



TOWN OF PORTOLA VALLEY
Trails and Paths Committee Meeting
September 21, 2022
9:00 am

Gary Hanning, Chair
Fred Leach, Vice Chair
Elle Ferrari, Secretary
Liz Babb, Member
Joe Coleman, Member
Jacquelyn Davis, Member
Alex Doherty, Member
Barb Eckstein, Member
Susan Gold, Member

VIRTUAL MEETING

REMOTE MEETING COVID-19 MEETING ADVISORY: On September 16, 2021, the Governor signed AB 361, amending the Ralph M. Brown Act (Brown Act) to allow legislative bodies to continue to meet virtually during the present public health emergency. AB 361 is an urgency bill which goes into effect on October 1, 2021. The bill extends the teleconference procedures authorized in Executive Order N-29-20, which expired on September 30, 2021, during the current COVID-19 pandemic and allows future teleconference procedures under limited circumstances defined in the bill. Portola Valley Town Council and commission and committee public meetings are being conducted electronically to prevent imminent risks to the health or safety of attendees. COVID-19 is still a major health concern and virtual attendance to the Town Council meeting is encouraged, particularly during case increases.

ASSISTANCE FOR PEOPLE WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (650) 851-1700 or by email at mthurman@portolavalley.net 48 hours prior to the meeting start time. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

VIRTUAL PARTICIPATION VIA ZOOM

To access the meeting by computer:

<https://us06web.zoom.us/j/84281529283?pwd=M3ZGVtZlhYjZoN0NDcDgzUWpzNkZFZz09>

Webinar ID: 842 8152 9283

Passcode: 472541

To access the meeting by phone:

1-669-900-6833 or

1-888-788-0099 (toll-free)

*Mute/Unmute – Press *6 / Raise Hand – Press *9*

- 1. CALL TO ORDER & ROLL CALL**
- 2. ORAL COMMUNICATIONS FOR ITEMS NOT ON THE AGENDA**
Speakers' time is limited to two minutes.
- 3. APPROVAL OF MINUTES**
 - a. July 20th, 2022
- 4. OLD BUSINESS:**
 - a. Trail Conditions, Work and Budget for July and August 2022
 - b. Alpine Trail/Safe Routes to Schools Subcommittee Update
 - c. PV Trail Map Subcommittee Update
- 5. NEW BUSINESS:**
 - a. Town Council Resolution 2352-2007
 - b. Toyon Trail Volunteer Day
 - c. Season Trail Closures/Trail Etiquette/Trail Easements Docs and Website
 - d. Future New Subcommittees
- 6. OTHER BUSINESS**
- 7. ADJOURNMENT**

The next regularly scheduled meeting date is October 19, 2022 at 9:00 a.m.

SPECIAL TRAILS AND PATHS COMMITTEE MINUTES - Wednesday, July 20, 2022,
9.00 am.

CALL TO ORDER: The meeting was called to order at 9.02 am. Members present: L. Babb, J. Coleman, J. Davis, A. Doherty, E. Ferrari, B. Eckstein, G. Hanning, S. Gold, F. Leach. Also present: H. Young, Public Works Director; C. Hughes, (Town Council Liaison); T. Coleman, (Conservation Committee Liaison). Guests: K. Corley, Torea Donahue, C. sanders.

ORAL/COMMUNITY COMMUNICATIONS: G. Hanning noted that speakers' time is limited to 2 minutes. T. Coleman pointed out that the Cervantes trail at Cresta Vista has been re-routed alongside the road. E. Ferrari had spoken to the tenant who rents space at this property and was informed that the town trail was previously alongside the road and they have already landscaped over the old trail tread. H. Young will look into this and report back.

APPROVAL OF MINUTES: S. Gold made a motion to approve the minutes of April 20th, 2022., J. Coleman seconded and all were in favor, except L. Babb, E. Ferrari and A. Doherty who were absent. F. Leach made a motion to approve the minutes of May 18, 2022 with change(s) suggested by F. Leach and L. Babb, J. Davis seconded, all were in favor, except B. Eckstein who was absent. B. Eckstein made a motion to approve the minutes of June 15th, 2022, with correct spelling for Isola Stables, S. Gold seconded, all were in favor except J. Coleman and E. Ferrari who were absent.

OLD BUSINESS:

- a. **Trail Conditions, Work and Budget for June and July, 2022:** Staff worked on trail mowing and clearing of trees. Avoided wildflowers. Shawnee Pass east has been totally re-worked. Rough spots on Georgia Lane were patched. There have been no major issues. G. Hanning asked if staff was mowing thistle. Per Conservation, if you do mow, the seeds disappear. H. Young said it does not always work. The State Water Board requires us to report chemical usage on trails. H. Young stated that a Code Enforcement action is in progress at the Cervantes/Cresta vista intersection. H. Young

has asked to put a container between the Springdown entrance and the fence, for the fire crews who are hired to do work. E. Ferrari said the town trail there is used but H. Young said the container would not be put on the trail. It was noted that Rossotti field parking lot needs attention. Barbed wire along Alpine and 5 large pine trees (posing a fire hazard) should be removed. H. Young is sending an email to Conservation re. this.

- b. **Alpine Trail/Safe Route to Schools Subcommittee Update:** The members of this committee, (L. Babb, A. Doherty, J. Davis and B. Eckstein) have walked the route and come up with a map that can be downloaded to your iPhone, with suggestions for improving the trail. F. Leach asked why it is necessary to remove the Sam Trans sign as kids at Corte Madera do take the bus. L. Babb said they felt the old map with the bus routes was very busy. C. Sanders complimented the new map but was not clear about riding a bike on a trail or the street. At Valley Oak and Indian Crossing, he is concerned about mountain bikes riding at 30 mph, so do need to address safety issues on trails. L. Babb sees the need for ongoing education. C. Sanders also pointed out that Valley Oak is not a trail but a sidewalk and it should not be included on a trail map as it would encourage crowds. F. Leach asked if other landmarks would be added, from Corte Madera to Alpine Hills Club? G. Hanning asked to put the library back on the map as it is an after-school hub. Also Robert's as well. S. Gold said Ford Field and Rossotti's field should be added as well. J. Davis says the sign indicates that Sausal is a biking trail. L. Babb says comments will be welcomed until September and then a presentation will be made in October. At that time, the committee will be asking for funding. G. Hanning congratulated L. Babb and the Committee for their work on the map. They will be coming back with the final map for approval.
- c. **PV Trail Map Subcommittee Update:** Every trail has been walked and the project is almost finished.

OTHER BUSINESS: Need to get the Agenda and Quorum information for the August meeting to Melissa, the town secretary, 2 weeks prior to getting the

material. We can discuss Agenda items for the next meeting at the current meeting. Finished minutes will go to the Chair and then be sent on to Melissa.

ADJOURNMENT: There being no other business, G. Hanning made a motion to adjourn, E. Ferrari seconded, all were in favor. The meeting was adjourned at 10.00 am. The next regularly scheduled meeting is Wednesday, August 17, 2022, at 9.00 am.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Trails and Paths Committee

FROM: Scott Weber, Maintenance Worker
Howard Young, Public Works Director

DATE: **September 13, 2022**

RE: Trail work for July 2022

Attached is the trail work recording form completed for July.

The total maintenance staff hours worked in July was 18 hours.

The total contracted staff hours worked July was 0 hours.

Total hours worked: **18 hours**

Attachments: Trail Map
Work sheet

Trail	Length	Work Completed	Date
Admiral Quilter	0.5		
Alpine	3.0		
Arroyo	1.6		
Bay Laurel	0.5		
Black Oak	0.8	Cleared fallen tree	7-11
Blue Oak	0.5		
Buckmeadow	0.5		
Cervantes	1.3		
Cherokee	0.2		
Coalmine	0.8		
Deer Path	0.7		
Dwight Crowder	2.0	Cut low branches along creek park	7-19
Eagle	0.6		
Fawn	0.3		
Fire Road	0.5		
Firethorne	0.1		
Georgia	0.3		
Golden Hills	0.7		
Golden Oak	0.2		
Grove	0.6	Cut weeds	7-8
Hay Forks	0.7		
Hillbrook	0.4		
Indian Crossing	0.4		
Iroquois	0.2		
Lake	0.4		
Larry Lane	1.5		
Los Trancos	1.1	Cleared fallen trees	7-26/27
Los Trancos Rd	0.4		
Meadowwood	0.4		
Minoca	0.7		
Nathorst	0.3		
Old Spanish	1.9		
Palmer	0.6		
Portola	2.3	Cut brush at Nathhorst	7-13
Possum	0.2		
Priory	0.5		
Redberry	0.2		
Sausal	0.6		
Sequoia	0.5		
Shady	0.8	Cleared fallen tree	7-11
Shawnee	0.5		
Sunrise	0.8		
Sweet Springs	0.8		
Toyon	2.4		
Veronica	0.2		
Westridge			
Willowbrook	0.8	Cut weeds at bridge	7-8
TOTAL	36.0 miles		

Town of Portola Valley



SCALE
1" = 2500'

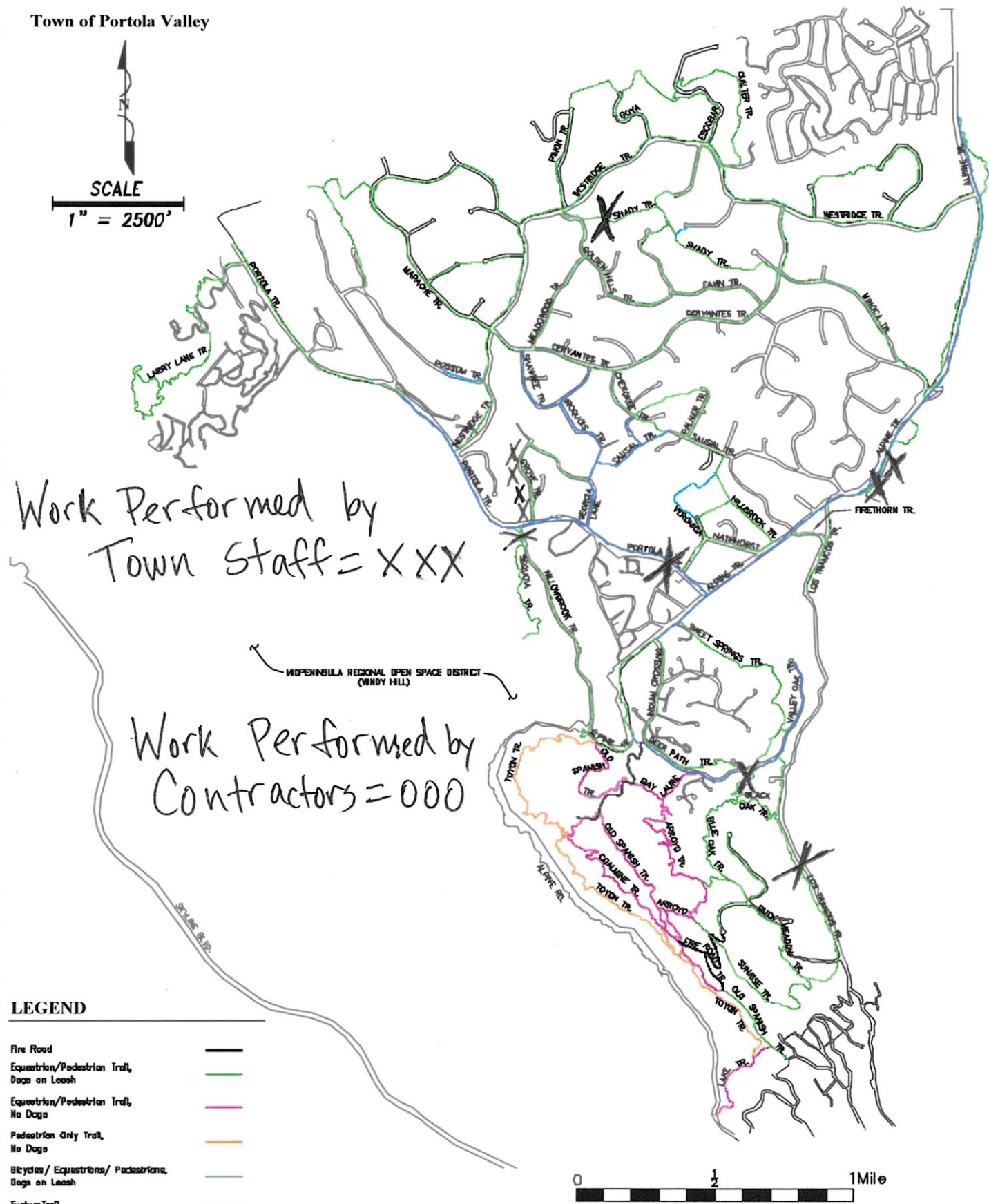
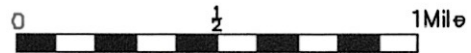
Work Performed by
Town Staff = XXX

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT
(WINDY HILL)

Work Performed by
Contractors = 000

LEGEND

- Fire Road
- Equestrian/Pedestrian Trail,
Dogs on Leash
- Equestrian/Pedestrian Trail,
No Dogs
- Pedestrian Only Trail,
No Dogs
- Bicycles/ Equestrians/ Pedestrians,
Dogs on Leash
- Future Trail





MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Trails and Paths Committee

FROM: Scott Weber, Maintenance Worker
Howard Young, Public Works Director

DATE: **September 13 2022**

RE: Trail work for August 2022

Attached is the trail work recording form completed for August.

The total maintenance staff hours worked in August was 8 hours.

The total contracted staff hours worked August was 0 hours.

Total hours worked: **8 hours**

Attachments: Trail Map
Work sheet

Trail	Length	Work Completed	Date
Admiral Quilter	0.5		
Alpine	3.0	Cut brush from Portola to Indian Crossing	8-23
Arroyo	1.6		
Bay Laurel	0.5		
Black Oak	0.8		
Blue Oak	0.5		
Buckmeadow	0.5		
Cervantes	1.3		
Cherokee	0.2		
Coalmine	0.8		
Deer Path	0.7		
Dwight Crowder	2.0		
Eagle	0.6		
Fawn	0.3		
Fire Road	0.5		
Firethorne	0.1		
Georgia	0.3		
Golden Hills	0.7		
Golden Oak	0.2		
Grove	0.6		
Hay Forks	0.7		
Hillbrook	0.4		
Indian Crossing	0.4	Cut brush from school to Alpine	8-24
Iroquois	0.2		
Lake	0.4		
Larry Lane	1.5	Cleared fallen tree	8-3
Los Trancos	1.1		
Los Trancos Rd	0.4		
Meadowwood	0.4		
Minoca	0.7		
Nathorst	0.3		
Old Spanish	1.9		
Palmer	0.6		
Portola	2.3		
Possum	0.2		
Priory	0.5		
Redberry	0.2		
Sausal	0.6	Cleared debris, cut brush	8-29
Sequoia	0.5		
Shady	0.8		
Shawnee	0.5		
Sunrise	0.8		
Sweet Springs	0.8		
Toyon	2.4		
Veronica	0.2		
Westridge			
Willowbrook	0.8		
TOTAL	36.0 miles		

RESOLUTION NO. 2352-2007

**A RESOLUTION OF THE TOWN COUNCIL
OF THE TOWN OF PORTOLA VALLEY ESTABLISHING RULES AND
REGULATIONS RELATING TO THE USE OF TRAILS**

WHEREAS, Section 12.08.040 of the Town's Municipal Code authorizes the Council to adopt, by resolution, rules and regulations for the purpose of controlling the use of trails and implementing Chapter 12.08 of the Municipal Code; and

WHEREAS, the public interest will be served by establishment of such rules and regulations pursuant to the Municipal Code.

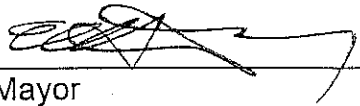
NOW THEREFORE, The Town Council of the Town of Portola Valley does hereby **RESOLVE** as follows:

1. After review of the recommendations of the Trails Committee and Trail Use Discussion Group and holding a public hearing on June 13, 2007, the Town Council hereby adopts the permitted uses and prohibited uses for the Town trails as set forth in the attached Exhibit A.
2. No person shall use a Town trail for a use that has been prohibited and signed to restrict such activity.
3. No person shall ride, drive, lead or keep any animal in a reckless or negligent manner or allow any such animal to stand unattended or insecurely tied on a Town trail.
4. No person shall walk, run, or operate a bicycle or similar device on a Town trail in a reckless or negligent manner so as to endanger life, limb or property of any person or animal.
5. When dogs are allowed on Town trails, the dogs shall be leashed at all times.
6. No person shall remove, carve, mutilate or destroy any structure, including without limitation, gate, fence, chain, hitch-rail, table, or bench within any Town trail.
7. No person shall engage in any activity which will damage any Town trail.
8. Except for maintenance work authorized by the Town, no person shall gather or disturb wildlife, flowers or other plant materials (except poison oak) along any Town trail.
9. No person shall dispose of any article or litter on any Town trail.

10. These regulations shall be enforced by the Town pursuant to Chapter 12.08 and/or Chapter 1.12 of the Town's Municipal Code.


11. This resolution supersedes Resolution No. 1881-2001 adopted by the Town on February 28, 2001.

PASSED AND ADOPTED this 25 day of July, 2007.

By: 

Mayor

ATTEST:



Town Clerk

Exhibit A
Portola Valley Trail Usage

Type of Trail:
O=Off Road
S=Street

Usage:
Open Box=Usage Allowed
N=Usage Not Allowed

Trail	Type	Pedestrians	Dogs	Bicycles	Horses
Admiral Quilter Trail	O			N	
Alpine Trail ¹	O			N see below	
Arroyo Trail	O		N	N	
Bay Laurel Trail	O		N	N	
Black Oak Trail	O			N	
Blue Oak Trail	O			N	
Buckmeadow Trail	O			N	
Cevrantes Trail ²	S			N see below	
Cherokee Trail	S			N	
Coalmine Trail	O		N	N	
Deer Path Trail	O			N	
Eagle Trail	O			N	
Fawn Trail	S			N	
Fire Road Trail	O			N	
Firethorne Trail	S			N	
Georgia Trail	S				
Golden Hills Trail	S			N	
Golden Oak Trail	S			N	
Grove Trail	S			N	
Hay Fields Trail	O			N	
Hillbrook Trail ³	O				
Indian Crossing Trail	S			N	
Iroquois Trail	S				
Lake Trail	O			N	

	Trail	Type	Pedestrians	Dogs	Bicycles	Horses
	Larry Lane Trail	O			N	
	Los Trancos Trail	O			N	
	Meadowood Trail	S			N	
	Minoca Trail	S			N	
	Nathorst Trail	S			N	
	Old Spanish Trail ⁴	O		N see below	N	
	Palmer Trail	S			N	
	Portola Trail ⁵	S			N see below	
	Possum Trail	S			N	
	Priory Trail	O			N	
	Quilter Trail	O			N	
	Redberry Trail	S			N	
	Sausal Trail ⁶	S/O			N see below	
	Sequola Trail	O			N	
	Shady Trail	O			N	
	Shawnee Trail	S				
	Sunrise Trail	O			N	
	Sweet Springs Trail	O			N	
	Toyon Trail ⁷	O		N see below	N	N
	Veronica Trail	O			N	
	Westridge Trail	S			N	
	Willowbrook Trail	S			N	

1. Bicycles are allowed from Indian Crossing Drive to Portola Road, but no usage sign will be installed between these two points
2. Bicycles allowed from Shawnee Pass to Westridge Drive.
3. Bicycles are allowed but no usage sign will be installed.
4. Dogs allowed from Los Trancos Trail to Fire Road.
5. No usage sign installed from Alpine Road to Town Center. Bicycles allowed in this section.
6. Bicycles allowed from Sausal to Georgia Lane.
7. Dogs allowed from Blue Oaks property boundary to Lake Trail.



Sharing Our Trails and Paths

Portola Valley is fortunate to have more than 36 miles of unpaved trails and paved paths that are enjoyed daily by our residents as well as by visitors. Several uses are permitted on some trails and paths while other trails restrict usage to pedestrians and equestrians and, in one case, to pedestrians only. Every trail has a post with a sign indicating permitted usage; the Town website (www.portolavalley.net) also has a trails map which designates permitted uses.

For the safety of all users as well as to preserve our open spaces please follow the trail etiquette guidelines listed below.

- **Please be courteous to others using the trails and paths.** Everyone should yield to equestrians and bicycles should also yield to pedestrians. Allow other users to pass and if you are in a group don't block the trail or path. Do not smoke on any of our trails or paths.
- **Be alert.** Horses and slower moving pedestrians may be startled by runners or faster moving trail users, especially if they are approaching from behind. Make your presence known well in advance of meeting/passing other users.
- **Stay on designated trails and paths.** Many trails, especially the wilderness trails, are on easements through private properties. Please respect private property and minimize damage by remaining on marked trails. Do not cut corners on hillside trails.
- **Observe speed limits.** Bicycles must remain below 15 miles per hour on all paths and trails where they are authorized. This is especially important on the heavily used Dwight Crowder path where there are many pedestrians, toddlers, dogs and strollers.



Pedestrians are welcome on all trails and paths. Runners should slow down, allow oncoming hikers and equestrians to pass and, if approaching from the rear, should alert others to their presence. All pedestrians should yield to equestrians.



Equestrians

Equestrians are permitted on all trails except Toyon Trail on Coal Mine Ridge. During the rainy season some wilderness trails are closed to horses in order to prevent damage to the trail; please respect trail closures. Trail closures are posted on the Town website. Riders are responsible for maintaining control over their horse at all times.



Bicycles are permitted on all paved paths as well as on certain unpaved trails near schools. Bicycle speed limit is 15 mph and 5 mph when passing other users. Bicyclists should always yield to all other users and if approaching from behind should make their presence known well in advance. Bicycles are not permitted on any wilderness trails.



Dogs on leash are permitted on all trails and paths with the exception of some trails on Coal Mine Ridge (see Town Trails map and trail usage signs for restricted trails). Dogs need to be leashed for safety purposes and also to comply with the San Mateo County leash law. Because some dogs are unpredictable you should step to the side of the trail with your dog to allow other users to pass. Do not allow your dog to be off-leash on any trail or path. Please pick up and remove dog waste.

Trail Easements and Trails in the Road Right of Way

Portola Valley has a strong commitment to preserving ways for people to travel without the automobile. Our system of trails, paths, and bike paths is used for essential transportation to schools and work, as well as for recreation and pleasure. Portola Valley Ordinance 1986-219 establishes penalties for obstruction of Town trails. An explanation of ways property owners can observe this ordinance follows.

How the Trails are Planned, Acquired, Built and Maintained

The basic trail system is an approved part of the Town General Plan. Most of the trail system is in place. When a new subdivision is proposed, the Town acquires trails corresponding to the routes outlined on the General Plan trail map. In this process, two types of trail routes are acquired, easements through private property and on public road right of ways.

Trails on easements through private or common areas in the subdivision: These easements are granted to the Town as part of the subdivision process. The Town is the holder of these easements and interference with them can only be as the result of Town Council approval after a public hearing.

Trails on the public road right of way: These trails have been developed on the shoulders of streets and roads in the Town. Since this is public right of way the Town reserves the right to ensure their availability for public use. Interference with them is legal only after securing an encroachment permit. The Town reserves the right to remove an interference with public use of road shoulders, including any plants that grow over the trails.

The Town Trails Committee has responsibility for designing and maintaining trails. Because many homes were landscaped before the basic trail system of roadside trails was developed, the most sensitive trail maintenance job is pruning of residential plants. Homeowners are notified when pruning is required on their property so that they may do it themselves, if they so desire. The Town also sprays poison oak along the trails, clears fallen trees, and takes steps to correct erosion problems.

How to Locate and Live With an Easement or Road Right of Way

Problems arise when residents put landscaping or obstructions on an undeveloped trail or path easement or on the road right of way. This is usually because they do not know, or forget, the easement exists. We urge you to check your Title Deed and Subdivision Map for trail easements. Within a trail easement special consideration should be given to planting and improvements. When a property owner desires to place planting, etc. on a public easement or road right of way where a trail exists or a path is indicated on the General Plan, and before such use is made by the property owner, an encroachment permit is required from the town.

For your use in preparing such plans we offer these suggestions:

- 1) Shrubs should be planted so their branches, when fully grown, will not intrude on the trail.
- 2) Pines, redwoods, and trees which grow a massive trunk, or have branches low to the ground, should be planted well back from the easement or road right of way line so that their mature

growth does not intrude on the trail. Branches growing toward the trail should be trimmed to the trunk to a height of 10 feet above the ground.

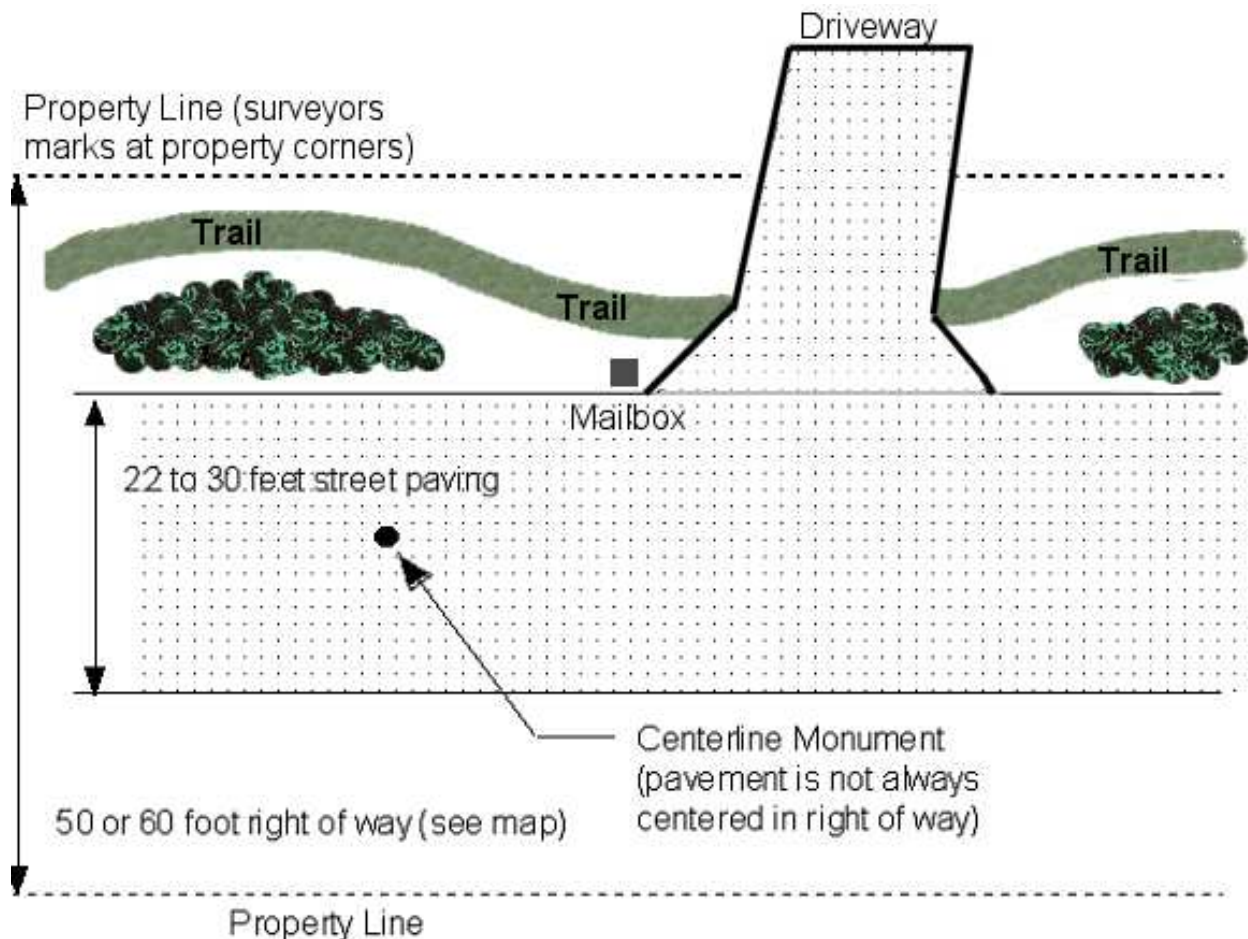
3) Structures such as fences, walls, sprinkler heads or valves, pools, or outbuildings should not be built within the easement or road right of way.

4) If the General Plan Trail Map shows a trail in the road right of way by your property, any plantings should be planned to occupy the area nearest the pavement, allowing the trail or path maximum separation from road traffic plus the protection the vegetation provides. Mailboxes should be placed near the street to allow the trail to pass behind them.

The standard for a Riding and Hiking Trail is dirt, 4 feet wide. Branches are cleared to provide a 10-foot vertical passage, and the trail may meander within the easement or road right of way to suit terrain and vegetation. It is important that the property owner realize that the road right of way extends well beyond the road paving. The width of your easements and the road right of way can be found on your subdivision map.

If the driveway is resurfaced, the area where the trail crosses it should not be resurfaced, as this produces a slippery finish that causes horses to fall. If resurfacing produces an unacceptable surface, the Town may require the homeowner to provide treatment of the surface that will ensure trail safety.

TYPICAL TRAIL IN STREET RIGHT OF WAY





PORTOLA VALLEY TRAILS

With nearly the same number of miles of trails as there are of roads, our town has had a commitment to providing opportunities for walking and riding since the town's founding in 1964. Laid out, built by and, for many years, maintained by volunteers, trails are one of our most important assets. Trail signs will guide you in using both the roadside and wilderness trails. Please observe the regulations at all times.

Trail Closures

- N/A

Trail Maps

- [Trail Map - Town of Portola Valley](#)
- [Trail Map - Windy Hill Open Space Preserve](#)
- [Trail Map – Coal Mine Ridge Open Space](#)

Rules and Regulations

- [Trail Usage Rules](#)
- [Easements and Trails in Right of Ways](#)

Trail Descriptions and Histories

- [Coal Mine Ridge Nature Preserve](#)
- [Larry Lane Trail](#)

Other

- ["Safe Routes to School"](#) - This map presents a car-less alternative connecting PV schools, Town Center and Ford Field.