



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

TRAILS AND PATHS COMMITTEE MEETING MINUTES

Glossary:

Midpen: Mid-Peninsula Regional Open Space

SRTS: Safe Routes to Schools

TC: Portola Valley Town Council

1. Call to Order:

- a. The meeting was called to order at 9:03 AM by Fred Leach
- b. Roll Call

Member	Attending in Person	Attending via Zoom	Absent
Fred Leach, Chair	✓		
Gary Hanning, Vice Chair	✓ (arrived at 9:08)		
Liz Babb, Secretary	✓		
Joe Coleman	✓		
Jacquelyn Davis	✓		
Alex Doherty	✓		
Barb Eckstein			✓
Ellie Ferrari	✓		
Susan Gold			✓

c.

- d. Also present: H. Young, Public Works Director; J. Hasko (Town Council Liaison); T. Coleman (Conservation Committee liaison)

2. Oral/Community Communications:

- a. L. Babb asked what the process was for creating/acquiring an easement to create a new trail.
- b. H. Young explained that if there is an easement, we don't know if it is active or not. If the easement exists then we would go through the process of making it active, getting it approved by the Town Council, aligning it with the use and budgeting funds to build any improvements to Trail standings.

Follow Up: **L. Babb** to look at parcel map to determine if there is an easement for the property that came to mind.

3. Approval of Minutes from February 15, 2023 meeting:

- a. The minutes were approved (Liz Babb motion, Joe Coleman seconded).
- b. All those in favor: Liz Babb, Joe Coleman, Fred Leach, Jacquelyn Davis
- c. Abstain: Alex Doherty, Ellie Ferrari, Gary Hanning

4. Old Business:

- d. Trail Conditions, Work, and Budget for February 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. J. Coleman asked if we need the charts that H. Young provides in the monthly packet.

Follow Up: **H. Young** to investigate. **F. Leach** to add discussion to agenda for next month's meeting.

3. Several trails were mentioned that need attention due to storm damage: *Sausal*, *Hillbrook* at bottom of Alpine Road, *Portola* Trail at Alpine (crosswalk), *Portola* Trail between Grove and Georgia Lane.

Follow up: **All Committee members** need to walk their assigned trails looking for "imminent danger" including blocked culverts, blocked ditches, large water carvings. Please use PVConnect to report all issues. Remember if you cannot get cell service, you can take a picture and then upload/report the issue when you are in a better area.

4. H. Young indicated that he needs Trails and Paths' Capital Budget requests by April 10th, which will be before our next meeting.

Follow Up: **J. Coleman** to email out last year's list. **All Committee Members** must have suggestions in to J. Coleman by Tuesday March 21.

e. Trails Database Subcommittee:

1. L. Babb reported that a better name for concept is "Trails and Paths Archive".
2. L. Babb reported that everyone on recommended list has been interviewed. Susan Gold, Ellie Ferrari, Mary Hufty, Howard Young, Nancy Lund, Craig Hughes, Alexis Schweisinger - Green Infrastructure Design - GID, Gary Hanning, Fred Leach
- c. L. Babb reported that Green Infrastructure Design has offered to create a mock up and potentially create the database for gratis.

Follow Up: **L. Babb** will follow up and present findings at upcoming meeting.

b. Trail Closures (Follow Up's from February 15, 2023 Meeting)

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. Budget Issues (Follow Up's from February 15, 2023 Meeting)

1. H. Young reported the budget looks good.

Follow Up: H. **Young** will report out on Budget expenditures at next Trails and Paths Meeting.

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

Follow Up: **J. Coleman** need all requests by March 21. **A. Doherty** to ensure that the Safe Routes to Schools requests get onto the list by emailing them to J. Coleman.

d. Alpine Trail/Safe Route to School Subcommittee (Follow Up's from February 15, 2023 Meeting)

1. Need to create strategy for *Hillbrook Trail* to become multi-use.

Follow Up: **J. Davis** and **G. Hanning** to meet to discuss approaches and create a loose strategy document for next meet.

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: **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. May have to go to County records archive to pull the original document to better be able to read it. (G. Hanning could not find the document online.)

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

1. L. Babb delivered \$300 gift certificate to Dave Evans, from the Committee for his hard work in creating the new public map as well as the SRTS map.

Follow Up: **F. Leach** to find out why L. Babb has not seen reimbursement check yet from Town.

2. Public Map subcommittee (**Leach, Davis, Doherty, Babb**) working on 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.

Follow Up: **Sub-Committee** to bring draft resolution and final maps to next meeting for discussion.

f. 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.

Follow Up: H. Young to provide Committee with booklet that guides how signs should look.

Follow Up: H. Young to provide Committee with strategy for new icon for “Dogs on Leash” so that we can begin to implement it on new plexiglass signs as they are repaired or newly created.

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.

g. Land Acknowledgement Statement (Follow Up’s from February 15, 2023 Meeting)

1. Gary Hanning reported that he discussed the Committee’s issues with Lucy Neely and will wait to hear from her and the Town Council on how the Land Acknowledgement statement may be altered in the future. He confirmed that representatives from indigenous local entities were involved in its creation.
2. Suggestion to try to incorporate a reading of the statement or something similar at in-person trail events such as our Community Hike.

h. Code Enforcement for Trail infractions (Follow Up’s from February 15, 2023 Meeting)

1. H. Young reported he followed up with L. Russell re issues with trails and building projects encroaching on them. It is at the Staging Plan portion that the Planning Commission raises issues or concerns relative to trails and it stresses no parking on trails.
2. H. Young / L. Russell suggested perhaps a refresher regarding this issue for everyone on Planning Commission staff.

3. 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.

4. Update on 210 Cervantes: Town has issued the permit. The bottle brush still needs to be removed.

Follow Up: **The Committee** will bring this up at every meeting until the bottle brush is removed and trail is remediated so that it is safe for equestrians and pedestrians.

5. 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.

c. Beacons at Alpine Hill Tennis Club crosswalk and Priory Crosswalk (Follow Up's from February 15, 2023 Meeting)

1. J. Davis attended this month's BPTS meeting. She made sure they are aware of the SRTS effort we are doing and the new map.
2. H. Young reported that he is looking at different beacon systems and may need BPTS's sign off on a few limited aesthetic issues. He indicated he still hopes to have design done by June.
3. Committee alerted H. Young 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.

5. New Business

i. *Cherokee Trail* Signs

1. L. Babb reported that the new signage that went up on *Cherokee Trail* did not match what was approved in the minutes from the meeting where new signage was approved and the equestrian trail would be bifurcated from a *multi-use* trail. The signs show "no bikes".
2. H. Young shared that at this time he had to create signs that matched with 2007 Town Council resolution regarding the trail designation, but that he has no issue with changing the signs to multi-use when the new resolution is approved.

Follow Up: **L. Babb** to ensure this is on "Signage Issue" list for remediation at a later date, after the new TC resolution is signed.

6. Other Business:

- a. The Horse Fair representatives on the Committee have asked for an increase in their budget to a total of approximately \$7k.
- b. Committee discussed sending thank you cards to homeowners who slurry seal their driveways. Current addresses noted: 145 Grove, 480 Portola Road, 34 Grove, 220 Shawnee.

Follow Up: **L. Babb** to research past protocol with **Ellie Ferrari**.

- c. Report of Code Enforcement issue at 180 Willowbrook on *Willowbrook Trail*. H. Young asked that all such issues be forwarded via PV Connect so that the issue will be noted

in the parcel file. Then when it comes time for a final permit, it will not be issued until trail is repaired.

d. G. Hanning reported on the Committee of Committees meeting held previous week. The Town is rewriting the Committee Handbook. A question was raised whether or not this Committee needs to be a full committee such that we have to be Brown Act Compliant. There are pros and cons to the issue.

Follow Up: **F. Leach** to agendize such a discussion for the next meeting. G. Hanning to present on pros/cons and things to consider.

e. The Town Council has approved its 2023 priorities, which should trickle down to all of the Committees. Our goals should support the TC priorities.

Follow Up: **F. Leach** to agendize presentation from **J. Hasko** regarding TC priorities.

f. 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.

7. Adjournment: Motion to adjourn A. Doherty; second L. Babb. Adjournment *unanimously approved*; meeting adjourned at 10:48 am.

Date & Time of Next Meeting: April 19, 2023 at 9:00 am.