting scheduled for 4:30 pm on July 16, 2019.

Submitted by:

Approved by:

Angela Zetter  
Administrative Assistant

Tom Davies  
Council Member

MINUTES OF THE REGULAR MEETING OF THE TRINIDAD TRAILS ADVISORY COMMITTEE  
TUESDAY, JULY 16, 2019 AT TRINIDAD TOWN HALL, 409 TRINITY STREET

**I. CALL TO ORDER/ROLL CALL (4:38 pm)**

Committee Members Present: Kelly, Kenny, Davies

Committee/Alternate Members Absent: Morehead, West, Laos, Brown, Clayburn, Myers

City Staff: Zetter

**II. APPROVAL OF MINUTES**

*June 18, 2019*

No motion was made to approve the June 18, 2019 minutes as amended.

***Corrections to page one are as follows:***

Modified sentence in Items from the Floor to remove “*due to improper footwear*”

Modified in Staff/Council Reports to state:

- “He further advised that he helped, along with community member Bryce Kenny, *answer questions posed by the Sustainable Oceans Program.*”
- “In response, Committee member Laos questioned why Bryce Kenny would be *answering questions regarding the Rancheria’s plan to put the land into a trust. The issue should be explained...*”
- Updated “land trust plan” to “land into trust.”

***Corrections to page two are as follows:***

Modified in Discussion/Action Items to state:

- “The Committee was in *agreement* that it is unnecessary...”
- “*Kenny*, however, advised West...”

**III. ITEMS FROM THE FLOOR**

No items from the floor.

**IV. STAFF/COUNCIL REPORTS**

Davies and Kelly advised they had nothing to report from the City Council or Planning Commission. Kenny questioned the status of the Galindo Trail controversy. Davies advised that, to his knowledge, nothing has been brought to the City Council. Kelly advised that there has been a bear on the Parker Creek trail.

**V. COMMITTEE MEMBER REPORTS**

No Committee Member Reports.

**VI. DISCUSSION/ACTION ITEMS**

1. Trails Policy Revision/Discussion

Section A was not discussed.

Kelly’s modifications to Section B:

Page 7:

- Removed “reduce violations, prevent displacement of any trail users, existing, and avoid endangerment of other trail users” from bullet point three on page 7 of public access.

Page 8:

- Removed the second paragraph.

- Modifications to bullet points in trails use policies: Removed the words “Americans with Disabilities, Prohibition of Off-Trail Pedestrians, and Dogs.”

Page 9:

- Removed the word “bicycles.”
- Removed “their respective.”
- Upon consensus, “Due to busy tourist traffic...for parking while walking in town or on the trails” was removed.

Section C was not discussed.

Davies’ modifications to Sections D and E:

Page 22:

- Updated bullet points in Natural Resources Conservation Policies to:
  - Updated first bullet point to “The City will design, build, and manage trails in a sustainable manner by incorporating design measures that protect vegetation, preserve habitats, and minimize erosion.”
  - Added “Trail maintenance and repair activities shall be performed in accordance with best practice and following restrictions set forth by the California Coastal Commission, Tsurai Management Plan, and court rulings” to first bullet point.
  - Updated second bullet point to “The City will prohibit trail uses that compromise the protection of natural resources and strive to protect and enhance the habitats of native plants and animals.”
  - Removed bullet point “Development...consistent across all trails.”
- Updated bullet points in the Cultural Resources Conservation Policies to:
  - “Areas of high-value cultural and historic resources will be protected from disturbance and adverse impact.”
  - “Future trails will be routed away from high-value cultural and historic resources whenever possible and feasible.”

Page 23:

- Updated bullet points in the Cultural Resources Conservation Policies to:
  - Updated second bullet point to “Cultural monitoring shall take place to decrease the potential for effects to cultural resources in areas of moderate to high sensitivity during construction.
  - Removed paragraph “In the event that...Native American Heritage Commission.”
  - Removed “The City will consult representatives of the Trinidad Rancheria and,” but kept “Refer to the Tsurai Management Plan...(TSA).”
- Updated Public Outreach – Provider and Partner Policies section to:
  - Removed “Trinidad will collaborate...about the trails.”
  - Added “The City will hold a public hearing, once per year, to report upon the state of trails and to establish goals for future maintenance and special projects.”

Page 24:

Updated the Funding section to include:

- “The City will establish a line item in the annual budget for trail maintenance. A long-term funding plan will be developed to supply materials, tools, equipment, signs, waste disposal, and staff time to perform maintenance and coordinate volunteers. Additional funding (i.e. grants, private donations, etc.) should be sought to support trail system functions, such as trail repair, maintenance, and development.”
- “The City shall keep trail maintenance records in order to accurately determine the cost of annual maintenance. The Trails Committee, in cooperation with Public Works, will assess the necessary amount of funding for annual repair and maintenance of trails, for recommendation to the City Council.”
- Removed “Permit fees shall...continued grant-seeking funds.”

Section F was not discussed.

Section G:

Page 26 and 27:

- Changed the Title of Section G to “Guidelines for Trails, Maps, and Signage”
- Davies suggested adding “the City shall maintain maps that show the trail system.”
- Kelly suggested adding “the City shall maintain up to date trails maps.”
- The entire section on Maps and Photos was removed.
- Discussed reordering Section G.

Page 28:

- Removed “Trailheads should be equipped...system” from bullet point three.
- Updated bullet point three to “Central location kiosks will provide an overview of the trailhead name, trail map, information on trail type and conditions, distances to destinations, and regulatory and safety information.”
- Removed the Coastal Development Permit Requirements section.

Page 32

- Removed the bolded section.

*General comments made during the discussion are as follows:*

- Kelly stated the big picture is to perform all maintenance of trails in a sustainable manner; referencing an example of a trail that was rerouted to avoid a creek.
- Kelly questioned if there is a specific distance that trails need to be away from streams.
- Kenny suggested updating information and focusing on formatting at the end.
- Davies suggested changing anything that says “Trinidad” to “the City.”
- Davies reminded the Committee that the policy needs to be mindful of public access in culturally sensitive areas.
- All members agreed the sentence “Trinidad may permanently decommission...historic resources,” should be discussed at a future meeting, as it leaves too much to question (page 23).
- Davies questioned the use of “tribes” in section D on page 23. The Committee agreed to wait for Laos to discuss an update if necessary.
- Kelly, Kenny, and Davies agreed that all codes mentioned in the policy need to be cross-checked.
- Kenny advised she would review Section G.
- Kelly stated she would like to see a virtual display for the trails.
- Kelly discussed putting section I in the appendices.
- Kenny opined the maintenance plan should be in the appendices.
- Updated “should” to “will” throughout the policy.

## **VII. REQUEST FOR FUTURE ITEMS**

Discuss changing meeting frequency.

## **VIII. ADJOURNMENT**

Meeting adjourned at 6:01 pm. Next meeting scheduled for 5:00 pm on September 17, 2019. August meeting has been canceled.

Submitted by:

Approved by:

**Angela Zetter**  
**Administrative Assistant**

*Trinidad Trails Committee*  
*07-16-2019*

**Tom Davies**  
**Council Member**

*Page 3 of 3*

MINUTES OF THE REGULAR MEETING OF THE TRINIDAD TRAILS ADVISORY COMMITTEE  
TUESDAY, SEPTEMBER 17, 2019 AT TRINIDAD TOWN HALL, 409 TRINITY STREET

**I. CALL TO ORDER/ROLL CALL (5:11 pm)**

Committee Members Present: Davies, Kelly

Committee/Alternate Members Absent: Kenny, Laos, Morehead, West, Clayburn, Myers, Brown

City Staff: Zetter

**II. APPROVAL OF MINUTES**

Due to lack of quorum, no approval of the minutes took place.

**III. ITEMS FROM THE FLOOR**

None

**IV. STAFF/COUNCIL REPORTS**

Council member Davies advised the AT&T appeal was denied, and that he is still trying to get a resolution on the agenda for the Trails Committee. He stated that a resolution will provide the Committee with proper guidelines.

**V. COMMITTEE MEMBER REPORTS**

None

**VI. DISCUSSION/ACTION ITEMS**

1. Trails Policy: Update and Revision

Planning Commissioner Kelly stated that she is currently missing Laos' and Moreheads' edits to the draft Trails Policy. Kelly briefly mentioned the proposed 12x12 signs and advised that at some point GPS coordinates can be added.

City Councilmen Davies and Planning Commissioner Kelly made updates to the draft Trails Policy. The updates are as follows (everything italicized is an update, starting on page 10 – ending on page 18):

- *“Relationship with adjoining landowners”* (10)
- *“Periodic trail maintenance”* (11)
- *“In order to control erosion, work will be...various slope stabilization measures”* (12)
- *“Vegetation management, such as, clearing fallen branches...creating disturbances”* (12)
- *“Damage caused by vandalism, short cuts, and informal/social trails will be addressed by Public Works”* (12)
- Possible relocation of *“New trail infrastructure additions...Coastal Zone Management Act”* to the appendix (12)
- Removed *“any project location within...Trinidad Zoning Ordinance”* (12)
- Removed *“Trinidad should collaborate with...maintenance on the trails”* (12)
- *The City may initiate a Trail Stewards Program...scheduled regularly* – removed *“we recommend”* (12)
- Removed *“Potential partners and volunteers...Pack Out Green Team”* (12)

- “The responsibility for trail maintenance *will* be clearly delineated when trail is created or adopted. Project maintenance *shall* be done by *Public Works and/or approved organizations*. (12)
- Baseline inspections and inventories *shall* be conducted for all trail assets. For each trail, a *responsive maintenance plan* appropriate to the trail assets and usage *will* be established.” (12)
- Removed “*a checklist should be prepared for use during future maintenance, a map of the trail should be prepared.*” (12)
- The priority of maintenance activities are *user* safety, protection of natural and cultural resources, and trail investment. (12)
- Removed “*to protect users and worker.*” (13) This was removed from the sentence “It is preferable to close trails during maintenance,” on page 12.
- Removed “*Two types of maintenance are conducted...of rehabilitation, construction, and restoration.*” (13)
- Removed “*Cleaning is the removal...conducted quite regularly.*” (13)
- Removed the “*Maintenance Work Crew Rules*” section. (13)
- Removed the “*Safety concerns for maintenance activities*” section. (13)
- Removed the “*Delegation of Maintenance Duties/Responsibilities*” section. (13-14)
- Removed the “*Annual Baseline Inventory and Monitoring Report Process*” section. (14)
- Removed the “*Establish a Maintenance and Monitoring Schedule*” section. (14-15)
- Removed “*Energy saving measures includes considerations of the following:*” (15)
- Removed all bullet points in section “*Infrastructure Policies.*”
- Removed “*Eliminate Trail Redundancy, Identify...unnecessary trails or trail segments.*” (15)
- Removed “*Facilities that support the trail system...to the public where feasible.*” (15)
- Removed “*Restrooms*” section (15-16)
- Removed “*Since thousands of visitors per year...around without using the trail.*” (16)
- “The purpose of signage is to enhance...safety and *identify trails.*” (16)
- Move “At minimum, proposed signage...and the Trinidad General Plan” to follow the sentence “The purpose of signage is...and the Trinidad General Plan.” (16)
- Removed “*Signage is intended to provide...children, and people with accessibility needs.*” (16)
- Put information regarding the California Coastal Act Section in a box. (16)
- Removed “*Staging Areas*” section (18)
- “*Trash Receptacles and Pet Waste Stations will be installed to reduce trash and dog waste.*” (18)

## VII. REQUEST FOR FUTURE ITEMS

Trails Policy: Update and Revision

## VIII. ADJOURNMENT

Meeting adjourned at 6:20 pm. Next meeting scheduled for 5:00 pm on October 15, 2019.

Submitted by:

Approved by:

**Angela Zetter**  
Administrative Assistant

**Tom Davies**  
Council Member



**RESOLUTION 2019 - 07**

**A RESOLUTION AUTHORIZING THE SHORT-TERM RENTAL (STR) ADVISORY COMMITTEE**

**WHEREAS**, the City has an obligation to protect the village atmosphere for the citizens of Trinidad, to provide opportunity for STR residences, and enhance the positive experience of tourists; and

**WHEREAS**, STR owners and managers have an obligation to manage their property in a manner consistent with the residential neighborhood character, and therefore over the years the City developed a STR Ordinance to define the policies and procedures that regulate the STR residences in Trinidad; and

**WHEREAS**, the Council established the Short-Term Rental Advisory Committee in January 2019 to bring members with various viewpoints together to engage in dialog, facilitate public involvement in the STR process, and to make recommendations to the Council on various topics identified below; and

**NOW, THEREFORE BE IT RESOLVED**, the Trinidad City Council hereby adopts a Short-Term Rental Advisory Committee to hold public meetings in accordance with the Brown Act, and to operate within the framework as follows:

- 1. PURPOSE:** The purpose of the Committee is 1) to evaluate the Ordinance for its effectiveness relating to permitting and implementation, 2) analyze benefits to visitors, 2) analyze impacts to residents such as parking, noise, over-occupancy, gatherings, etc. that have been identified in the Ordinance, and 3) assist the Council in resolving or making recommendations on such matters. Guidance and oversight will be provided by the City Manager.
- 2. OBJECTIVES:** Committee objectives include; 1) provide a public forum at the end of the busy tourist season to solicit input from the community on issues or successes related to the implementation of the short-term rental regulations, 2) assist the City Manager in evaluating formal complaints received throughout the calendar year, 3) make balanced and informed recommendations to the City Council on ways to improve the Ordinance, or share ways in which the policies and procedures are being successfully implemented, and 4) report to the Council annually on the Committee meetings, activity, and recommendations.
- 3. COMMITTEE MEMBERSHIP:** The STR Committee will consist of two members of the Trinidad community who are not STR owners or STR business representatives, two members of the Trinidad community who are STR owners or business representatives. These 4 members will be appointed by the City Council in open session based on letters of interest and public interviews. Preference will be given to applicants that live inside the City limits, but when necessary the Council may choose to have up to 1 member that resides outside the City limits. One member of the Planning Commission will be recommended by the Commission and appointed by the City Council. The committee members shall vote and select one of their own to serve as the committee Chairperson.
- 4. TERMS OF OFFICE:** All members will hold two-year terms. Committee members serve at the pleasure of the City Council and may be removed from office by a majority vote of the Council.
- 5. MEETING DATES:** The STR Committee will meet regularly on a quarterly basis, with one meeting being held in the fall in conjunction with the end of the busy tourist season. Additional special meetings may be added to the quarterly schedule, subject to the availability of all Committee members. Special meetings must be reviewed and approved by the City Manager or City Council.

6. **STAFF ASSISTANCE:** City Staff will provide agenda preparation, notification, and outreach assistance to the Committee. The STR Committee may choose a member of the Committee to record the meeting minutes, or request to have a City Staff member to provide the service.
7. **ETHICS CODE:** All members shall review, accept, and conduct themselves in a manner consistent with the values promoted in the City of Trinidad's Code of Ethics.

**PASSED, APPROVED AND ADOPTED** this 10th day of April, 2019 by the following vote:

AYES: West, Miller, Ladwig  
NOES: Davies  
ABSTAIN: None  
ABSENT: None

ATTEST:

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**Gabriel Adams**  
Trinidad City Clerk

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**Steve Ladwig**  
Mayor

EXAMPLE