

TOWN OF PORTOLA VALLEY
Trails and Paths Committee
Wednesday, March 15, 2023
9:00 am

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

REGULAR MEETING

HISTORIC SCHOOLHOUSE– 775 PORTOLA RD. – PORTOLA VALLEY, CA

REMOTE MEETING ADVISORY: On March 1, 2023, all committees in Portola Valley will return to conducting in-person meetings. A Zoom link will be provided for members of the public to participate remotely; however, the Town cannot guarantee there will be no technical issues with the software during the meeting. For best public participation results, attending the meeting in-person is advised.

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 towncenter@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/88233429261?pwd=OUxRZkkweEt4N3dQa253UIYvc25TZz09>

Webinar ID: 882 3342 9261

Passcode: 800146

To access the meeting by phone:

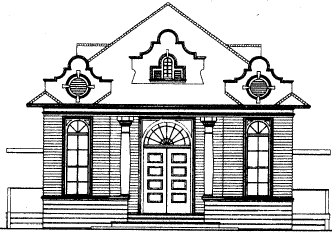
1-669-900-6833 or 1-888-788-0099 (toll-free)

*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. Feb 15, 2023
- 4. OLD BUSINESS:**
 - a. Trail Conditions, Work and Budget for February 2023
 - b. Trails Database Subcommittee Update
 - c. Follow ups from February meeting
- 5. NEW BUSINESS:**
 - a. Cherokee Path signage
- 6. OTHER BUSINESS**
- 7. ADJOURNMENT**
The next regularly scheduled meeting date is April 19, 2023 at 9:00 am.

Land Acknowledgement:

The Town of Portola Valley acknowledges the colonial history of this land we dwell upon—the unceded territory of the Ramaytush (rah-my-toosh) Ohlone, Tamien Nation, and Muwekma (mah-WEK-mah) Ohlone, who endured a human and cultural genocide that included removal from their lands and their sacred relationship to the land. Portola Valley recognizes that we profit from the commodification of land seized from indigenous peoples and now bear the ecological consequences. We seek to understand the impact of these legacies on all beings and to find ways to make repair.



TOWN OF PORTOLA VALLEY
Trails Committee Meeting
February 15, 2023
In-person and Hybrid Meeting via Zoom

TRAILS AND PATHS COMMITTEE MEETING MINUTES - DRAFT

1. Call to Order:

- a. The meeting was called to order at 9:03 AM
- b. Members present: B. Eckstein, J. Coleman, G. Hanning, F. Leach, J. Davis, S. Gold
- c. Member present via zoom: L. Babb
- d. Members absent: E. Ferrari, A. Doherty
- e. Also present: H. Young, Public Works Director; J. Hasko (Town Council Liaison); T. Coleman (Conservation Committee liaison; guest Secretary), R. Tinker (via Zoom)

2. Oral/Community Communications: None

3. Approval of Minutes from November 16, 2022 meeting:

- a. F. Leach noted a correction is needed to Dave Evans name (old business, item C).
- b. The minutes were unanimously approved with changes.

4. Election of Officers:

c. Chair:

Nominees:

1. B. Eckstein (by J. Coleman) – nomination declined.
2. F. Leach (by B. Eckstein, seconded by G. Hanning) – nomination accepted.

Vote:

3. F. Leach unanimously approved as Chair

d. Vice - Chair:

Nominees:

4. G. Hanning (by B. Eckstein, seconded by J. Coleman) – nomination accepted
5. L. Babb (by J. Davis, seconded by F. Leach) – nomination accepted

Vote:

6. G. Hanning elected by majority vote as Vice-Chair

f. Secretary:

Nominees:

7. L. Babb (by G. Hanning, seconded by J. Coleman) – nomination accepted

Vote:

8. L. Babb unanimously approved as Secretary

5. Old Business:

e. Trail Conditions, Work, and Budget for November 2022 through January 2023

1. Reviewed by H. Young. Trail work has been focused on clearing of fallen trees, clearing of water bars, storm preparations and responses and storm repair.
2. **Update:** The new signs for *Cherokee Trail* have been installed indicating proper usage and the trail has been separated between Equestrian and other.
3. *Shady Trail* was damaged due to storms and there has been a landslide. We may need to think about permanent changes to the trail, widening it. May need to get geologist to site to give safety recommendations. Decision to leave *Shady Trail* open to equestrians at this time, but there are parts of it that need repair.
4. Impromptu and scheduled trail closures need to be better communicated to the public including the reason for the closure as well as length of time for closure.

Follow Up Needed: G. **Hanning** to discuss with Denise Gilbert (Ranch) regarding their process for trail closures and notifications and report back.

Follow Up Needed: H. **Young** will investigate current procedure with Scott Weber (Public Works) and Kari Chinn (Town Communications) for notifying the public of closures and what type of information is included on any signage at the trail.

Follow Up Needed: G. Hanning stated that in conjunction with new public trail map and TC approval of a resolution, we need a new Trails and Paths Committee web page on portolavalley.net. This page could display current and known upcoming trail closures (which are currently on the Open Space web page). F. **Leach** to put on agenda to discuss a committee member to take the lead on this.

5. H. Young reported that his maintenance budget has not been severely impacted by extra trail work due to rains. The Public Works budget spans June to June.

Follow Up Needed: H. **Young** will report out on his budget relative to trails at the next meeting.

6. Items for the Capital Improvement Program related to Trails and Paths are due to H. Young in early April.

Follow Up Needed: J. **Coleman** will request input from all Committee members prior to this. The Committee will need to discuss and prioritize capital improvements prior to April.

f. Alpine Trail/Safe Route to School Subcommittee:

7. G. Hanning stated current use of some trails is not consistent with their historical designation and/or easements; the use status of certain trails has not yet been fully resolved. The SRTS map and the new Public Map need to designate the same usage for the same trails. The 2007 Town Council resolution is inconsistent with the historical designation and/or easements.

8. *Hillbrook Trail*: J. Davis asked if the trail could be designated as “ok for bikes at certain times of day”? H. Young indicated no - for a trail to be designated on the SRTS map as “ok for bikes”, it has to be a trail that allows bikes full-time. The *Hillbrook Trail* easement does not allow bikes.

Follow Up Needed: F. **Leach** to put on agenda to discuss strategy on getting a proper easement for Hillbrook to allow bikes.

9. *Sausal Trail*: (a) Between Georgia Lane and Sausal Drive is under review. It shows bikes allowed on the signs but not on the old public map. The easements show 1/2 of the trail as ok for bikes, and the other half is murky. (b) Still need to review the trails on other parts of Sausal Drive. Signage says ok for bikes but old map does not. Town has the right of way easement so H. Young to determine if ok for bikes or not.

Follow Up Needed: H. **Young** and G. **Hanning** to give definitive guidance on Sausal Trail issues for SRTS map (and Public Map).

g. PV Trail Map:

10. L. Babb stated the map updates are almost complete.
11. G. Hanning approved a gift for cartographer D. Evans who has volunteered extensive hours on this project and the SRTS map.
12. Once the remaining issues are resolved, the resolution can be reviewed and approved by the Committee and forwarded to the Town Council.

Follow Up Needed: L. **Babb** to deliver gift to D. Evans. Public Map subcommittee (**Leach, Davis, Doherty, Babb**) to create draft resolution that will go along with new Public Map for Committee review and ultimately for Committee Town Council Liaison, Judith Hasko, to bring to the TC for approval.

h. Trails Database Subcommittee:

13. L. Babb stated she has been interviewing individuals to discuss how the database would work (in process).
14. The Committee discussed the purpose of the database and potential implications / reservations.

L. Babb left the meeting at 10:13.

- i. Trails Sign Maintenance: The Committee was requested to notify L. Babb of any Town trails signs needing attention ([link previously provided to Committee members](#)).

Follow Up Needed: F. **Leach** to put on agenda that the Committee needs to prioritize and schedule/plan for how to handle the needed signage changes and updates, in conjunction with Public Works.

j. Horse Fair 2023:

15. B. Eckstein stated the Horse Fair has been scheduled for May 20th from 11:00 am to 2:00 pm.

16. Historically (during the five previous Horse Fairs) hundreds of community members have attended this free event. Due to outbreak of Covid for humans and then EHV 1 (Equine Herpes virus), 2020/21/22 were canceled.
17. The Fair is sponsored by the Trails and Paths Committee (and we budget for it) but there is a separate committee of Portola Valley residents that handles the details.
18. The Fair is held at the Town Center. No horses that are not participating in the Fair are allowed to come due to liability.

k. Budget Priorities 2023:

19. G. Hanning attended the January Town Council meeting and presented the Committee's 2023 priorities: new Public Trail map and new Safe Routes to School map; Horse Fair; Community Hike; Trails database
20. Note that trails maintenance comes under Public Works' budget.

6. New Business

i. Land Use statement: The Committee discussed the "Land Use" statement now appearing on Town Committee agendas.

1. G. Hanning stated he is uncomfortable with the length of the statement and being on our agenda when what the statement calls for is out of the Committee's purview.
2. Question regarding how many natives of the land participated in the crafting of the Land Use statement?

Follow Up Needed: G. **Hanning** to discuss with Lucy Neely, Chair of the Race and Equity Committee. J. Hasko as our Council liaison will keep us updated on the discussion at the TC level. For now the Land Use Statement will remain on our agendas.

S. Goldleft meeting at 10:44.

m. Parking on trails and paths:

3. G. Hanning gave background on this issue: there has been a sharp increase of vehicles being parked on the Town trails and paths, often associated with construction projects, resulting in: (a) substantial damage to the trails/paths, (b) presenting potential hazards to pedestrians and equestrians who are forced into roadways, often at "blind" corners, turns and/or intersections, and (c) loss of use of the trails for residents.
4. Applicants for building permits are required to submit staging plans with their applications, however it is unclear how carefully the staging plans are being considered and also if any enforcement of parking restrictions is occurring. G. Hanning stated that there needs to be improvement with regards to the project staging plans, the regular review of those plans, and the enforcement of the plans. Committee concurred.
5. Once a building project is finished, trail remediation occurs. This is generally charged to the homeowner.
6. Report all parking on trail issues via PVConnect.

Follow Up Needed: H. Young agreed to discuss this feedback with the Planning Director and report back ideas for improvement.

- n. **Cervantes Trail** at **Cresta Vista**: G. Hanning reported that homeowners landscaped over a section of the trail at the corner resulting in equestrians and pedestrians being forced unsafely into the road and narrowing of the trail. The home subsequently sold to a new owner, who agreed to remediate but that has not happened.

7. H. Young discussed the status of the trail remediation on the property at this location and indicated a permit to allow the work to commence is near issuance.
8. New homeowner at 210 Cervantes, R. Tinker, joined the meeting and indicated they are happy to re-implement the trail per the plans that have been worked out with H. Young as soon as they receive their permit.

Follow Up Needed: H. Young agreed to share his information on Prescriptive Easements from the Town Attorney with the Committee. H. Young will email the agreed upon plans for 210 Cervantes landscape work to fix this portion of the trail to the entire Committee.

7. Other Business:

- a. The Committee agenda must be submitted to the Town clerk the Thursday prior to our Thursday meeting by 2 PM (6 days). If the Town Clerk does not receive the agenda by this time, the meeting will be canceled and no special meeting is permitted to be scheduled.
- b. J. Davis asked H. Young for status on the flashing beacons project at the crosswalk of Alpine Hills/Golden Oak. This is an important milestone project for SRTS as well as for BPTS Committee.
 1. H. Young indicated that the design should be completed by June and the next step would be to get competitive bids (~ 3 weeks) and then construction can begin ~ 1 month after that. He indicated that there are still items that need to be approved by the BPTS and the TC before the design work is completed but did not specify.
 2. Committee indicated that our goal is to have the beacons in place by the start of school 2023 (~end August) since that is a key intersection for the SRTS.

Follow Up Needed: H. Young agreed to have working session with SRTS sub-committee (Davis, Eckstein, Doherty) meeting to discuss what it would take to get the beacons in place by the start of school.

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8. **Adjournment:** Motion to adjourn G. Hanning; second J. Coleman. Adjournment *unanimously approved*; meeting adjourned at 11:20 am.

Date & Time of Next Meeting: March 15, 2023 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: **January 11, 2023**

RE: Trail work for December 2022

Attached is the trail work recording form completed for December.

The total maintenance staff hours worked in December was 16 hours.

The total contracted staff hours worked December was 24 hours.

Total hours worked: **40 hours**

Attachments: Trail Map
Work sheet

Trail	Length	Work Completed	Date
Admiral Quilter	0.5	Cleared water bars	12-15
Alpine	3.0	Cleared water bars	12-13
Arroyo	1.6		
Bay Laurel	0.5		
Black Oak	0.8		
Blue Oak	0.5	Cleared water bars	12-9
Buckmeadow	0.5		
Cervantes	1.3		
Cherokee	0.2		
Coalmine	0.8		
Deer Path	0.7	Cleared water bars	12-14
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	Debris/ brush removed by contractor	12-15
Indian Crossing	0.4		
Iroquois	0.2		
Lake	0.4		
Larry Lane	1.5		
Los Trancos	1.1		
Los Trancos Rd	0.4		
Meadowwood	0.4		
Minoca	0.7		
Nathorst	0.3		
Old Spanish	1.9	Cleared water bars	12-7
Palmer	0.6		
Portola	2.3	Cleared water bars	12-15
Possum	0.2		
Priory	0.5		
Redberry	0.2		
Sausal	0.6		
Sequoia	0.5	Cleared water bars	12-2
Shady	0.8		
Shawnee	0.5		
Sunrise	0.8		
Sweet Springs	0.8	Cleared water bars	12-15
Toyon	2.4	Cleared water bars	12-8
Veronica	0.2		
Westridge			
Willowbrook	0.8		
TOTAL	36.0 miles		



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Trails and Paths Committee

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

DATE: **February 8, 2023**

RE: Trail work for January 2023

Attached is the trail work recording form completed for January.

The total maintenance staff hours worked in January was 12 hours.

The total contracted staff hours worked January was 0 hours.

Total hours worked: **12 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		
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	Widened eight foot section of trail, posted caution stakes at slides	1-19
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	Cleared fallen trees	1-30
Hillbrook	0.4		
Indian Crossing	0.4		
Iroquois	0.2		
Lake	0.4		
Larry Lane	1.5	Cleared fallen trees	1-30
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		
Sequoia	0.5		
Shady	0.8	Put up barricades/ caution tape at slide	1-18
Shawnee	0.5		
Sunrise	0.8		
Sweet Springs	0.8	Cleared fallen trees	1-24
Toyon	2.4	Cleared fallen trees	1-20/26
Veronica	0.2		
Westridge			
Willowbrook	0.8		
TOTAL	36.0 miles		



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Trails and Paths Committee

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

DATE: **March 8, 2023**

RE: Trail work for February 2023

Attached is the trail work recording form completed for February.

The total maintenance staff hours worked in February was 11 hours.

The total contracted staff hours worked February was 0 hours.

Total hours worked: **11 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	2-2
Blue Oak	0.5		
Buckmeadow	0.5		
Cervantes	1.3		
Cherokee	0.2		
Coalmine	0.8		
Deer Path	0.7	Cleared fallen tree	2-7
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	Cleared fallen tree	2-1
Grove	0.6		
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		
Los Trancos Rd	0.4		
Meadowwood	0.4		
Minoca	0.7		
Nathorst	0.3		
Old Spanish	1.9	Cleared fallen tree	2-9
Palmer	0.6		
Portola	2.3		
Possum	0.2		
Priory	0.5		
Redberry	0.2		
Sausal	0.6	Cut brush at slide	2-9
Sequoia	0.5		
Shady	0.8		
Shawnee	0.5		
Sunrise	0.8	Cleared fallen trees	2-1/10
Sweet Springs	0.8		
Toyon	2.4		
Veronica	0.2		
Westridge			
Willowbrook	0.8		
TOTAL	36.0 miles		

Town of Portola Valley

December 2022



SCALE

1" = 2500'



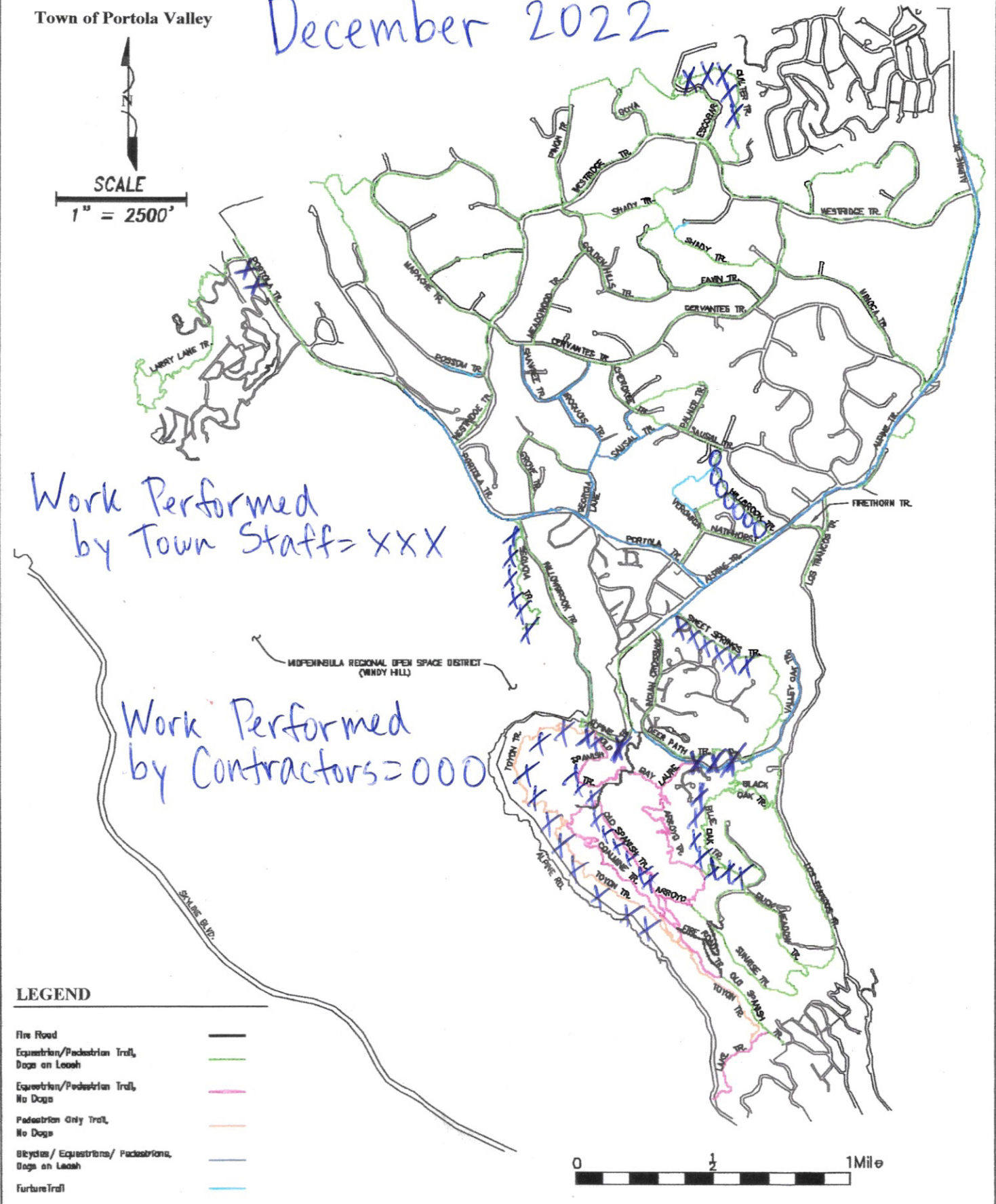
Work Performed by Town Staff = xxx

Work Performed by Contractors = 000

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT (WINDY HILL)

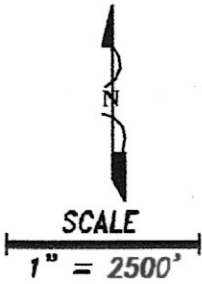
LEGEND

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



Town of Portola Valley

January 2023



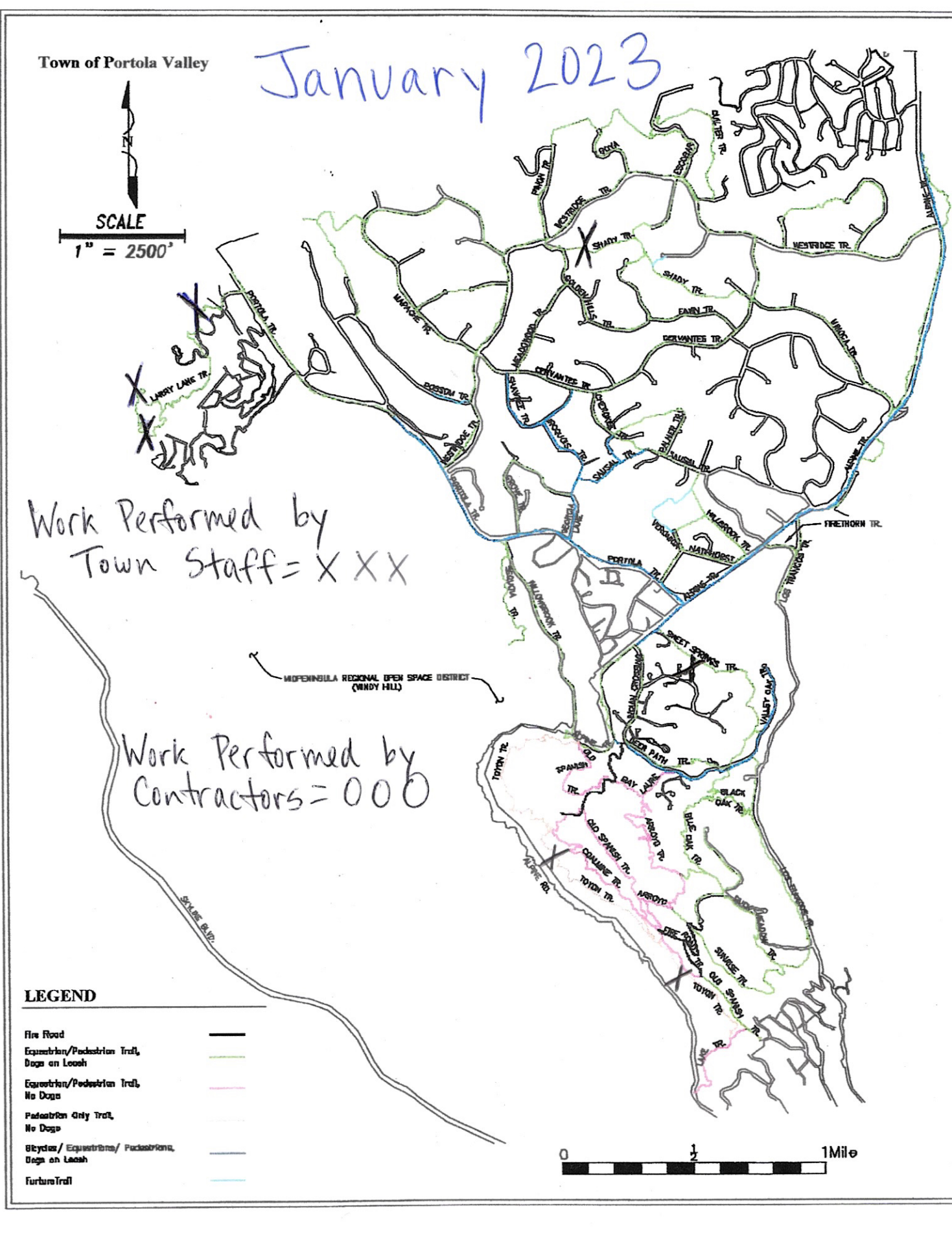
Work Performed by
Town Staff = XXX

Work Performed by
Contractors = 000

MUFENINGILLA REGIONAL OPEN SPACE DISTRICT
(WINDY HILL)

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



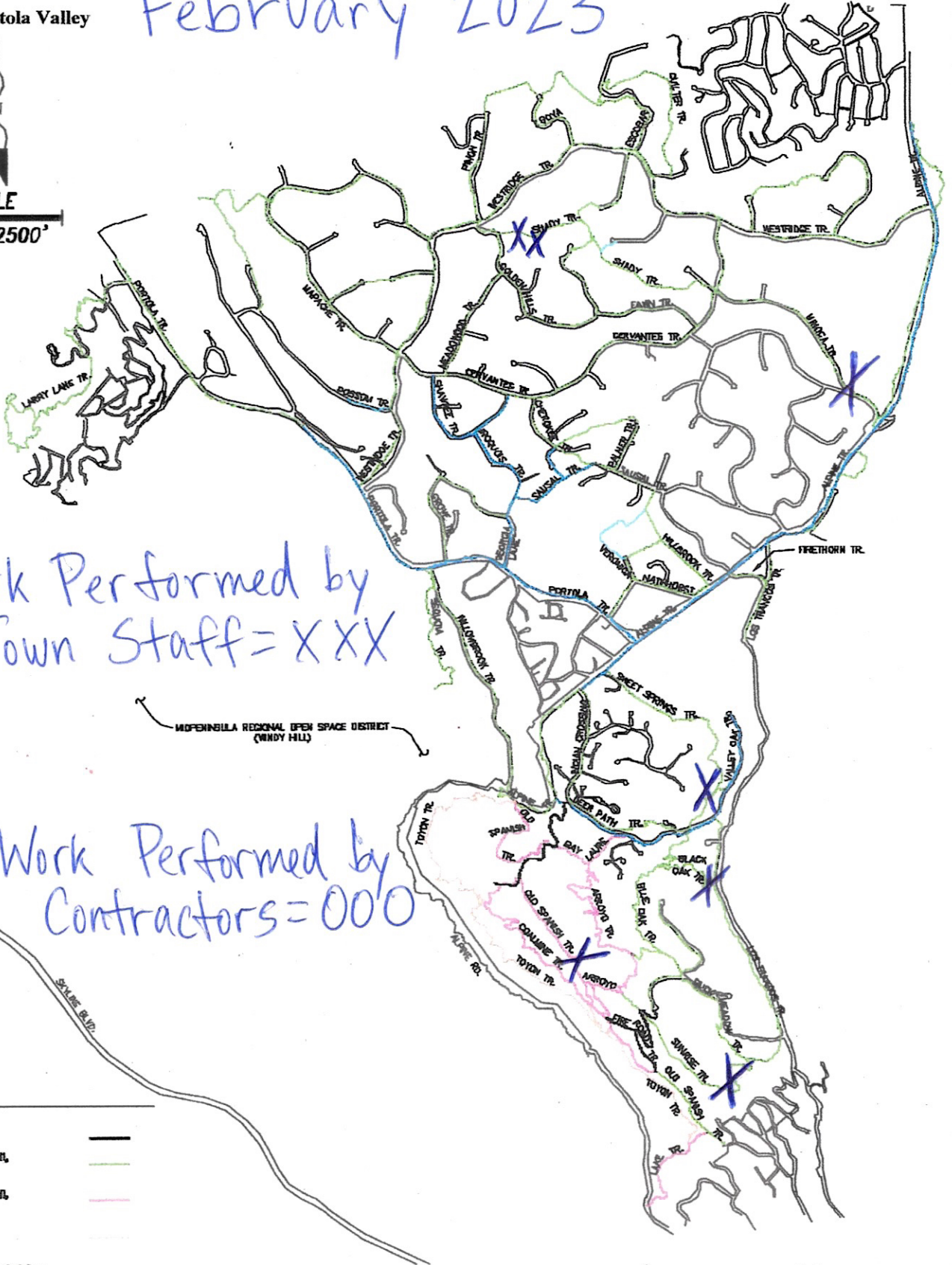
Town of Portola Valley

February 2023



SCALE

1" = 2500'



Work Performed by
Town Staff = XX

Work Performed by
Contractors = OO

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

