



**TOWN OF PORTOLA VALLEY**  
**Trails and Paths Committee Meeting**  
**May 17, 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](mailto: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/84749138527?pwd=Um51NGxqejF2UkFsMkplaHJzYm9iZz09>

**Meeting ID:** 847 4913 8527

**Passcode:** 127712

**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. Apr 19, 2023
- 4. OLD BUSINESS:**
  - a. Trail Conditions, Work and Budget for April 2023
  - b. Check follow ups from April meeting
- 5. NEW BUSINESS:**
  - a. Horse Fair
  - b. Trail rules enforcement – bikes, dogs, parking
- 6. OTHER BUSINESS**
- 7. ADJOURNMENT**  
The next regularly scheduled meeting date is June 16, 2023 at 9:00 am .

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**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**  
**April 19, 2023**  
**In-person and Hybrid Meeting via Zoom**

**TRAILS AND PATHS COMMITTEE MEETING MINUTES**

Glossary:

BPTS: Bicycle, Pedestrian, Traffic Safety Committee

Midpen: Mid-Peninsula Regional Open Space

SRTS: Safe Routes to Schools

TC: Portola Valley Town Council

T&PC: Trails and Paths Committee

**1. Call to Order:**

- a. The meeting was called to order at 9:02 AM by Fred Leach
- b. Roll Call

Member	Attending in Person	Attending via Zoom	Absent
<b>Fred Leach, Chair</b>	✓ (left at 10:05)		
<b>Gary Hanning, Vice Chair</b>	✓ (arrived at 9:05)		
<b>Liz Babb, Secretary</b>	✓		
<b>Joe Coleman</b>			✓
<b>Jacquelyn Davis</b>	✓		
<b>Alex Doherty</b>	✓		
<b>Barb Eckstein</b>	✓		

Member	Attending in Person	Attending via Zoom	Absent
Ellie Ferrari	✓ (left at 10:40)		
Susan Gold	✓ (left at 10:35)		

c.

d. Also present: H. Young, Public Works Director; J. Hasko (Town Council Liaison)

## 2. Oral/Community Communications:

- a. Scott Weber from Public Works was introduced by H. Young as the lead trails Town employee. He was acknowledged effusively by Committee for 30+ years of hard work.
- b. C. Vertongen asked for clarification regarding location of flashing beacon crosswalk projects: Crosswalk in front of Alpine Hills Tennis Club (Golden Oaks Drive and Alpine Road) and in front of Woodside Priory (Portola Road and Corte Madera Road).

## 3. Approval of Minutes from March 15, 2023 meeting:

- a. The minutes were approved with grammatical changes (E. Ferrari motion, A. Doherty seconded). Unanimous approval. B. Eckstein and S. Gold abstained.

## 4. Old Business:

- a. Trail Conditions, Work, and Budget for March 2023
  1. Reviewed by H. Young. Trail work has been focused on clearing of fallen trees, and storm repair.
  2. Budget (June 2022-June 2023: \$57,000): have only used ~\$1,000 of Town Trails maintenance budget. Expecting \$25k in weed removal and mowing, and \$22k storm damage.
  3. J. Coleman submitted T&PC's capital budget to H. Young last month.  
**Follow Up:** **F. Leach** to distribute list to T&PC members.
  4. Public works active at *Sausal Trail* and *Nathorst*. H. Young asked for resident help in fixing / improving trails. Email H. Young to help.

**Follow Up: F. Leach and H. Young** to discuss either a Community Work day for trails or an “Adopt a Trail” approach for residents who have trails near their property. Will report back to full committee with approach.

5. Specific Property Issues:

- (a) Fawn Trail - H. Young viewed property and talked to several workers violating trail parking ordinance. G. Hanning indicated still a problem.

**Follow Up: G. Hanning** to send letter to homeowners.

- (b) 151 Cervantes - S. Gold reported open trench issue. This is a WASC trail.

**Follow Up: H. Young** to check on encroachment permit.

- (c) Poop patrol - S. Gold volunteered to clean up various trails to remove horse manure.

- (d) 210 Cervantes: Bottle brush removed. Trail fixed.

**Follow Up: L. Babb** to write thank you card from T&PC.

- (e) Golden Hills and Fawn Lane Building projects - in general there is an enforcement issue regarding parking and landscaping on these trails. We need to get residents involved.

**Follow Up: F. Leach** to agendize “Trails Enforcement Issues” for discussion at either a regular T&PC meeting or a special meeting. Should be advertised on the PV Forum to encourage resident attendance and engagement to discuss solutions.

b. Easement Process and Potential Easement at 31 Santa Maria:

- 1. L. Babb reported there appears to be an easement for a trail behind 31 Santa Maria in the Highlands.

**Follow Up: L. Babb and H. Young** to discuss next steps in terms of determining if it is an active easement or not. [Assessor Map](#).

c. Trails Archive Subcommittee:

- 1. L. Babb reviewed Trails Archive project (see discussion document from Agenda packet). The archive will not survey any trails. The archive will contain only

publicly available data and is a receptacle to simplify access to data when discussing trail issues.

**Follow Up: J. Hasko** to check with Town Attorney C. Silver regarding any legal aspects regarding archive.

2. L. Babb requested help from other committee members on the project and/or introduction to residents with database expertise particularly with ARC Gis system.

d. Trail Closures

1. 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. G. Hanning discussed with Denise Gilbert (Ranch) regarding their process for trail closures and notifications and the previous incident with trail being closed early was a mistake. H. Young reported that Kari Chinn (Town Communications) posts upcoming trail closures to the Open Space page of the Town website.

**Follow Up: H. Young** to research if we could access the email list for Trails and Paths enthusiasts kept by the Town and email recipients when unexpected trail closures occur.

**Follow Up: A. Doherty** and **J. Davis** will mock up what a new Trails and Paths webpage on the Town website might look like and bring to Committee to review. The Town (Kari Chinn) would then review and could put into action.

e. Alpine Trail/Safe Route to School Subcommittee

1. Need to create strategy for *Hillbrook Trail* to become multi-use. J. Davis and G. Hanning met to discuss approaches. Feel need to get legal advice.

**Follow Up: J. Davis** and **G. Hanning** to pursue and will update at next meeting.

2. *Sausal Trail* easement issue that is holding up new Public Map and SRTS map. H. Young report that the easement presented by G. Hanning is so old that it is difficult to read.

**Follow Up: L. Babb** will go to County Recorder's office to try to get original deed. If successful, **H. Young** to forward easement to Land Surveyor to get

opinion, and then with that information, go to Cara Silver, Town Attorney, to get opinion on road right-of-way easement.

f. Public Map Redux Subcommittee (Follow Up's from February 15, 2023 Meeting)

1. L. Babb delivered \$300 gift certificate to Dave Evans

**Follow Up: L. Babb** waiting on reimbursement.

g. Trails Sign Maintenance:

1. The Committee was requested to notify L. Babb of any Town trails signs needing attention (link previously provided to Committee members). Committee discussed approach to focusing on signage issues. L. Babb reminded Committee that last year we agreed that new plexiglass signposts should have a better “Dogs On Leash” icon. Agreed that there are several issues related to signs:

(1) Signs that are damaged -> need to be submitted to PV Connect

(2) Signs that are erroneous.

(3) Signs that need to be slightly moved because they are not in a place where people can see them.

(4) New signs that are needed.

H. Young presented Committee with binder that guides how signs should look. It is not digitized and cannot be distributed.

H. Young indicated that for any new signs, we will use the Midpen icon showing dogs must be on leash.

**Follow Up: F. Leach** to distribute 1998 spreadsheet on signage to T&PC.

**Follow Up: Maps Subcommittee** to review current signage list and separate out the issues that should go to PV Connect, vs the other types of issues and bring this list back to the Committee for discussion.

h. Code Enforcement for Trail infractions

1. Committee believes that we need more representation at the early project stage before permits are issued. The Committee used to see every set of plans for

projects. We believe that ASCC should make acceptable remediation of trail issues a condition of approval for permits.

**Follow Up:** **G. Hanning** to reach out to Planning Department to see if we can be forwarded project plans again. **G. Hanning** and **J. Coleman** volunteered to attend ASCC meetings where projects that impact the Trail System are discussed.

2. H. Young reported that he is still in talks with Cara Silver, Town Attorney, re prescriptive easements.

**Follow Up:** **H. Young** should have an update at the next meeting.

i. Beacons at Alpine Hill Tennis Club crosswalk and Priory Crosswalk

1. Committee discussed that kids return to school August 29th and we need the beacons in by then.

**Follow Up:** **H. Young** and SRTS sub committee (**J. Davis, A. Doherty, B. Eckstein**) to meet to discuss milestones that contribute to whether or not we can make the August 29th date, so that the Committee can try to support H. Young's efforts in every way.

- j. G. Hanning asked for digitized copies of the handwritten maps from Tom Vlasic and George Nader (sp?). Many easements are marked up on these maps.

**Follow Up:** **H. Young** to provide to Committee. **L. Babb** to ensure they are on the shared Committee server for access.

k. Hawthorne's Area update

1. F. Leach attended a recent Midpen meeting discussing the Hawthorn's area development. He expressed PV's desire for more multi-use trails and the widening of Alpine Trail.

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## 5. New Business

- a. TC Resolution, New Trails Map, New SRTS Map

1. L. Babb presented document (see Agenda packet) including TC resolution to update the Trails and Paths system in PV as well as publish a new Public map and SRTS map.

**Follow Up: L. Babb** to repackage to clearly show (1) changes to Trail usage designations for each trail, (2) changes from 2007 resolution and (3) include copy of 2007 resolution and 2007 Trail map and old SRTS map. Resubmit to Committee, **H. Young** for review.

**Follow Up: J. Hasko** to discuss with Town Attorney C. Silver how best to package the effort for the TC vote and how the resolution should actually read.

**Follow Up: L. Babb** to follow up with WASC for email approval on map.

2. *Valley Oak* designation is still under consideration. The trail was completely missing from the 2007 TC Resolution although the 2007 Public Map shows it as multi-use. The 2010 SRTS Map shows it as multi-use as well.

**Follow Up: H. Young** to review.

3. A portion of *Sausal Trail* is still under usage consideration. 2007 TC resolution notes bikes allowed from Sausal to Georgia Lane. 2007 Public map does NOT show this.

**Follow Up: L. Babb** to go to Recorder's office to try to get original Deed - see 4.e.2 above.

4. *Alpine Trail* usage between Portola and Los Trancos on the south side (dirt part) was discussed. There have been many residents on the PV Forum ([here](#)) discussing the need for bike usage on this path for SRTS purposes. F. Leach had suggested a pilot program to try it out during certain hours. Discussed and determined not safe / trail does not pass a multi-use standard. Discussed we detach the SRTS map from the resolution package for efficiency sake.

**Follow Up: L. Babb** to detach SRTS from overall resolution package for TC.

**Follow Up: F. Leach** to agendize a discussion of Alpine Trail from Portola to Los Trancos. This could be a joint session with the BPTS committee or a public meeting to discuss.



b. Committee of Committee's update re committee structure

1. J. Hasko motioned and L. Babb seconded proposal to move this discussion to the next meeting. Approved unanimously.

C. Town Council priorities

1. J. Hasko motioned and L. Babb seconded proposal to move this discussion to the next meeting. Approved unanimously.

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**6. Other Business:**

None

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**7. Adjournment:** Motion to adjourn B. Eckstein; second G. Hanning. Adjournment *unanimously approved*; meeting adjourned at 11:00 am.

**Date & Time of Next Meeting:** May 17, 2023 at 9:00 am.



# MEMORA

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**TO:** Trails and Paths Committee

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

**DATE:** **May 9, 2023**

**RE:** Trail work for April 2023

Attached is the trail work recording form completed for April.

The total maintenance staff hours worked in April was 22 hours.

The total contracted staff hours worked April was 16 hours.

Total hours worked: **38 hours**

**Attachments:** Trail Map  
Work sheet

Trail	Length	Work Completed	Date
Admiral Quilter	0.5		
Alpine	3.0	Repaired tread at Indian Crossing	4-13
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	Cleared two fallen trees	4-11
Deer Path	0.7	Cleared fallen tree	4-11
Dwight Crowder	2.0	Brush cut, debris cleared by contractor from Ford field towards Creek Park Dr	4-28
Eagle	0.6	Cleared fallen tree	4-27
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		
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		
Palmer	0.6		
Portola	2.3		
Possum	0.2		
Priory	0.5		
Redberry	0.2		
Sausal	0.6		
Sequoia	0.5		
Shady	0.8	Cleared three fallen trees	4-18/19
Shawnee	0.5	Repaired tread at Cervantes	4-13
Sunrise	0.8		
Sweet Springs	0.8		
Toyon	2.4	Cleared three fallen trees	4-20
Veronica	0.2		
Westridge			
Willowbrook	0.8		
<b>TOTAL</b>	<b>36.0 miles</b>		