



TOWN OF PORTOLA VALLEY
Trails and Paths Committee Meeting
September 18, 2024
9:00 am PT

Fred Leach, Chair
Gary Hanning, Vice Chair
Joe Coleman, Member
Barb Eckstein, Member
Ellie Ferrari, Member
Susan Gold, Member

REGULAR 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. 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/83420754392?pwd=T3R8i8F729TfUYdr4bUiSKVNLVriDU.1>

Webinar ID: 834 2075 4392

Passcode: 782530

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. OLD BUSINESS:**
 - a. Approve minutes from previous meeting
 - b. Town Hike
 - c. Trail maintenance review
 - d. Hawthorns subcommittee
 - e. Woodside Priory Project
- 4. NEW BUSINESS:**
 - a. Committee applications

5. ADJOURNMENT

The next meeting date is October 16, 2024.

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 and Paths Committee Meeting
August 21, 2024
9:00 AM
In-person Meeting

TRAILS AND PATHS COMMITTEE MEETING MINUTES - DRAFT

1. Call to Order & Roll Call: The meeting was called to order at 9:12 AM
Members present: J Coleman, F Leach, S Gold, E Ferrari

Members absent: B Epstein, G Hanning

Also present: S Wernikoff via Zoom (Town Councilmember liaison)

Guests: none in person; C. Vertongen on Zoom

2. Oral Communications:

3. Old Business:

- a. Approval of Minutes for May 29, 2024. The minutes were approved unanimously as submitted.
- b. Town Hike; J. Coleman and S. Gold will organize.
- c. Trail Maintenance review: No Town staff present to review. Fallen trees that are not blocking the trail but that could come down easily in Blue Oak area were discussed. E. Ferrari will investigate them and check the status of Sweet Springs trail for equestrians.

4. New Business:

- a. Hawthorns subcommittee: S. Gold and F. Leach will staff
- b. Woodside Priory Project: will be discussed with materials next meeting. F. Leach to engage BPT&S committee. C. Vertongen voiced concerns about Priory's use of Sausal trail for maintenance work
- c. Committee applications: 1 new application received, still 2 open

4. Adjournment: The meeting was adjourned at 9:37 AM.

Date & Time of Next Meeting: Wednesday September 18, 2024 at 9:00 AM.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Trails and Paths Committee

FROM: Scott Weber, Maintenance Worker
Jim Sandoval, Interim Town Engineer

DATE: **September 11, 2024**

RE: Trail work for August 2024

Attached is the trail work recording form completed for August.

The total maintenance staff hours worked in August was 10 hours.

The total contracted staff hours worked August was 0 hours.

Total hours worked: **10 hours**

Attachments: Trail Map
Work sheet

Trail	Length	Work Completed	Date
Admiral Quilter	0.5		
Alpine	3.0	Cut brush from Saddleback to Portola, repaired rut west of Saddleback.	8-7/15
Arroyo	1.6	Cleared fallen tree	8-21
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	Cleared fallen tree	8-16
Eagle	0.6	Cleared fallen tree	8-6
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		
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	Repaired rut at west end of trail	8-15
Shawnee	0.5		
Sunrise	0.8		
Sweet Springs	0.8		
Toyon	2.4		
Veronica	0.2		
Westridge			
Willowbrook	0.8		
TOTAL	36.0 miles		



Memorandum

Date: June 17, 2024

To: Kristin Ishii, EHDD Architecture

From: Gary Black
Daniel Choi

Subject: Traffic Engineering Review Comments on the Schematic Design for the Woodside Priory School

Hexagon Transportation Consultants, Inc. has completed a schematic design review of the proposed site improvements for the Woodside Priory School in Portola Valley, California. The project proposes several site improvements including a new entry road, revised parking areas, and a new athletic center building.

Site Plan Review

The schematic design review was evaluated using generally accepted traffic engineering standards and transportation planning principles. This review is based on the site plan prepared by EHDD Architecture, dated January 26, 2024. The full site plan is attached to this memo.

The site plan shows a road connecting the existing Gambetta Lane entrance to Priory School Drive. The existing Gambetta Lane that runs along the eastern side of campus is also slightly realigned to allow for the new road connection. The proposed circulation during drop-off and pick-up hours would be similar to the existing drop-off/pick-up pattern where student drop-offs and pick-ups enter the campus using the Gambetta Lane eastern driveway along Portola Road, navigate through the campus to the drop-off/pick-up zone, drop-off or pick-up their student, and proceed to exit the campus through the Priory School Drive driveway on the west side of campus. Signage will be posted prior to the new entry road's intersection with Gambetta Lane indicating that right-turns onto Gambetta Lane are restricted to staff and permit parking only.

The project proposes to reconstruct the existing Gambetta Lane eastern driveway accessing the project site. The project would not noticeably alter the driveway location, and no changes are proposed along Portola Road. The project would raise the grade of the driveway so that it is level with Portola Road. The Portola Trail, which is a part of the Town's trail system, is located along the north side of Portola Road along the project frontage. The town designates use of this trail for pedestrians, equestrians, and bicycles. West of the Gambetta Lane driveway, the trail is located lower than the adjacent Portola Road. Although this pathway is located lower than the roadway, the pathway is brought to grade level as it intersects with the driveway. The project would not noticeably alter the driveway location and the pathway's connection to the driveway would be gradually brought to the grade of the driveway. Based on the existing topographic maps of the driveway area, the point where the pathway is located three feet below the grade of the driveway is approximately 20 feet away from the west edge of the driveway. A sign alerting pedestrians and bicyclists to the active driveway could be posted to increase awareness for pedestrians and bicyclists to look before they cross (see Exhibit 1).

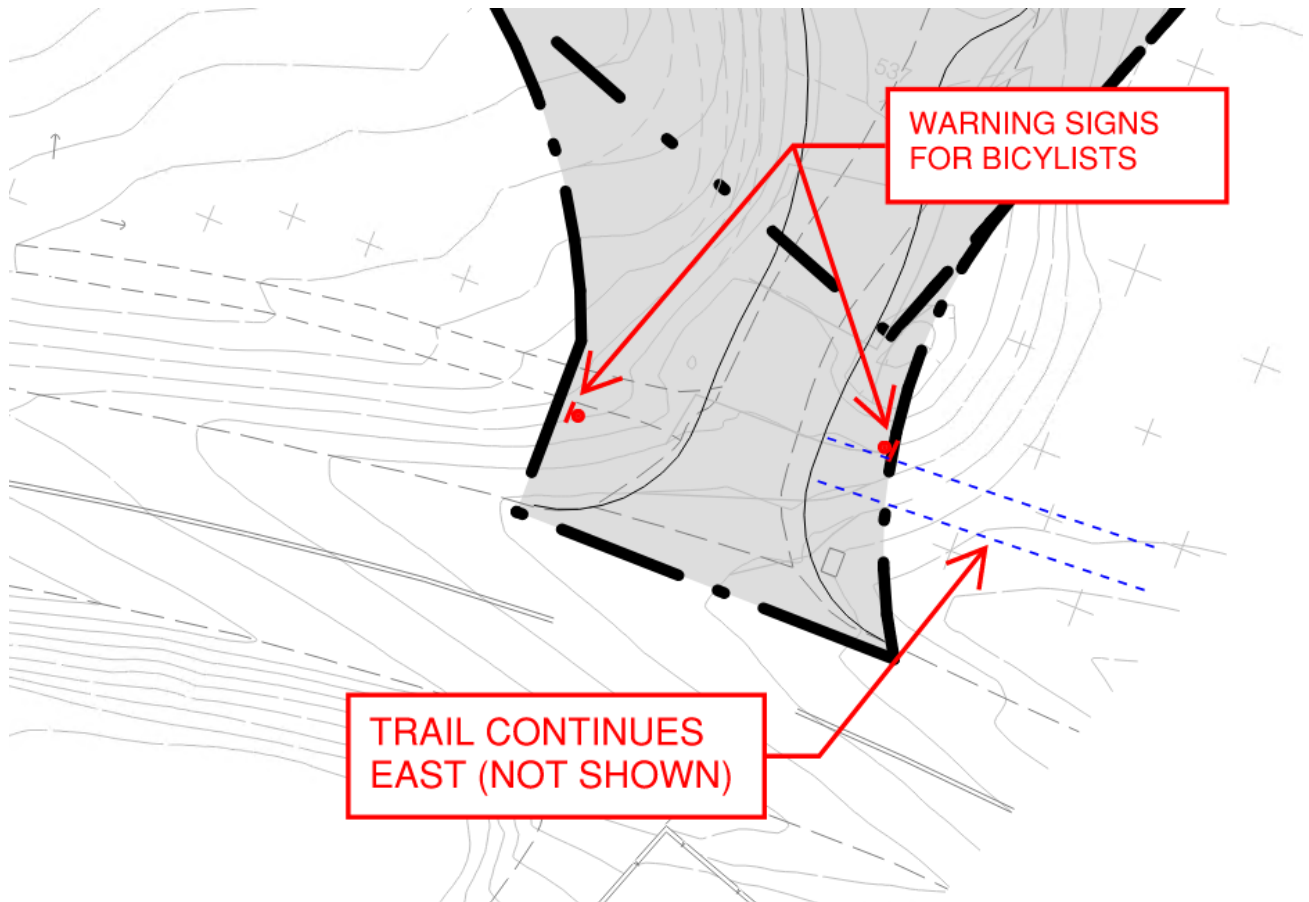


Exhibit 1 – Recommended Warning Sign and Potential Stop Sign and Stop Bar

The project would also construct a new crosswalk across Priory School Drive that would connect the main campus with the athletic center (see Exhibit 2). A staff member should be present near the crosswalk during drop-off and pick-up operations to assist with student crossings during peak vehicle times.

The site plan shows a revised parking lot adjacent to the existing soccer field and proposed athletic center. The parking lot was previously accessed via two one-way driveways. The revised parking lot proposes two two-way driveways. A loading zone in front of the athletic center would provide space for vehicles and buses to drop-off and pick-up student athletes without taking up a parking space. The drive aisles within the parking lot measure between 24 and 25 feet, providing adequate width for two-way operations and provide enough space for vehicles to back out of the 90-degree parking spaces through the proposed parking lot. A stop bar and stop sign should be posted at each exit from the parking lot to ensure exiting drivers yield to oncoming traffic along Priory School Drive (see Exhibit 3).

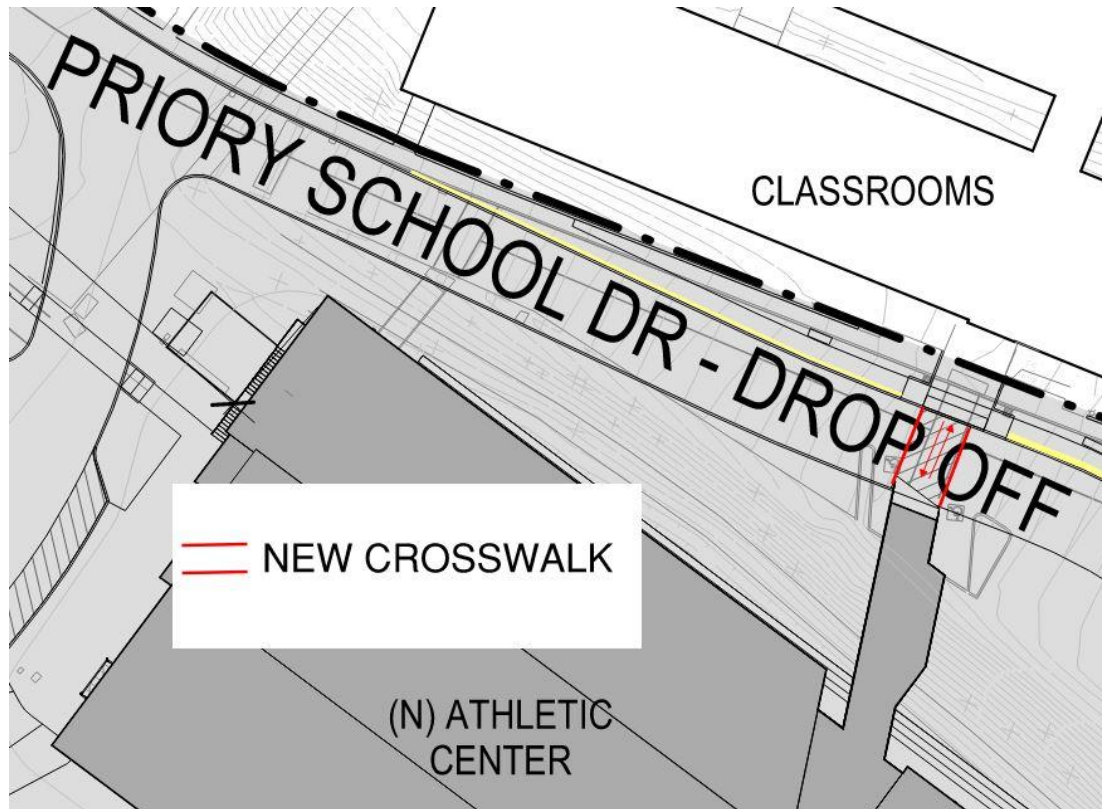


Exhibit 2 – Location of New Crosswalk

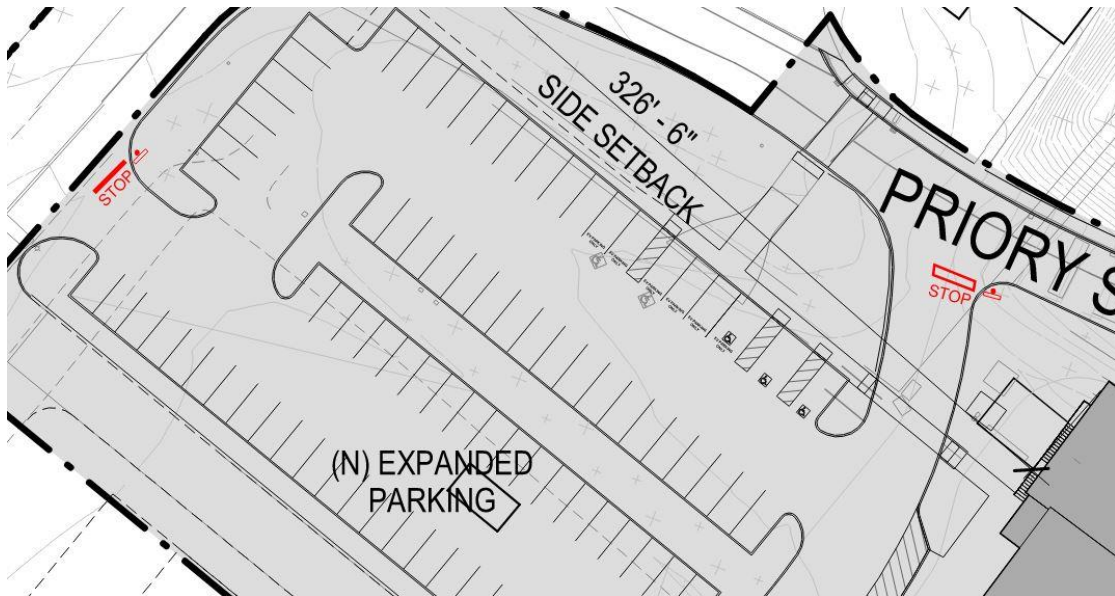


Exhibit 3 – Recommended Stop Bar and Stop Sign Locations

Queuing Operations During Drop-Off/Pick-up

Loading operations for drop-off and pick-up would occur along the curb in front of the school. There is enough space for approximately seven vehicles to simultaneously load and unload students. The proposed loading area is similar in length to existing operations. During the morning drop-off period, some minor queuing may occur from vehicles dropping off students at the designated loading curb.

Hexagon observed the queuing during drop-off operations in the morning and found a maximum queue of 29 vehicles. The proposed entry road provides adequate space for vehicles to queue on property while waiting for vehicles to pull forward.

During the afternoon pick-up period, some vehicles will begin to queue prior to school dismissal. Hexagon observed the queuing during pick-up operations in the afternoon and found a maximum queue of 45 vehicles. The maximum queue occurs immediately after the school's dismissal time. In order to facilitate a smoother experience for vehicles to exit the queue, Priory School Drive should operate in one direction 10 minutes before school ends. The one-way operation should extend from Gambetta Lane to the connection to the senior student/visitor parking lot. Access to the senior student/visitor parking lot should be maintained. This will allow vehicles that have picked up their student to pull around parked vehicles and exit the school campus. The one-way operation could be enforced by posting temporary cones or stationing a staff member to direct vehicles who enter campus along Priory School Drive to the student/visitor parking lot. The school should inform families at the beginning of each school year of the proposed one-way operation during pick-up hours.

There is approximately 1,000 feet of queuing space from the start of the loading curb to the eastern project driveway. 25 feet of queue space is typically assumed for each vehicle. The 1,000 feet of queue spaces equates to approximately enough space for 40 vehicles. Since most of the queue would begin prior to the school's dismissal, the school should designate a staff member to facilitate vehicles pulling forward to minimize the space between vehicles and maximize the number of vehicles that can be queued. Assuming 20 feet of queue space per vehicle (15-foot average vehicle length plus 5-foot space between vehicles), this equates to queue space for up to 50 vehicles.

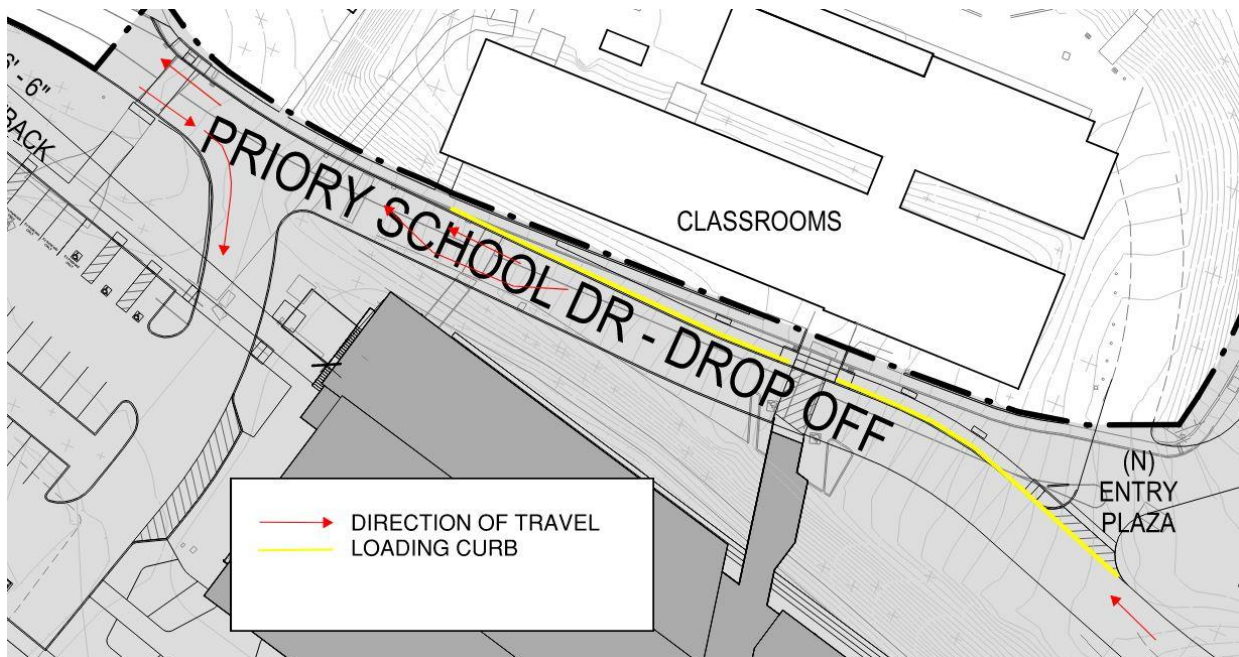


Exhibit 4 – Recommended One-Way Operation during Pick-Up Hours

Alternative drop-off and pick-up operations can include adding the area adjacent to the founder's plaza (see Exhibit 5). This would allow for an additional 200 feet of queue space, enough for 8-10 additional vehicles and additional loading curb space for pick-up/drop-off operations.

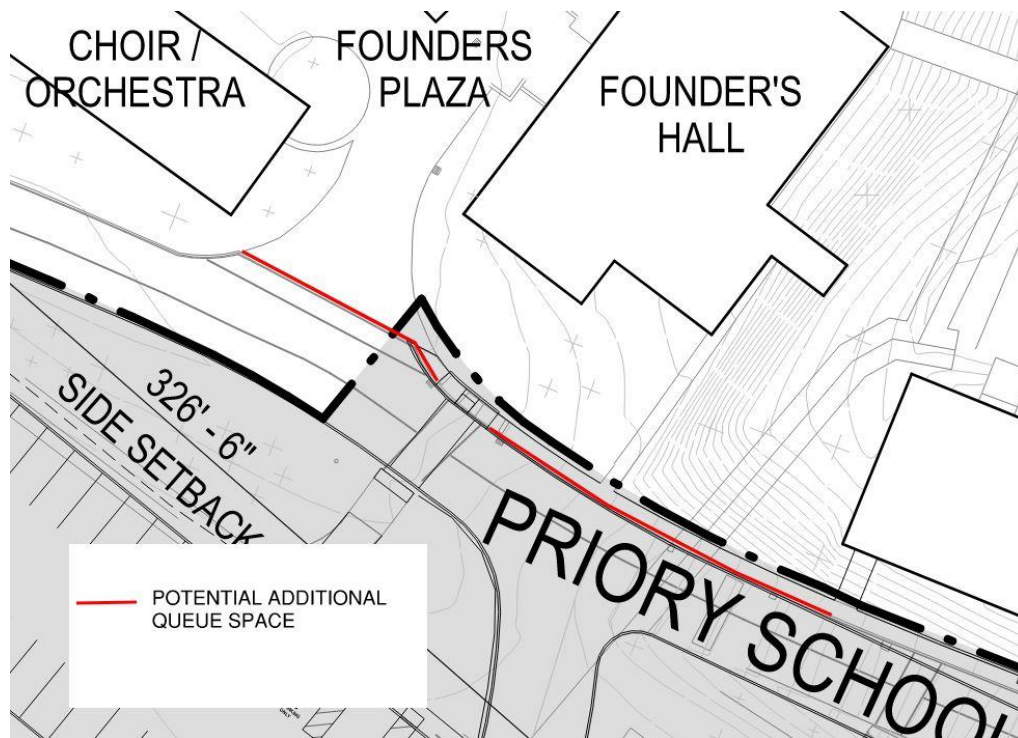


Exhibit 5 – Alternative Drop-Off and Pick-Up Curb and Queue Space

Recommendations

- The school should post wayfinding signage near the right-turn onto Gambetta Lane.
- A stop bar and stop sign should be posted at each exit of the revised parking lot to ensure exiting drivers yield to oncoming traffic along Priory School Drive
- A staff member should be present during drop-off and pick-up operations to assist with student crossings from the main campus to the athletic center during peak vehicle times.
- Priory School Drive, adjacent to the loading curb, should operate in one-direction 10 minutes before the afternoon pick-up period begins. The school should post temporary cones or station a staff member to direct traffic into the senior/visitor parking lot so that vehicles cannot proceed up the hill near the loading curb.
- When vehicles begin to queue prior to the afternoon pick-up period, a staff member should direct vehicles to pull forward to minimize the space between vehicles and maximize the number of vehicles that can be queued.

Attachment A

100% Schematic Design Site Plan

MASTER PLAN FLOOR AREA SUMMARY:

(EXISTING FLOOR AREA DATA IS TAKEN FROM THE SUMMARY ON THE CAMPUS HOUSING PERMIT SUBMITTAL 2019)

	ALLOWABLE	EXISTING	REMAINING	ADDITIONAL PROPOSED	PROPOSED MAX FLOOR AREA
				CHAPEL RENOVATION:	1,492 SF
				LOCKER ROOM RENOVATION:	300 SF
				NEW ATHLETIC CENTER:	32,628 SF
TOTAL	205,505 SF	189,183 SF	16,322 SF	34,420 SF	223,603 SF

WOODSIDE PRIORY SCHOOL

ATHLETIC CENTER + SITE IMPROVEMENTS

PRIORY

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