



TOWN OF PORTOLA VALLEY
Special Trails and Paths Committee Meeting
Wednesday, August 23, 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

SPECIAL MEETING
HISTORIC SCHOOLHOUSE – 765 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.

Liz Babb will be attending the meeting remotely at the following public location:

Lotte New York Palace- lobby
455 Madison Avenue at 50th Street
New York, NY 10022

VIRTUAL PARTICIPATION VIA ZOOM

To access the meeting by computer:

<https://us06web.zoom.us/j/81074067909?pwd=T1pMTHBBTUNzcmhqeU5rSVMxdnlzUT09>

Webinar ID: 810 7406 7909

Passcode: 032980

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. April 19, 2023
 - b. June 21, 2023
- 4. OLD BUSINESS:**
 - a. Trails use enforcement
 - b. Joint public meeting on Alpine trail with BPT&S
 - c. Trail Conditions, Work and Budget for June, July 2023
 - d. Committee follow-ups from June meeting (see June minutes attached)
- 5. NEW BUSINESS:**
 - a. Town Picnic booth
- 6. OTHER BUSINESS**
- 7. ADJOURNMENT**
The next regularly scheduled meeting date is September 20, 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
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
Fred Leach, Chair	✓ (left at 10:05)		
Gary Hanning, Vice Chair	✓ (arrived at 9:05)		
Liz Babb, Secretary	✓		
Joe Coleman			✓
Jacquelyn Davis	✓		
Alex Doherty	✓		
Barb Eckstein	✓		

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:

- b. 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 agendaize “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.

c. 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](#).

d. 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.

b. 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.

c. 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.

d. 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.

e. 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.

f. 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.

e. 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 Vlastic 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.

5. New Business

g. 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.

6. Other Business:

None

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.

TOWN of PORTOLA VALLEY
 Town Hall: 765 Portola Road, Portola Valley, CA 94028
 Tel: (650) 851-1700 Fax: (650) 851-4677

June 21, 2023

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

WFPD: Woodside Fire Protection District

1. CALL TO ORDER & ROLL CALL

a. The meeting was called to order at 9:02 by Chair Fred Leach

b. Roll Call

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

Member	Attending in Person	Attending via Zoom	Absent
Susan Gold	✓		

- a. Also present: H. Young, Interim Town Manager and Public Works Director; J. Hasko (Town Council Liaison), Kristi Corley (member of the public)

2. ORAL COMMUNICATIONS FOR ITEMS NOT ON THE AGENDA

- a. None

3. APPROVAL OF MINUTES

- a. Tabled because minutes were not attached to agenda. Next meeting need to approve April AND June minutes.

Follow Up: **F. Leach** to ensure both sets of minutes are attached to next agenda.

4. OLD BUSINESS:

- a. Horse Fair Recap
- 1) Considered huge success with ~ 400 attendees
 - 2) Many committee members attended.
 - 3) Next Fair is May 18, 2024 although this still needs to be approved to get on Town Calendar.

Follow Up: **E. Ferrari** to shepard process of approval and sign-off to get date on Town calendar.

- 4) Baseball field was not closed and this caused a problem. Games had been rescheduled due to rainouts. Need to be careful of this for next year. Some game attendees were upset about parking issues.
- 5) 23/24 Budget submitted by TPC shows an increase request to \$10k (from \$6k)

b. Trail Conditions, Work, and Budget for May 2023

- 1) Work has been focused on trail repair and mowing. Working on path in Town Center by playground. Wildflowers are avoided when mowing. Negotiations with WFPD re timing of mowing.
- 2) Issue with repair work on *Sausal*.

Follow Up: **H. Young** to find out who did repair on Sausal. Should have been done with base rock.

- 3) Met with FEMA to discuss reimbursements for repairs necessitated by storms.

Follow Up: **H. Young** 2022/2023 End of Year Fiscal Budget update at August Meeting

- 4) Tabled to July meeting - 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.

b. Specific Property Issues:

- 1) Fawn Trail - G. Hanning sent letter to L. Russell asking for help in enforcement of parking ordinances. F. Leach and H. Young were copied. G. Hanning has not heard back yet.

Follow Up: **F. Leach** to discuss interim actions. **F. Leach** to ask Corey Stocker to put information in Town newsletter.

- 2) Tabled to July Meeting: 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.

- 3) 31 Santa Maria: L. Babb included [Assessor Map](#) to H. Young and entire committee in April minutes. It shows a path on the property that the elderly homeowner indicated was an "easement" or that she would be open to an easement so that the town could service this "informal trail" that is used by residents frequently but is not kept up.

Follow Up: **H. Young** to explain to entire committee the process for researching and setting in motion a project to add a new trail to the system at another meeting.

c. Trails Archive

- 1) L. Babb reported that J. Hasko will discuss any legal issues with the Town interim attorney before the July meeting.

Follow Up: **J. Hasko** to discuss Trail Archive project with interim Town Attorney

d. Trail Closures:

- 1) Two issues - (1) how do we get notifications for impromptu trail closures out to residents? And (2) how and where do we list formal trails closures on the website - currently old info on [Trails and Paths page](#)

Follow Up: Follow Up: **F. Leach** to research if we can send updates to people who have signed up for Trails and Paths eNotices. (Anyone can sign up [can sign up for eNotices](#) on the Town website for the Trails and Paths Committee here.)

Follow Up: **A. Doherty and J. Davis** met to begin discussions on new Trails and Paths webpage on the Town website might look like and bring to Committee to review. The Town would then review and could put into action and it could include better Trail closure info.

e. Alpine Trail / Safe Route to School Subcommittee

- 1) Creating a **Hillbrook** trail strategy to turn it into multi-use is tabled for now due to higher priorities.
- 2) **Sausal Trail** issue between Cherokee Court and Sausal Drive: L. Babb obtained full copy of 1905 Deed from County Recorder's office. H. Young passed to Land Surveyor who verbally made a statement that it does not appear to allow multi-use and is deeded to a specific homeowner. G. Hanning asked that there be an opinion in writing so he can go to the current homeowners (Whites, Katzs and one other) who appear to be very open to a new easement for this part of the trail. Who will pay for easement? Need an estimate.

Follow Up: **H. Young** to get Land surveyor opinion in writing and pass to Committee specifically G. Hanning.

- 3) Flashing Beacon at Alpine Hills Tennis Club update: H. Young indicated that project is still on track for design finish end June, then it goes out to bid with construction this summer. First day of school is late August.

Follow Up: **H. Young** to update Committee at July meeting on progress.

- 4) Physical improvements to trails that have been requested to improve safety for SRTS trails - update needed.

Follow Up: **A. Doherty** to update Committee at July meeting with progress on trail improvements that were asked for in January.

- 5) Alpine Trail between Portola and Los Traincos Safety Improvements - update: Committee concerned with publishing SRTS map update without this area addressed.
 - a) Need quick answer regarding bikes being allowed to be walked on non-multi-use trails, specifically this part of Alpine Trail. There are tons of kids walking on this trail between 2:30 and 4:30 when school is in session. We need some sort of interim solution.

Follow Up: **H. Young** to determine if walking bikes is allowed and report back to committee by July meeting.

- b) Need a public meeting to discuss priority of improving this part of the trail with residents of Portola Valley to open trail up to bikers. Need equestrian participation and engagement as well as parents of school age children biking and walking this part of the trail.

Follow Up: **F. Leach** to work with J Hasko to see if BPT&S would like to hold a joint public meeting on the future of Alpine Trail.

- f. Trail Sign Maintenance: (please see April minutes for full follow ups). Tabled to July meeting. Maps Sub-committee needs help from other members to make this happen.

g. Code Enforcement for Trail Infractions - update:

- 1) G. Hanning waiting to hear back from L. Russell regarding G. Hanning and J. Coleman being able to attend ASCC meetings (goal: to identify projects where trail system is impacted).

Follow Up: **G. Hanning** to update committee in July Meeting.

- 2) Prescriptive Easements: H. Young reported that these are very difficult to obtain and should not be seen as a something that we would want to pursue regarding trail issues unless it was a last resort.

h. Digitizing Old Maps - update: G. Hanning asked for digitized copies of the handwritten maps from Tom Vlastic and George Nader (sp?). Many easements are marked up on these maps.

Follow Up: **L. Babb** to go to meet with H. Young to see if she can get these digitized easily for Committee archives.

i. New Public Map Update -

- 1) At the April meeting, L. Babb was asked to to repackage the draft Town Council resolution that had been created 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. This was resubmitted to H. Young and J. Hasko for review.

Follow Up: **H. Young** will review the document and provide feedback to the Maps subcommittee by the July meeting so we can move forward with the map. H. Young will

highlight any remaining issues he sees (we have already received feedback from him and made the changes required). This would be for final sign off.

- 2) At the April meeting, J. Hasko agreed to meet with Town Attorney C. Silver and ask how best to package the effort for the TC vote and how the resolution should actually read. In the interim, Silver resigned and a new interim Town Attorney was appointed. J. Hasko and H. Young met with her to get her up to speed. As an outcome of that meeting, J. Hasko asked for a follow up document showing only the trails where usage changes were in question. She would then meet with the ITA to discuss those specific trails as well as how to package the resolution for Town Council approval. Discussion ensued on specifically whether or not the entire TC had to approve the new map.

Follow Up: **L. Babb** to provide revised document; J. Hasko to meet with ITA before July committee meeting and provide guidance back to the committee on the process for map approval.

- j. Committee structure - update: F. Leach and G. Hanning discussed possibility of somehow changing our structure so we are not under the Brown Act. They advised that this would not be a good idea overall and we are staying with the Brown Act rules.
 - 1) This means if you attend a meeting via zoom, you must let the Town Clerk know before the agenda comes out that you will be attending via zoom, and this location must be accessible and the address will be published in the agenda.
- k. Town Council priorities presentation from J. Hasko.

Follow up: **J. Hasko** to present at July Meeting.

I. Town Hike update:

Follow Up: Town Hike will be discussed at July Meeting

5. NEW BUSINESS:

- a. Budget Approval: the submitted budget was approved unanimously by the Committee (L. Babb motioned, G. Hanning Seconded)

7. ADJOURNMENT

- a. The meeting was adjourned at 10:50 AM. (G. Hanning motioned, E. Ferrari seconded). Next meeting July 19, 2023.

=====

List of Items to Agendize at upcoming meetings:

No specific date:

- Trails Enforcement Issues (should also be advertised on Portola Valley forum to encourage public discussion/attendance)

- H. Young to explain to entire committee the process for researching and setting in motion a project to add a new trail to the system at another meeting.

July:

- Trail Sign Maintenance sub-committee and effort to create process for current issues (see April minutes for full description)

- J. Hasko to present on Town Council 23/24 priorities.

- Town Hike

August:

- 2022/2023 End of Year Fiscal Budget update by H. Young at August Meeting