



# Hawthorns Area of Windy Hill Preserve Public Access Working Group



## Meeting #2 - Site Tour Materials

August 2023



## Hawthorns Area Public Access Working Group

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*Hawthorns Area Plan*

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**Hawthorns Area Public Access Working Group**  
**Site Tour Instructions**  
*Hawthorns Area Plan*

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**Hawthorns Area Public Access Working Group Meeting #2 Site Tour**

**Saturday, August 26 at 9 a.m.**

Thank you for joining us at the Hawthorns Area Public Access Working Group Meeting for the site tour of the Hawthorns Area at Windy Hill Open Space Preserve on Saturday, August 26. As this meeting is open to the public, we kindly request an [RSVP from all attendees by 5 p.m. August 22](#). To ensure a seamless and enjoyable adventure, please take a moment to review the following important information:

### Timing

Please arrive promptly at 9 a.m. Regrettably, given that this is a walking tour, we won't be able to accommodate latecomers. As the Hawthorns Area is currently closed to the public, the gate will be closed at 9:10 a.m. and remain shut for the duration of the tour. The tour will last approximately 3 to 4 hours.

### Directions

Please use the address [4411 Alpine Road, Portola Valley, CA 94028](#) to navigate to the property entrance gate. The entrance is located across from Roberts Market. Kindly adhere to the signage and guidance provided by District staff to arrive at the designed parking area. The rugged dirt driveway is generally suitable for most 2WD vehicles, but vehicles with higher clearance are highly recommended. After parking, make your way to Stop #1 - the Meadow marked on the Site Tour Map below.

### To Ensure Your Experience is Enjoyable

- Be prepared to walk up to 4 miles in steep uneven terrain.
- Wear hiking boots or sturdy walking shoes appropriate for rugged terrain. There is no trail in most areas.
- Bring ample drinking water – water is not available on site.
- Bring your own snacks, and please keep in mind the District's Leave No Trace ethic.
- Dress in or bring layers (T-shirt, long-sleeved shirt, sweater, and/or jacket). The weather can be unpredictable.
- Bring sun protection (hat, sunscreen) and consider insect repellent.
- Participants are encouraged to make personal decisions on comfort, safety, and willingness to drive or hike in threatening weather conditions.
- Restrooms are not available; please plan accordingly.
- Bike parking facilities are not available.
- Carpool if possible. Parking is limited.
- If you're arriving by car, vehicles with higher clearance are highly recommended to traverse uneven, rugged dirt roads.

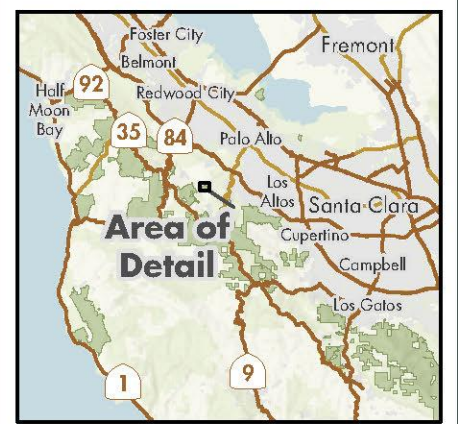
### Water to bring:

Participants should come prepared for a day hike – dress in layers and wear sturdy shoes; bring water, sunscreen, hat, snacks/lunch, walking stick, etc.

### Questions

Contact Ashley Mac, Planner III ([amac@openspace.org](mailto:amac@openspace.org)) and Tina Hugg, Senior Planner ([thugg@openspace.org](mailto:thugg@openspace.org)) or 650-691-1200.

Created By: acostanza Path: C:\Projects\Windy\_Hill\Hawthorns\Hawthorns\_MapSeries\Hawthorns\_MapSeries.aprx



**Hawthorns Conceptual Trail Diagram**

- Hawthorns area property line
- Alpine Trail proposed realignment
- Conceptual Hawthorns Loop Trail
- Town trail
- 8/26 Tour Parking Areas
- District Vehicles Only

**Hawthorns PAWG Meeting #2 Site Tour**  
August 26, 2023 9 a.m.

1. Meadow
2. Alpine Road Frontage
3. Alpine Road Trail
4. Existing Driveway Entrance
5. View Point #1
6. View Point #2
7. Historic Home

While the District strives to use the best available digital data, these data do not represent a legal survey and are merely a graphic illustration of geographic features.



Midpeninsula Regional  
Open Space District

**Hawthorns Area Public Access Working Group Meeting**

**MEETING SUMMARY**

**July 27, 2023**  
**6:00 PM – 9:00 PM**

**Administrative Office**  
**5050 El Camino Real**  
**Los Altos, CA 94022**

**ROLL CALL**

Senior Planner Tina Hugg called the meeting of the Hawthorns Area Public Access Working Group (PAWG) to order at 6:01 p.m.

**PAWG Members Present (✓) or Absent (x):**

Board Directors (Non-voting member)	✓ Margaret MacNiven, Ward 6
Town Liaison	x Sarah Wernikoff
Interest Area Representative	✓ Bryna Chang x Tyler Feld ✓ Charlie Krenz ✓ Rachel Oslund ✓ David Smernoff ✓ Karen Vahtra
Ward Stakeholders	✓ Ward 1: Scott Mosher ✓ Ward 2: Vivian Neou ✓ Ward 3: Willie Wool ✓ Ward 4: Sandy Sommer ✓ Ward 5: Jeff Greenfield ✓ Ward 6: Helen Quinn ✓ Ward 7: Kerry De Benedetti

**District Staff Present:**

- ✓ Ana Ruiz, General Manager
- ✓ Susanna Chan, Assistant General Manager
- ✓ Jane Mark, Planning Manager
- ✓ Tina Hugg, Senior Planner
- ✓ Ashely Mac, Planner III
- ✓ Galli Basson, Planner III
- ✓ Marie Lanka, Administrative Assistant
- ✓ Bill Dornbach, Planning Intern
- ✓ Rachel Frost, Planning Intern

**PGAdesign Facilitator:** Cathy Garrett

**PUBLIC COMMENT**

No public comments were made.

**WORKING GROUP BUSINESS**

General Manager Ana Ruiz welcomed the Hawthorns Area PAWG members.

Planner III Ashley Mac provide an overview of the meeting agenda.

Members of the Working Group were invited to make self-introductions. Facilitator Cathy Garrett shared the biographies of the two absent PAWG members: Tyler Feld – Grassroots Ecology, Sarah Wernikoff – Portola Valley (PV) Town Councilmember/Vice Mayor.

Ms. Hugg provided an overview of the Brown Act. Ward Stakeholders Neou and De Benedetti requested clarification about the need to avoid discussing the project when not formally gathered at a PAWG meeting in order to avoid daisy chain communications that can lead to a non-noticed meeting of a quorum of the PAWG.

Ms. Garrett reviewed the Purpose and Charge of the PAWG. Members Sommer, Greenfield, Smernoff, Krenz, Quinn, and Mosher requested additional information regarding the Purpose and Charge, as well as further clarification of the Brown Act. Additional information was provided by Midpen staff and Ms. Garrett.

The PAWG recessed at 7:11 p.m. and reconvened at 7:22 p.m. with all members present.

Ms. Garrett reviewed the proposed meeting schedule and asked the PAWG members for their availability to attend the scheduled meetings.

Board Director MacNiven, who is not a voting member, stated that she is not available to attend the October 26, 2023 meeting (Meeting # 3).

Member Greenfield stated he may be unable to attend the January 18, 2024 meeting (Meeting # 4b).

Member Sommer reported that she is unable to attend the August 26, 2023 Site Visit (Meeting #2).

Ms. Hugg proposed changes to the schedule, including adding an alternate meeting date on January 20, 2024 in the event that the December 16, 2023 site visit meeting is postponed due to inclement weather. A revised schedule will be included in the packet for Meeting #2, which will be held on site on August 26, 2023.

Ms. Hugg provided an overview of the work of Midpen, the mission, and the Vision Plan for Windy Hill Open Space Preserve. Members De Benedetti, Sommer, and Quinn requested clarification about Midpen's mission and vision for this site.

Ms. Mac reviewed the Hawthorns Area Plan and projected timeline. In addition, she highlighted the project goals, the Existing Conditions Opportunities and Constraints report, the Transportation Study, the Public Access Framework, and the composite Public Access

Constraints map. Members asked a variety of questions regarding the Hawthorns site, including PAWG's role in planning access to the Historic Complex, regional trail connectivity, and the possibility of mountain bike access. Ms. Hugg provided clarifications to their inquiries.

**MEETING HOMEWORK**

Review the orientation materials provided in the packet to prepare for the August 26 site visit.

**PUBLIC COMMENT**


No public comments were made.

**ADJOURNMENT**

Ms. Hugg adjourned the meeting of the Hawthorns Area Public Access Working Group at 8:39 p.m.

DRAFT





# Hawthorns Area Transportation Study Fall 2022 / Summer 2023 Parking Study

*Prepared for*

**Midpeninsula Regional Open Space District (Midpen)**

*Prepared by*

**Parametrix**

800 Bancroft Way, Suite 203  
Berkeley, CA 94710  
T. 510.343.6400 F. 1.855.542.6353  
[www.parametrix.com](http://www.parametrix.com)

In collaboration with  
**Mead & Hunt**



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# 1. INTRODUCTION

This report details the results of a parking demand analysis performed for parking lots in the area surrounding the Hawthorns Area of the Windy Hill Open Space Preserve in Portola Valley, CA.

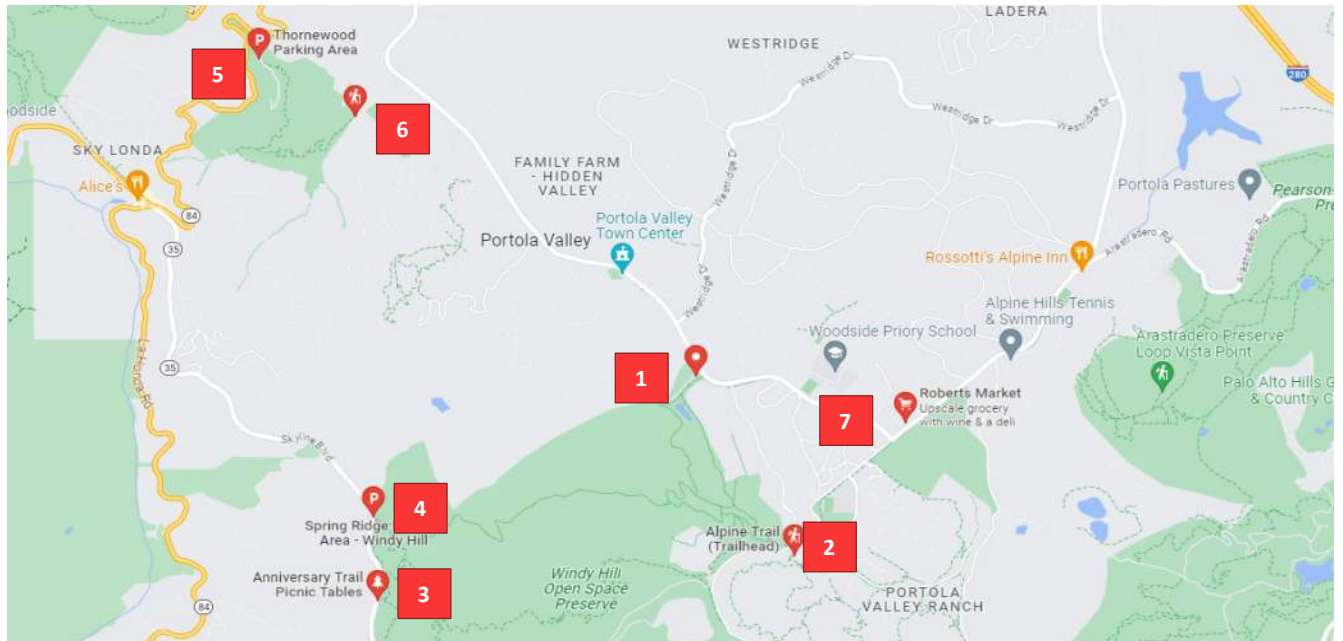
For the Fall 2022 count, parking data was taken for six parking lots on Thursday, October 20th and Saturday, October 22nd, from 7:30 AM to 7:30 PM:

For the Summer 2023 count, parking data was taken for seven parking lots on Thursday, May 18<sup>th</sup> and Saturday, May 20<sup>nd</sup>, from 7:30 AM to 7:30 PM. Parking data was also taken on Thursday, June 22<sup>nd</sup> and Saturday, June 24<sup>th</sup>, from 7:30 AM to 7:30 PM, for locations 1 and 2.

The seven lots are at:

1. Lower Windy Hill (Windy Hill Preserve)
2. Alpine Trail (Windy Hill Preserve)
3. Anniversary Trail (Windy Hill Preserve)
4. Spring Ridge (Windy Hill Preserve)
5. Thornewood Parking Area (Thornewood Preserve)
6. Bridle Trailhead (Thornewood Preserve)
7. Roberts Market (Summer 2023 only)

See Figure 1 for the parking lot locations and an overview map and Table 1 for a summary comparison of the occupancy and parking duration.



**Figure 1 Parking Lot Overview Map**

Source: Google

**Table 1 Hawthorns Parking Occupancy and Duration Summary (2022 & 2023)**

Location	Capacity	Hours with > 50% Occupancy				Average Parking Duration (Hours)			
		Thursday		Saturday		Thursday		Saturday	
		Fall 2022	Summer 2023	Fall 2022	Summer 2023	Fall 2022	Summer 2023	Fall 2022	Summer 2023
Lower Windy Hill (Windy Hill Preserve) <sup>1</sup>	50	1	0-2	8	6-8	1.8	1.6-1.9	2.2	2.2
Alpine Trail (Windy Hill Preserve) <sup>2</sup>	13	7	9	10	12	1.6	1.8	2.2	2.2
Anniversary Trail (Windy Hill Preserve)	12	0	3	4	4	1.9	2.4	1.6	1.6
Spring Ridge (Windy Hill Preserve)	25	0	0	0	1	1.0	1.2	1.4	1.3
Thornewood Parking Area (Thornewood Preserve)	11	0	0	2	0	1.5	2.0	1.4	1.5
Bridle Trailhead (Thornewood Preserve)	10	0	2	8	7	1.2	1.7	1.4	1.5
Roberts Market <sup>3</sup>	54 space customer lot	--	0	--	1	--	1.3	--	1.4
	46 space employee lot	Not collected at Roberts Market's request							

Source: Fall 2022 data collected by Mead & Hunt, Summer 2023 data collected by Parametrix

Unless indicated with asterisks, Summer 2023 data were collected in May 2023.

1. Data were collected here in May and June 2023.
2. Data were collected here in June 2023 only.
3. Data was not collected in October 2022.

Thursdays in May 2023 tended to have more locations where the parking lot occupancy exceeded 50% than October 2022. Saturdays in October tended to have more locations where the parking lot occupancy exceeded 50% than May 2023.

Parking durations tended to be the same or higher in May 2023 compared to October 2022 in most cases, although the differences tended to be minor, i.e., less than a half hour.

The subsequent sections contain more detailed figures and summary statistics for parking lot occupancy, utilization, and vehicle duration data for each location.



## 2. LOWER WINDY HILL (WINDY HILL PRESERVE)

The Lower Windy Hill parking lot has an estimated 50 parking spaces in the gravel lot (Figure 2). The parking area at the lower portion of the preserve is located on Portola Road.



**Figure 2 Parking Lot at Lower Windy Hill (Windy Hill Preserve)**

Source: Google

### 2.1 Fall 2022

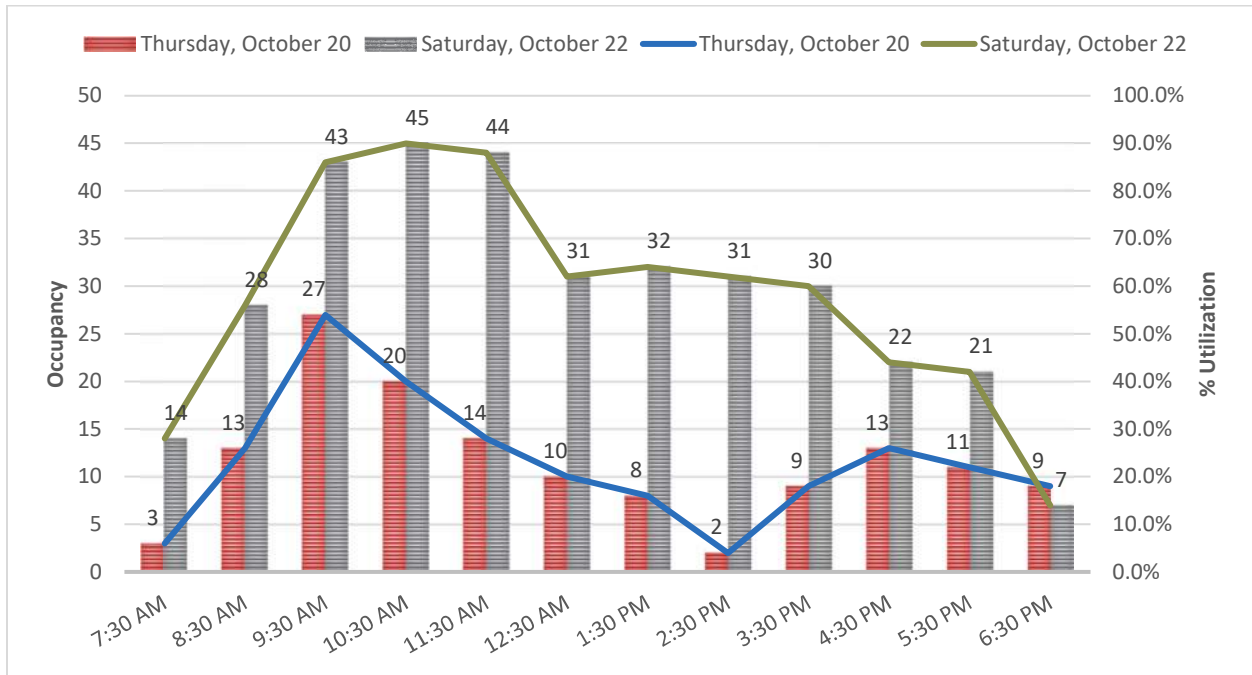
The lot had greater than 50% utilization for one hour on Thursday and eight hours on Saturday (Figure 3). The average parking duration was 1.8 hours on Thursday, October 20<sup>th</sup> and 2.2 hours on Saturday, October 22<sup>nd</sup> (Figure 4). Parking demand tends to be highest beginning at 8:30am and tapering after 1:30pm. Greater parking lot utilization was recorded on the Saturday. Parking data was also recorded for the shoulders of Portola Road, near the Lower Windy Hill lot (Figure 5). The peak timing for occupancy is similar to the demand for Lower Windy Hill lot, with the number of cars parked on the shoulder highest at 11:30 AM.

### 2.2 Summer 2023

The lot had greater than 50% utilization for eight hours on Saturday (Figure 6). The average parking duration was 1.6 hours on Thursday, May 18<sup>th</sup> and 2.2 hours on Saturday, May 20<sup>th</sup> (Figure 7). Parking demand tends to be highest beginning at 8:30am and tapering after 1:30pm.

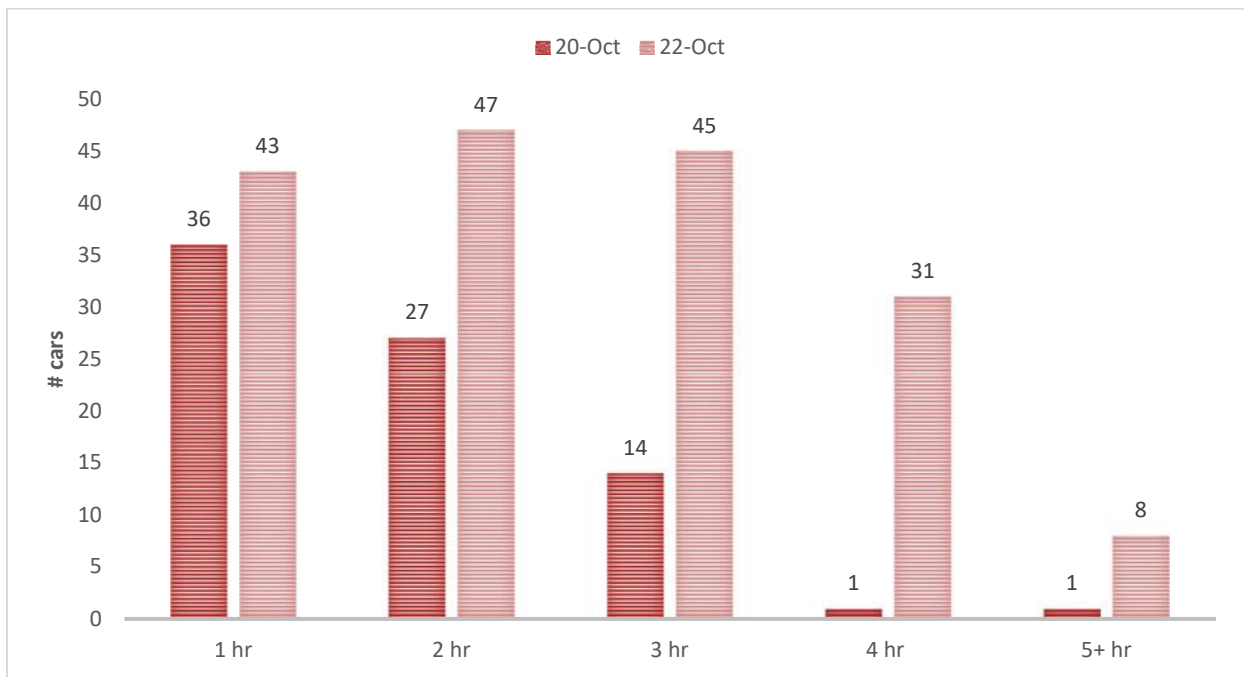
The Lower Windy Hill parking lot and shoulder parking data were collected again on Thursday, June 22<sup>nd</sup> and Saturday, June 24<sup>th</sup>, 2023, alongside the Alpine Trail counts. The lot had greater than 50% utilization for six hours on the Saturday in June (Figure 8). The average parking duration was 1.9 hours on Thursday and 2.2 hours on Saturday (Figure 9). The daily parking pattern follows a slightly different trend between May and June, but generally shows similar duration and peak utilization results. Greater parking lot utilization was recorded on the Thursday in June.

Parking data was recorded for the shoulders of Portola Road in June (Figure 10). This Summer 2023 Portola Road shoulder parking data closely matches October 2022 data in the overall daily trend and the peak number of vehicles.



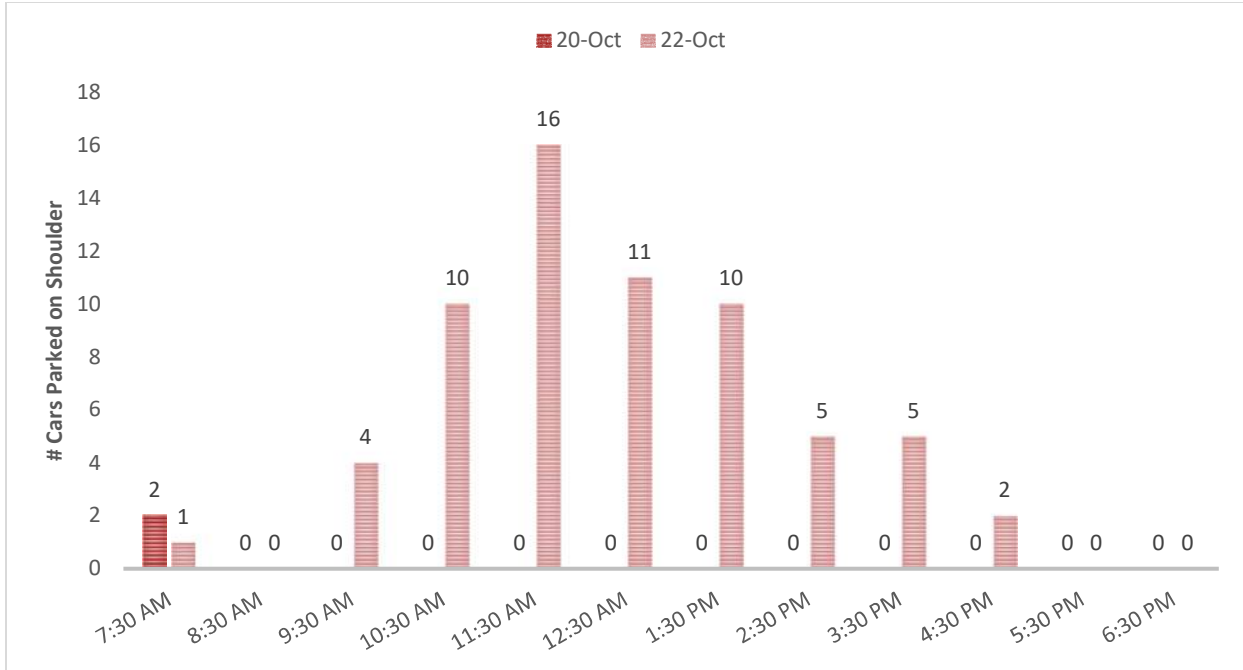
**Figure 3 Lower Windy Hill Parking Lot Utilization and Occupancy – Fall 2022**

Source: Mead & Hunt

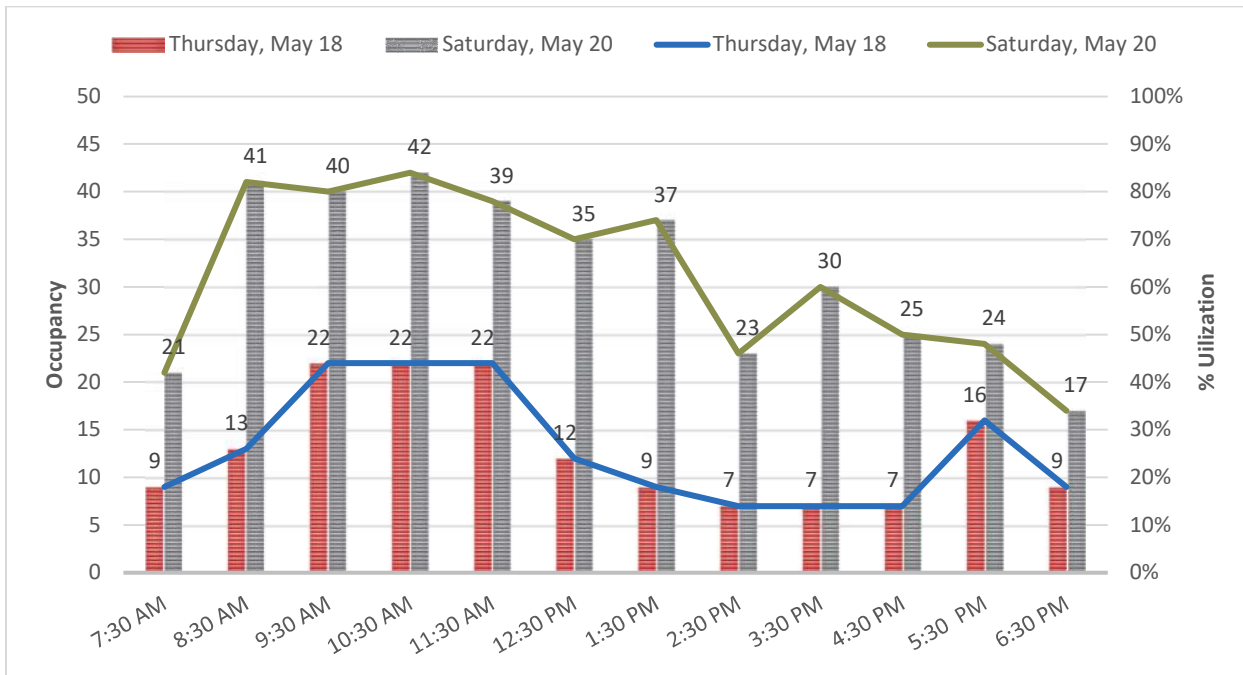


**Figure 4 Lower Windy Hill Parking Lot Parking Duration – Fall 2022**

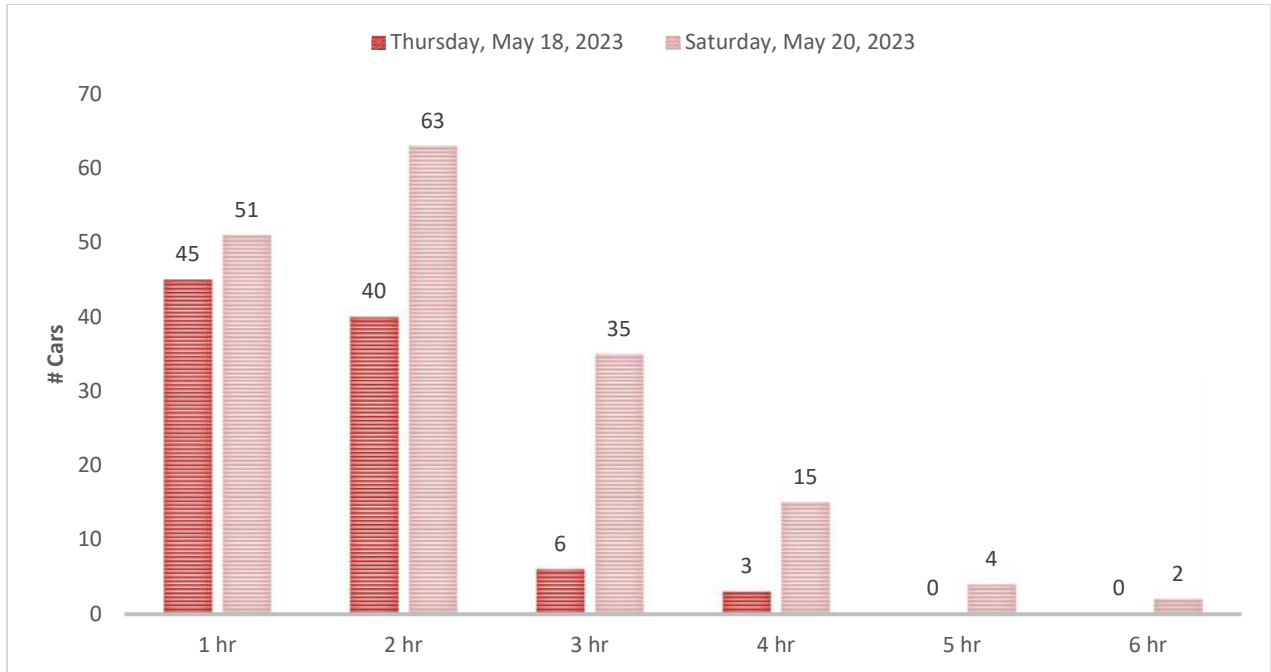
Source: Mead & Hunt



**Figure 5 Lower Windy Hill Shoulder Parking on Portola Road – Fall 2022**  
Source: Mead & Hunt

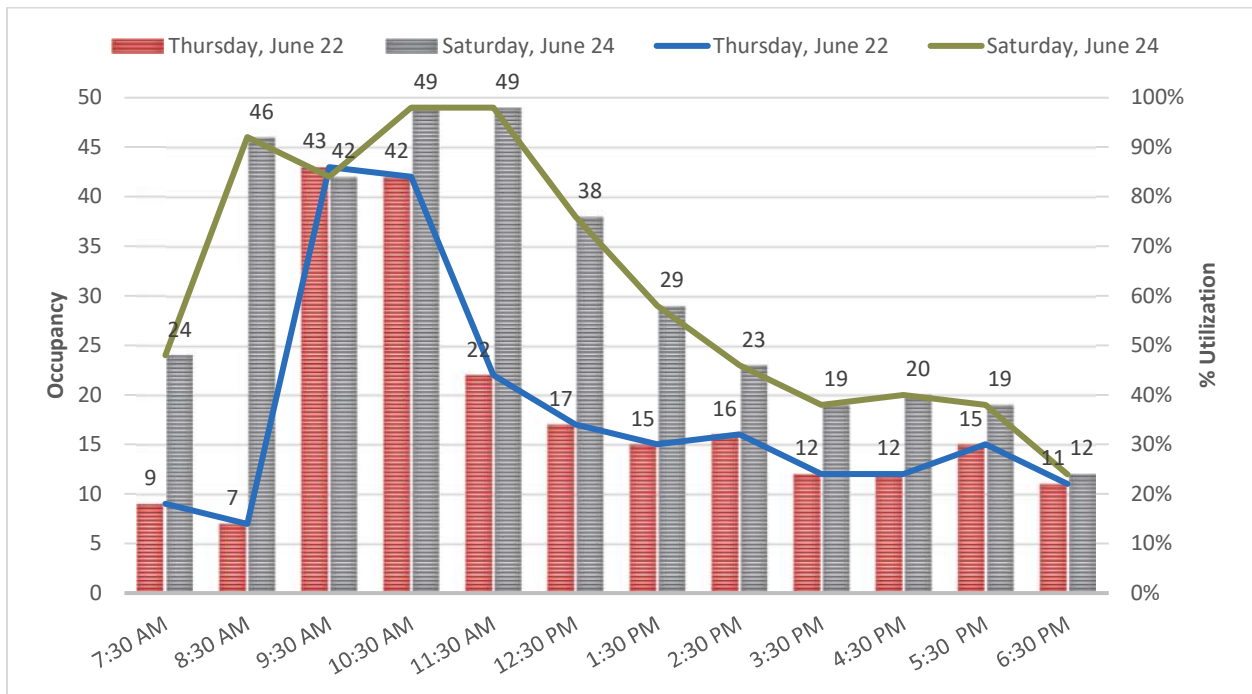


**Figure 6 Windy Hill Parking Lot Utilization and Occupancy – Summer (May) 2023**  
Source: Parametrix



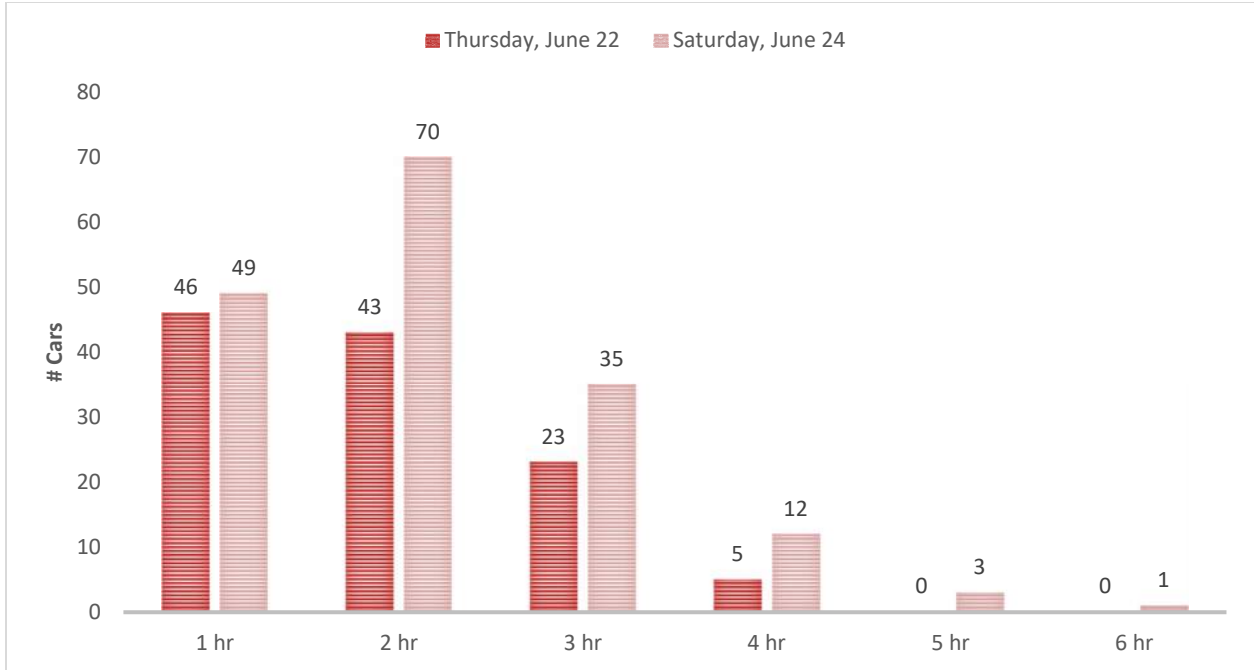
**Figure 7 Windy Hill Parking Lot Parking Duration – Summer (May) 2023**

Source: Parametrix

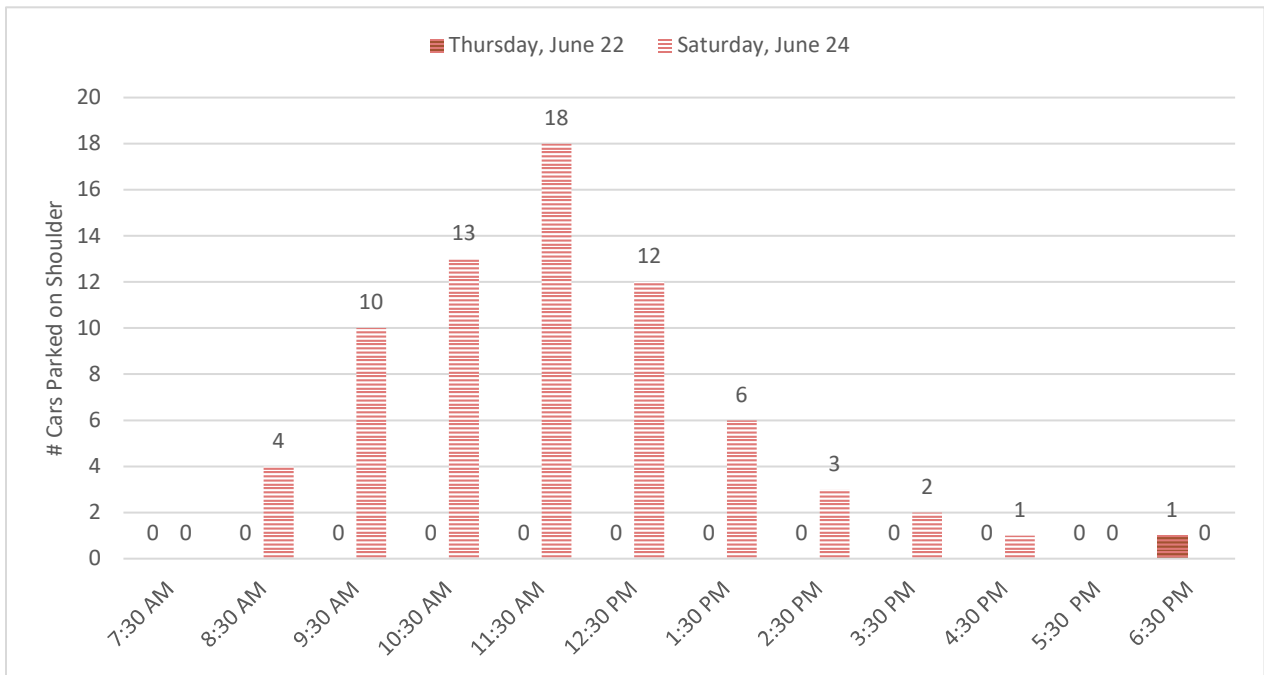


**Figure 8 Windy Hill Parking Lot Utilization and Occupancy – Summer (June) 2023**

Source: Parametrix



**Figure 9 Windy Hill Parking Lot Parking Duration – Summer (June) 2023**  
Source: Parametrix



**Figure 10. Windy Hill Shoulder Parking on Portola Road – Summer (June) 2023**  
Source: Parametrix

### 3. ALPINE TRAIL (WINDY HILL PRESERVE)

The Alpine Trail lot has an estimated 13 gravel parking spaces located at the trailhead at the corner of Willowbrook Drive and Alpine Road (Figure 11).



**Figure 11 Parking Lot at Alpine Trail (Windy Hill Preserve)**

Source: Google

#### 3.1 Fall 2022

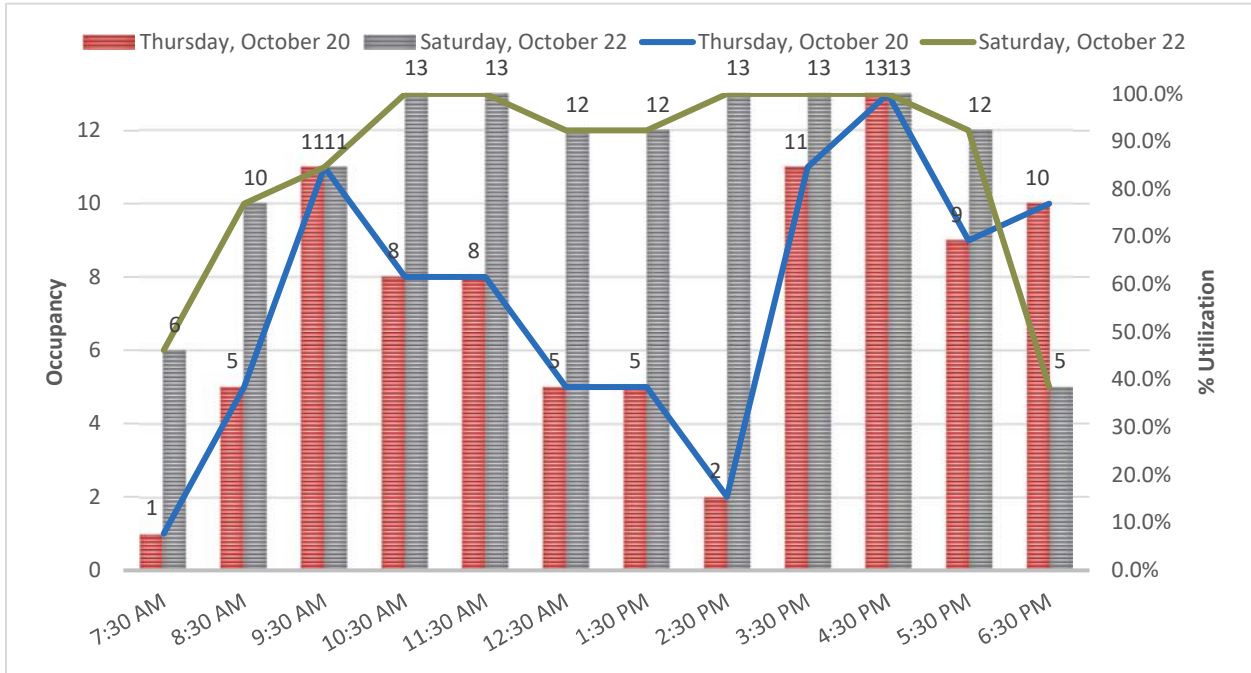
The lot had greater than 50% utilization for seven hours on Thursday and for 10 hours on Saturday (Figure 12). The average duration was 1.6 hours on Thursday, October 20<sup>th</sup> and 2.2 hours on Saturday, October 22<sup>nd</sup> (Figure 13). Parking data were collected on the shoulders of Alpine Road and Willowbrook Drive, adjacent to the trailhead (Figure 14). The peak shoulder parking was seven vehicles on Thursday and 38 vehicles on Saturday.

#### 3.2 Summer 2023

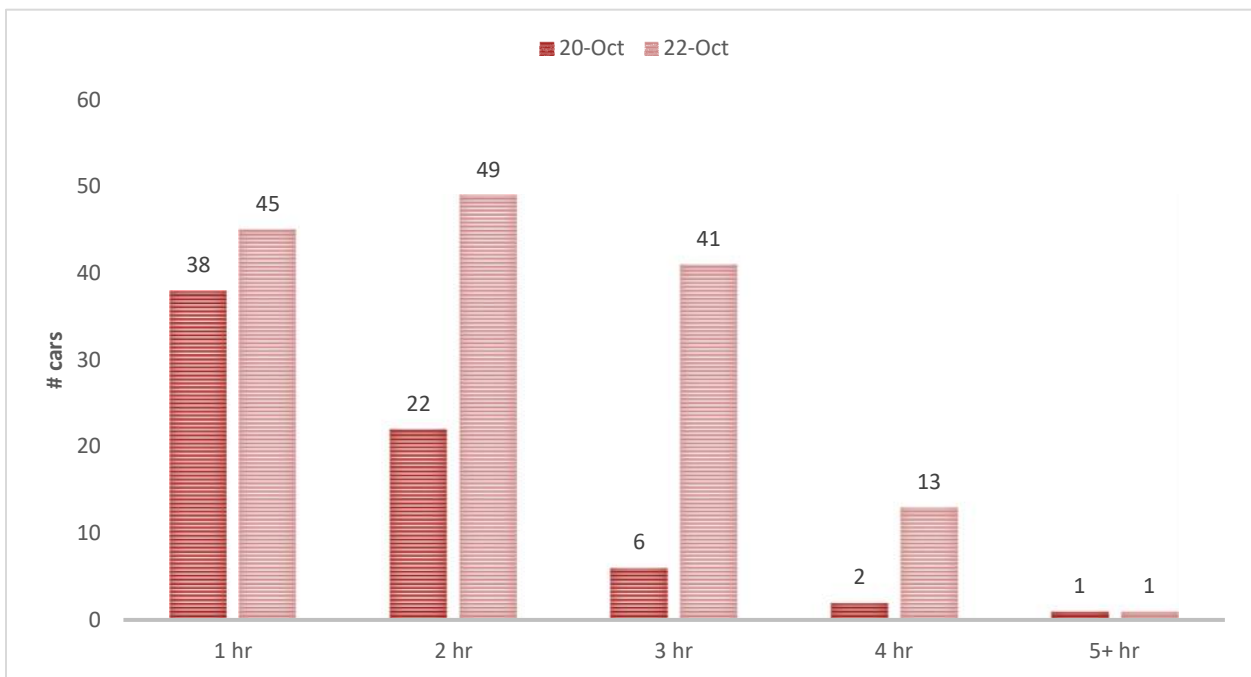
Due to a data collection error in May at the Alpine Trailhead location, data were collected only on Thursday, June 22<sup>nd</sup> and Saturday, June 24<sup>th</sup>. This data was validated using the surveys done in May and June at the Windy Hill lot. Based on the comparable May and June Windy Hill data, it is assumed that the Alpine Trail June data represents typical summer 2023 parking patterns. See Chapter 1 for a comparison of the Windy Hill counts collected in May and June.

The lot had greater than 50% utilization for nine hours on Thursday and all 12 sampled hours on Saturday (Figure 15). The average duration was 1.8 hours on Thursday, October 20<sup>th</sup> and 2.2 hours on Saturday, October 22<sup>nd</sup> (Figure 16). Parking data were collected on the shoulder of Alpine Road and Willowbrook Drive (Figure 17). There were at most 17 vehicles on Thursday and 70 vehicles on Saturday.

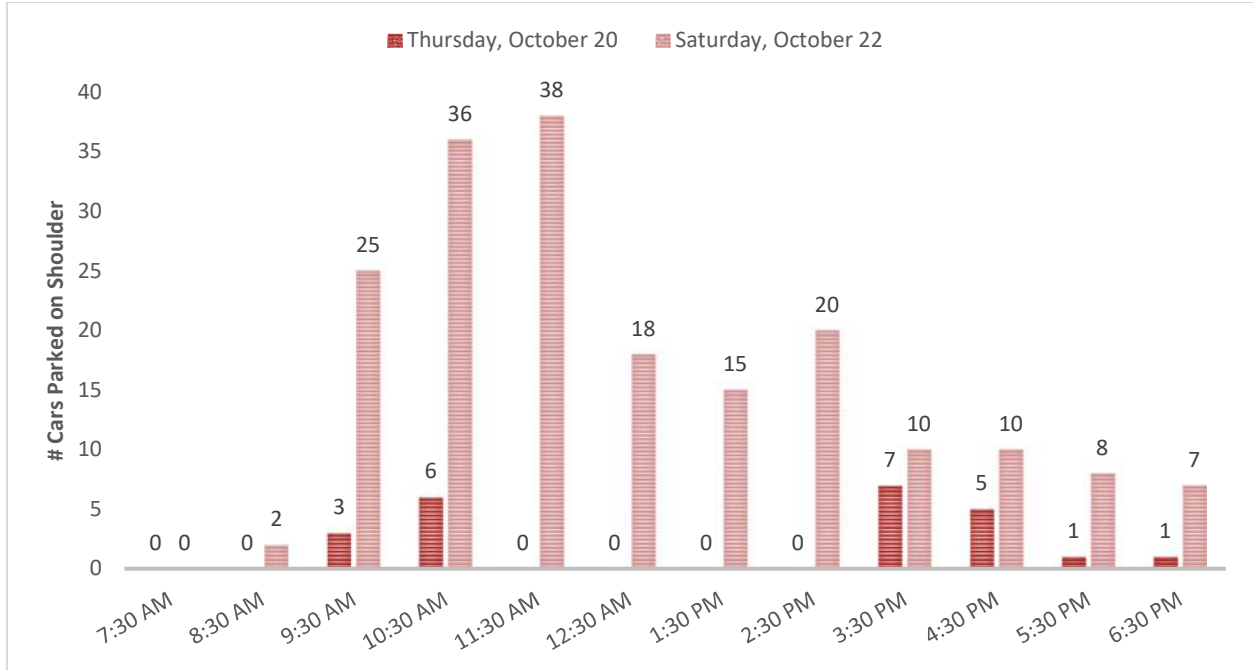
The Saturday shoulder parking nearly reached 160 Willowbrook Drive, approximately 1100 feet north of the trailhead.



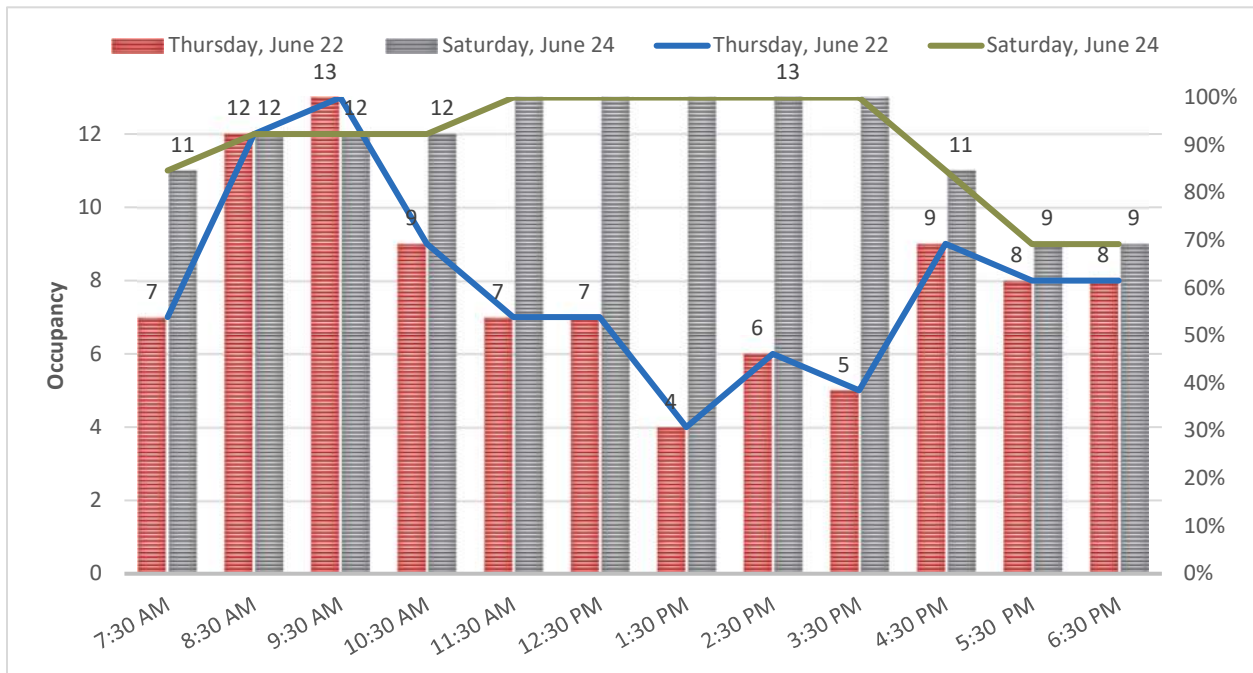
**Figure 12 Alpine Trailhead Parking Lot Utilization and Occupancy – Fall 2022**  
Source: Mead & Hunt



**Figure 13 Alpine Trailhead Parking Lot Parking Duration – Fall 2022**  
Source: Mead & Hunt

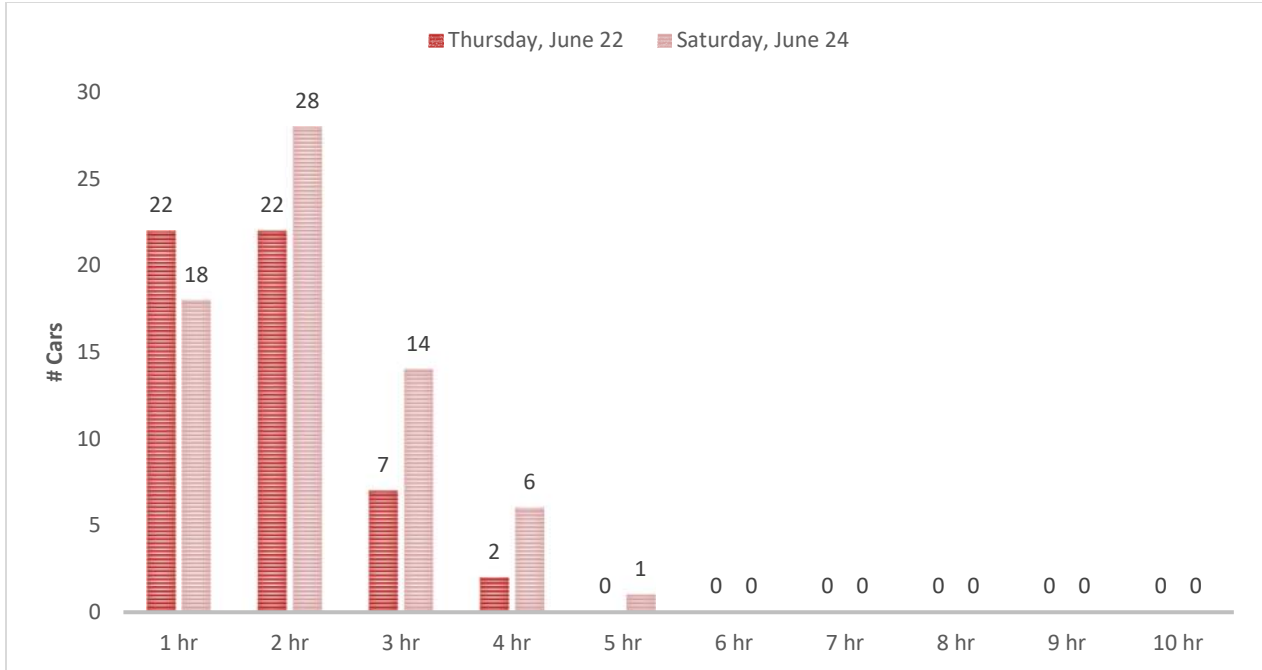


**Figure 14 Alpine Trailhead Shoulder Parking, Alpine Road and Willowbrook Drive – Fall 2022**  
Source: Mead & Hunt

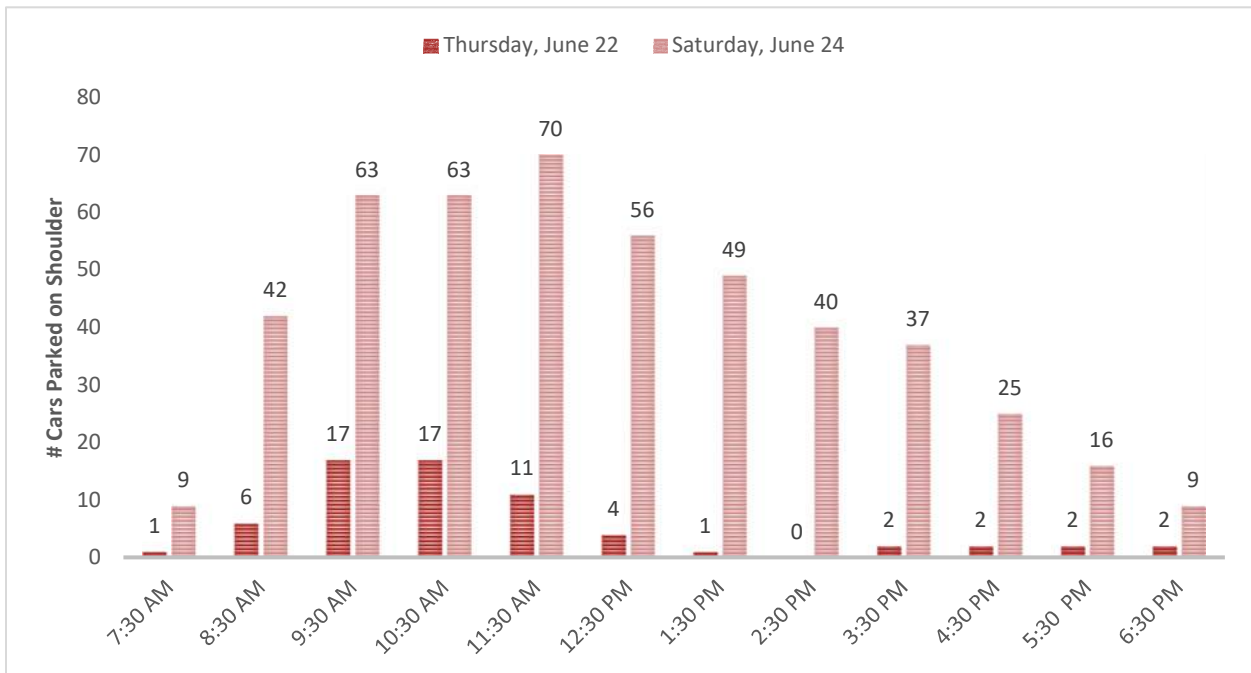


**Figure 15 Alpine Trailhead Parking Lot Utilization and Occupancy – Summer 2023**  
Source: Parametrix





**Figure 16 Alpine Trailhead Parking Lot Parking Duration – Summer 2023**  
Source: Parametrix



**Figure 17 Alpine Trailhead Shoulder Parking, Alpine Road and Willowbrook Drive – Summer 2023**  
Source: Parametrix

## 4. ANNIVERSARY TRAIL (WINDY HILL RESERVE)

The Anniversary Trailhead gravel parking lot has an estimated 12 parking spaces and is accessed via State Route 35 / Skyline Boulevard (Figure 18).



**Figure 18** Parking Lot at Anniversary Trail (Windy Hill Preserve)

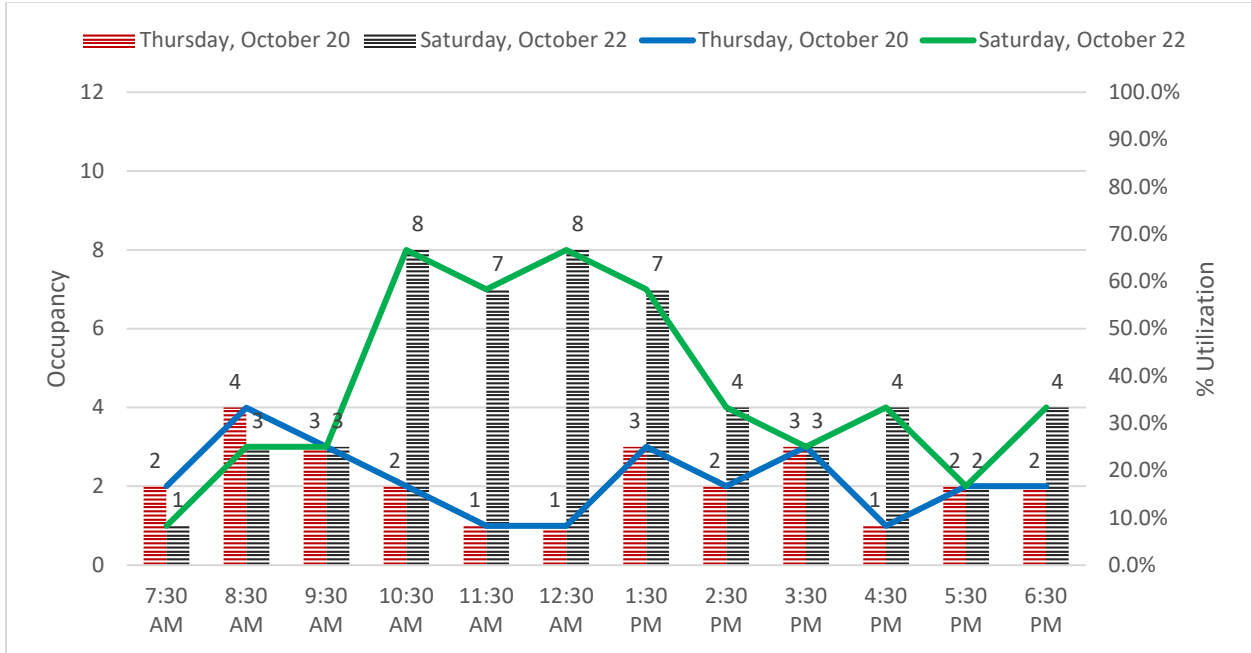
Source: Google

### 4.1 Fall 2022

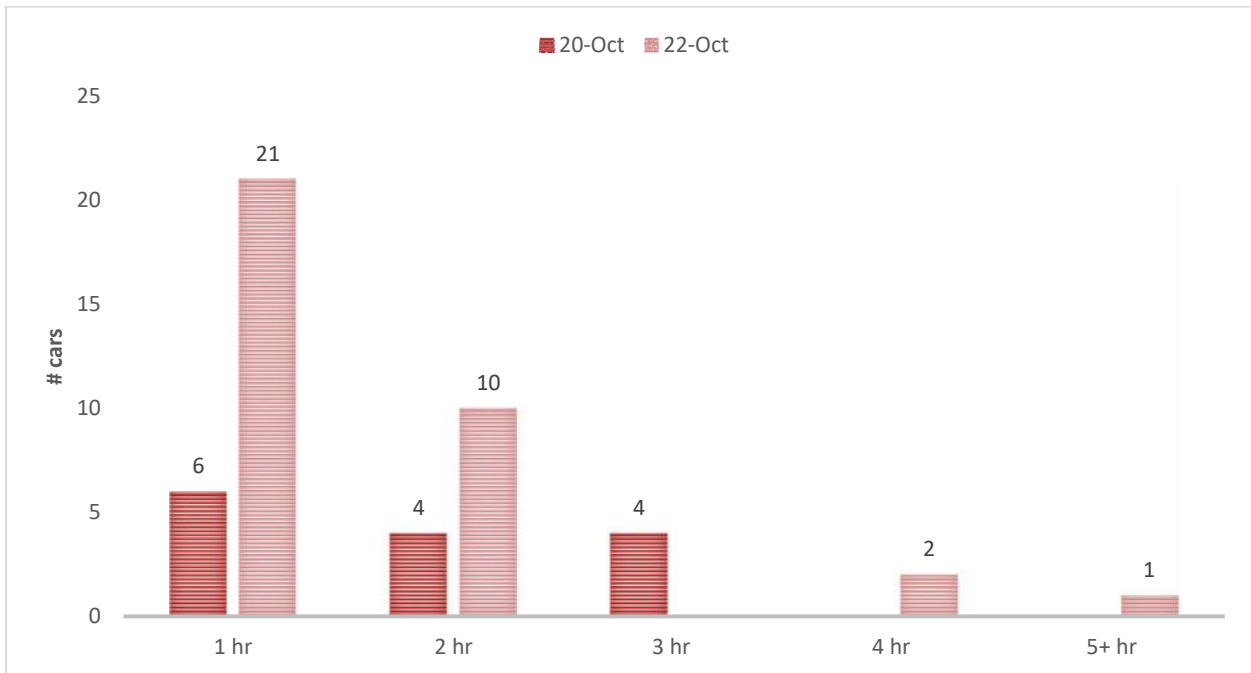
The lot had greater than 50% utilization for four hours on Saturday (Figure 19). The average parking duration was 1.9 hours on Thursday, October 20<sup>th</sup> and 1.6 hours on Saturday, October 22<sup>nd</sup> (Figure 20). Demand at the Anniversary trail tended to peak around noon on Thursday and tapered afterward. On Saturday, the parking demand was intermittently high into the evening hours.

### 4.2 Summer 2023

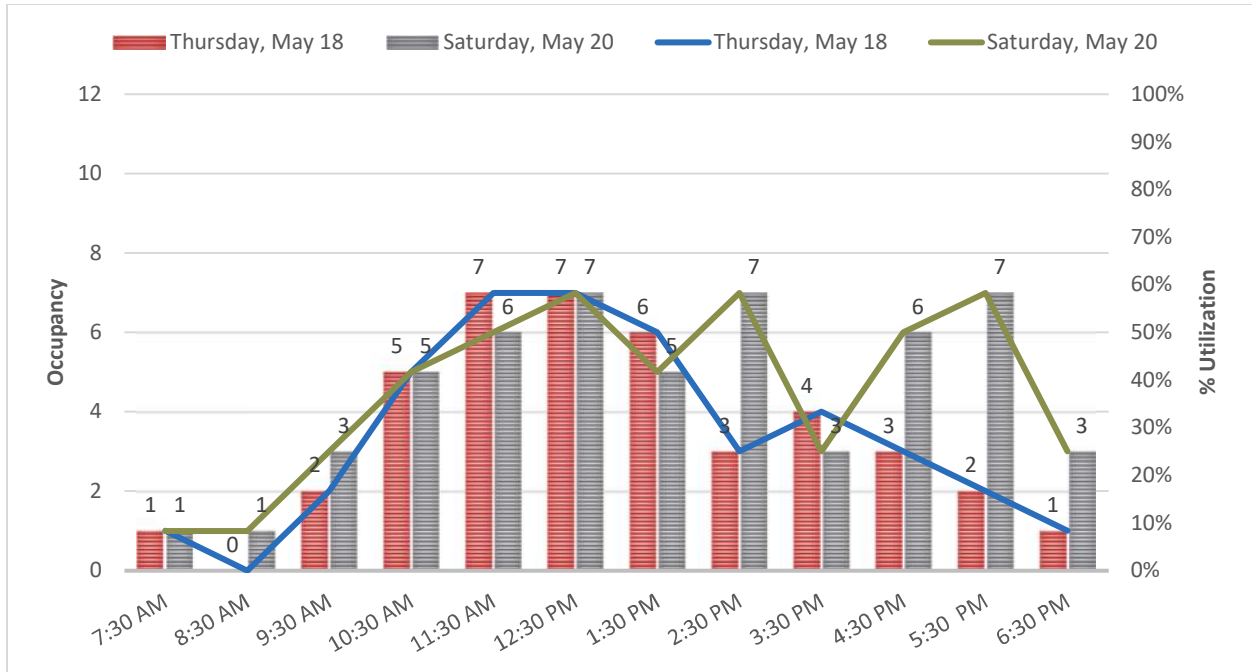
The lot had greater than 50% utilization for four hours on Saturday and three hours on Thursday (Figure 21). The average parking duration in May was 2.4 hours on Thursday, May 18<sup>th</sup> and 1.6 hours on Saturday, May 20<sup>th</sup> (Figure 22).



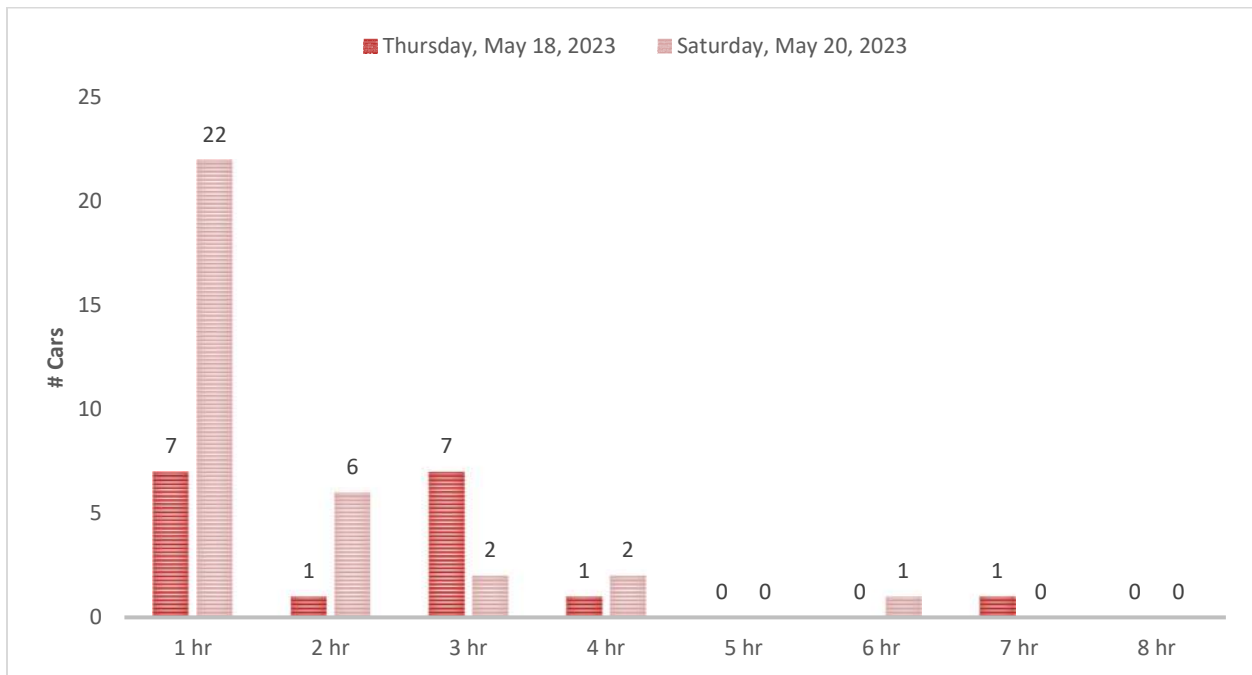
**Figure 19 Anniversary Trail Parking Lot Utilization and Occupancy - Fall 2022**  
Source: Mead & Hunt



**Figure 20 Anniversary Trail Parking Lot Parking Duration - Fall 2022**  
Source: Mead & Hunt



**Figure 21 Anniversary Trail Parking Lot Utilization and Occupancy - Summer 2023**  
Source: Parametrix



**Figure 22 Anniversary Trail Parking Lot Parking Duration - Summer 2023**  
Source: Parametrix

## 5. SPRING RIDGE (WINDY HILL PRESERVE)

The Spring Ridge gravel parking lot has an estimated 25 parking spaces (Figure 23). According to Midpen staff, Spring Ridge visitors tend to use this trailhead for short hikes and/or short duration views of the vista points, whereas more users of the “lower” Windy Hill trailheads use those areas for long hikes to the top of Windy Hill.



**Figure 23 Parking Lot at Spring Ridge (Windy Hill Preserve)**

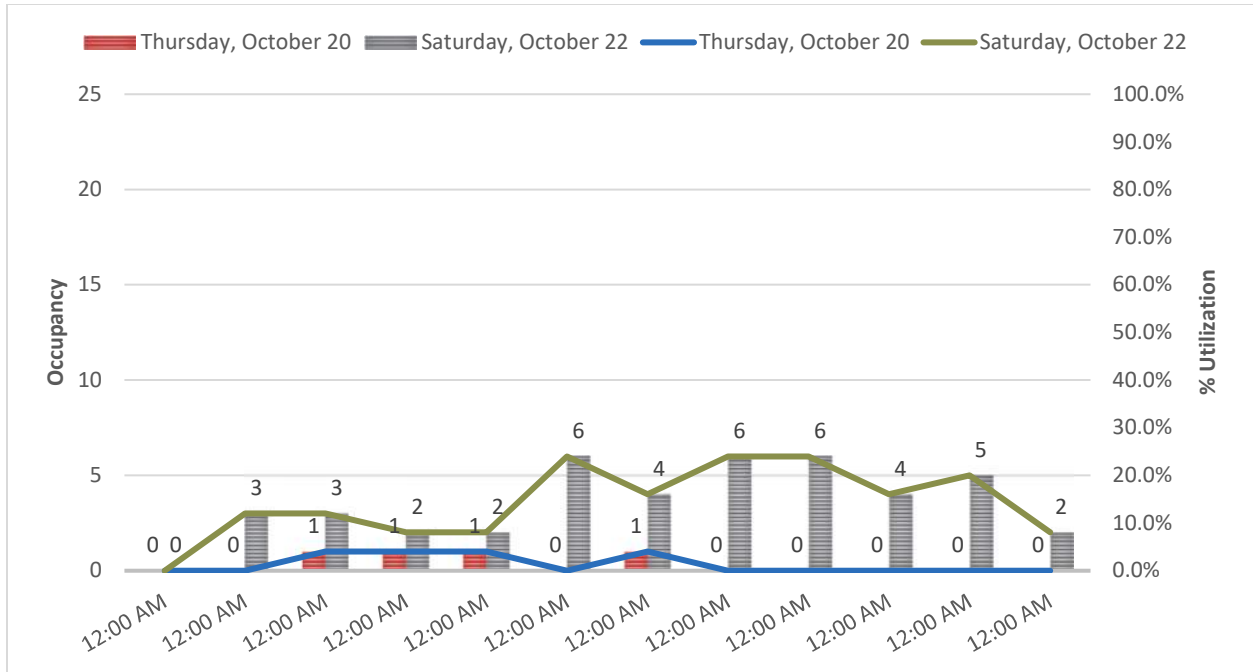
Source: Google

### 5.1 Fall 2022

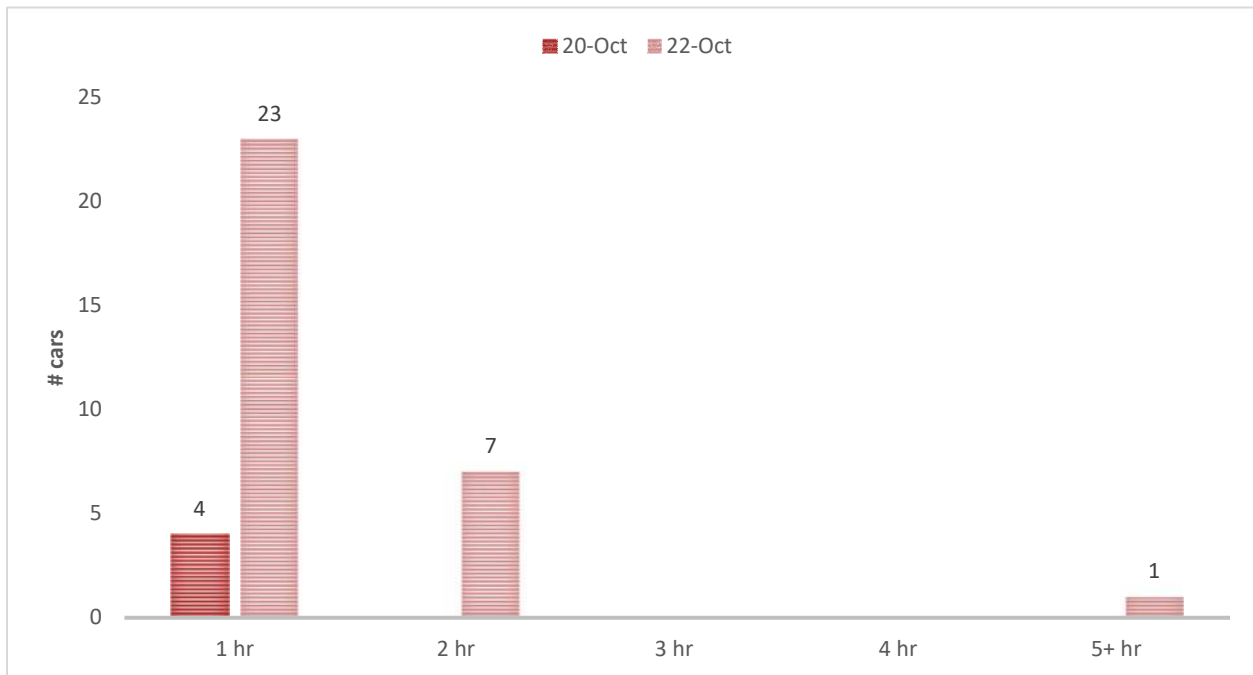
The lot did not exceed 50% occupancy on either sampled Thursday or Saturday in October (Figure 24). The average duration was 1 hour on Thursday, October 20<sup>th</sup> and 1.4 hours on Saturday, October 22<sup>nd</sup> (Figure 25).

### 5.2 Summer 2023

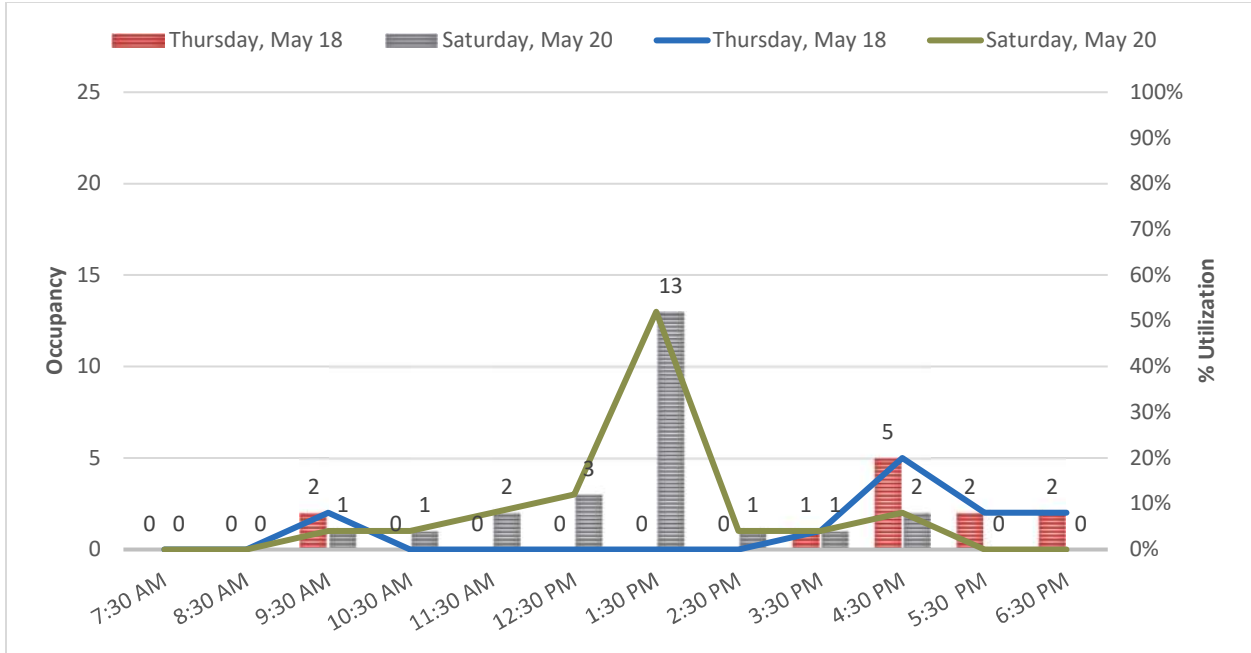
The lot had greater than 50% utilization for one hour on Saturday (Figure 26). The average duration was 1.2 hours on Thursday, May 18<sup>th</sup> and 1.3 hours on Saturday, May 20<sup>th</sup> (Figure 27). Demand on Thursday was relatively low throughout the day and high for only one hour on Saturday.



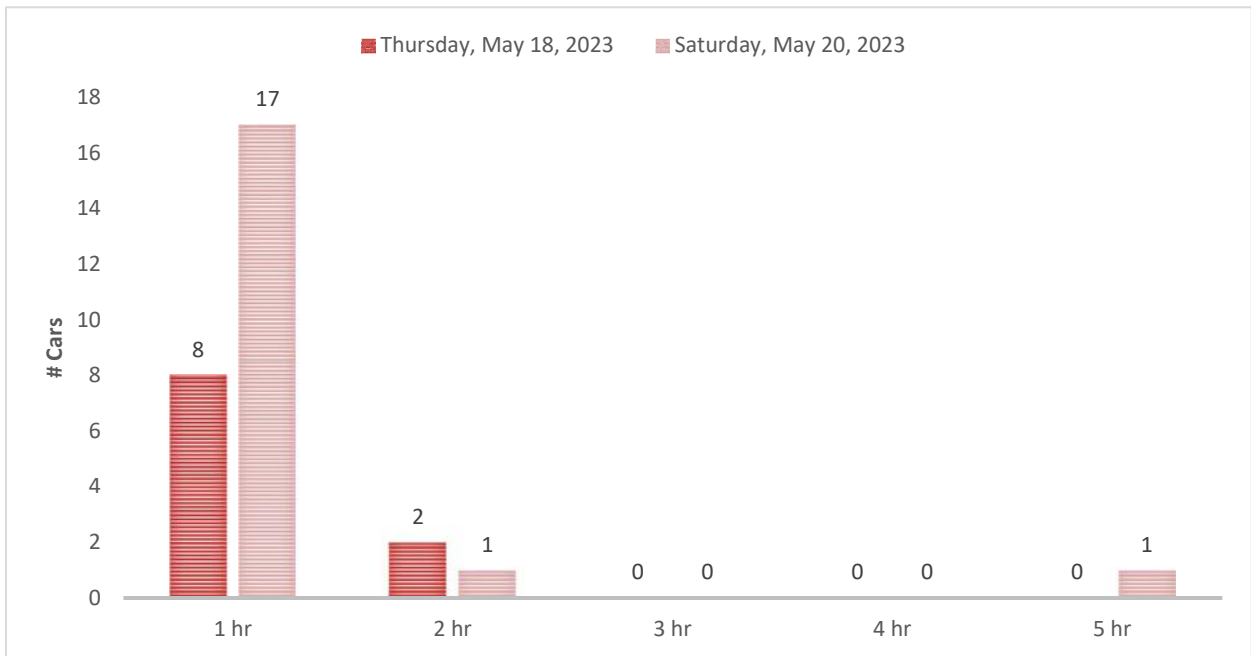
**Figure 24 Spring Ridge Parking Lot Utilization and Occupancy- Fall 2022**  
Source: Mead & Hunt



**Figure 25 Spring Ridge Parking Lot Parking Duration - Fall 2022**  
Source: Mead & Hunt



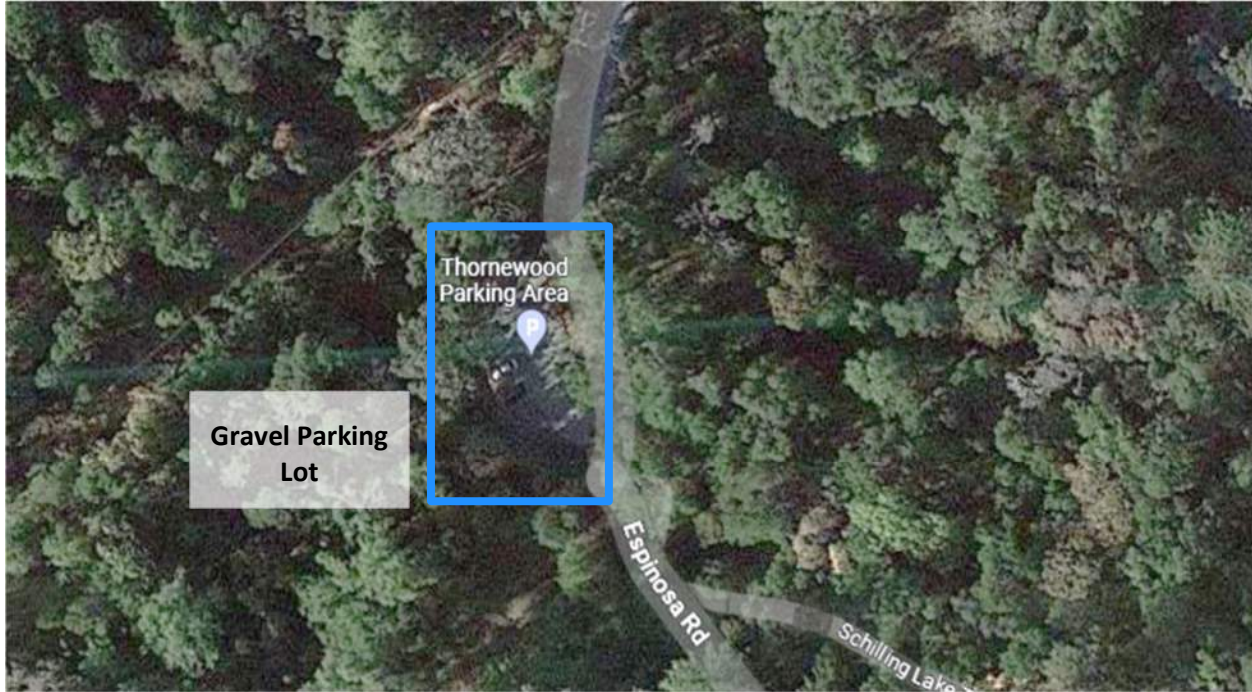
**Figure 26 Spring Ridge Parking Lot Utilization and Occupancy - Summer 2023**  
Source: Parametrix



**Figure 27 Spring Ridge Parking Lot Parking Duration - Summer 2023**  
Source: Parametrix

## 6. THORNEWOOD PARKING AREA

The Thornewood main parking lot has an estimated 11 parking spaces and two ADA parking spaces (Figure 28). Access is through Espinosa Road to the parking lot.



**Figure 28** Parking Lot at Thornewood Parking Area (Thornewood Preserve)

Source: Google

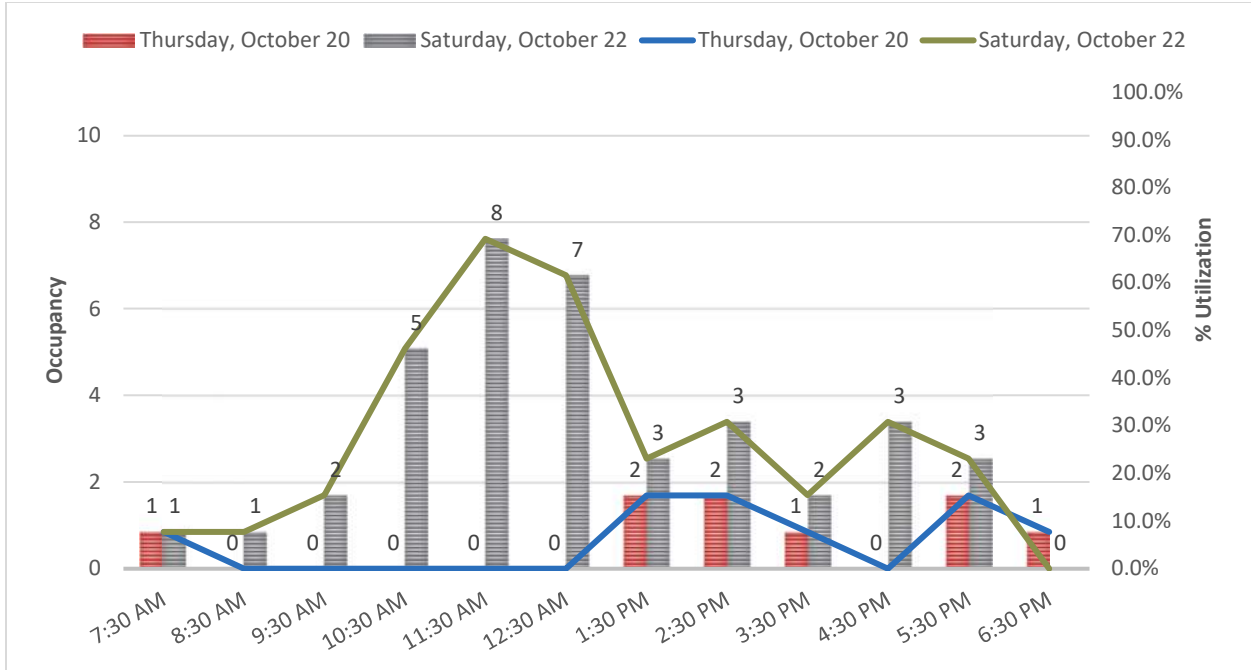
### 6.1 Fall 2022

Thornewood parking demand exceeded 50% occupancy for two hours on Saturday (Figure 29). The sampled Thursday parking demand did not exceed two parked cars. The average duration was 1.5 hours on Thursday and 1.4 hours on Saturday (Figure 30).

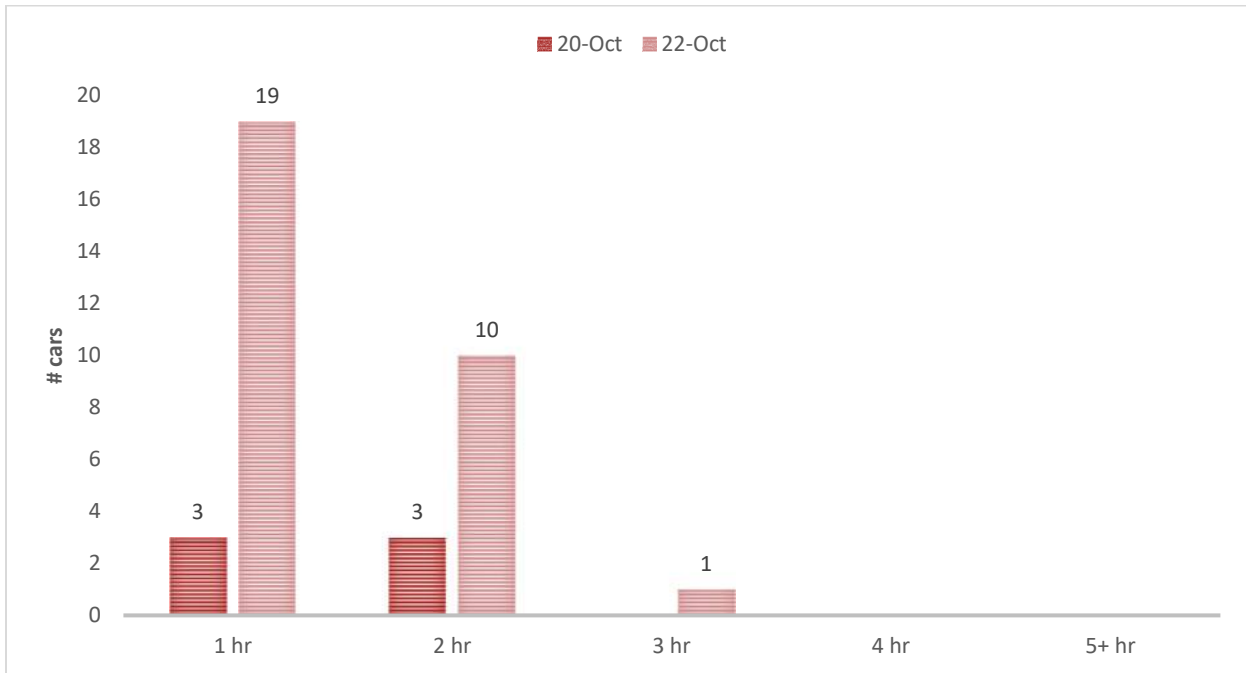
### 6.2 Summer 2023

Thornewood parking demand did not meet 50% occupancy on Thursday or Saturday (Figure 31). On Saturday, a temporary “ROAD CLOSED” sign was posted on Highway 35 at Highway 84 (towards Thornewood Preserve) between about 9am and 3pm due to Caltrans crews working on the roadway shoulder; this may have deterred visitors from visiting Thornewood. The average duration was 2 hours on Thursday, May 18<sup>th</sup> and 1.5 hours on Saturday, May 20<sup>th</sup> (Figure 32).

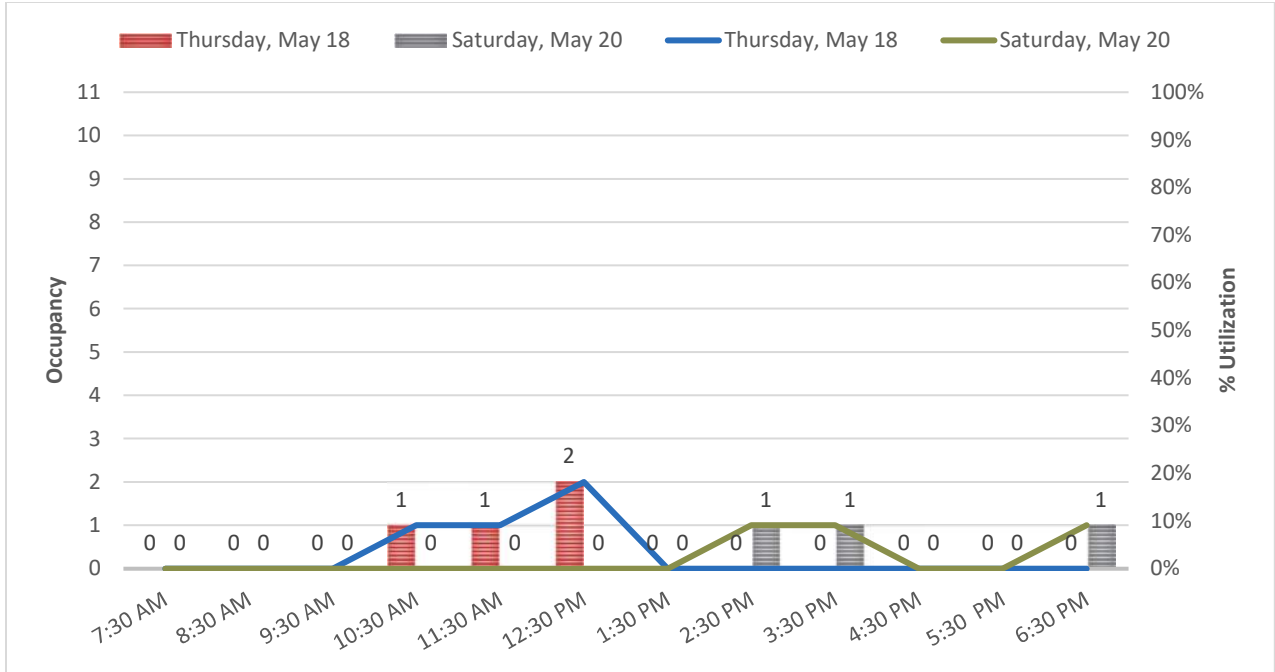




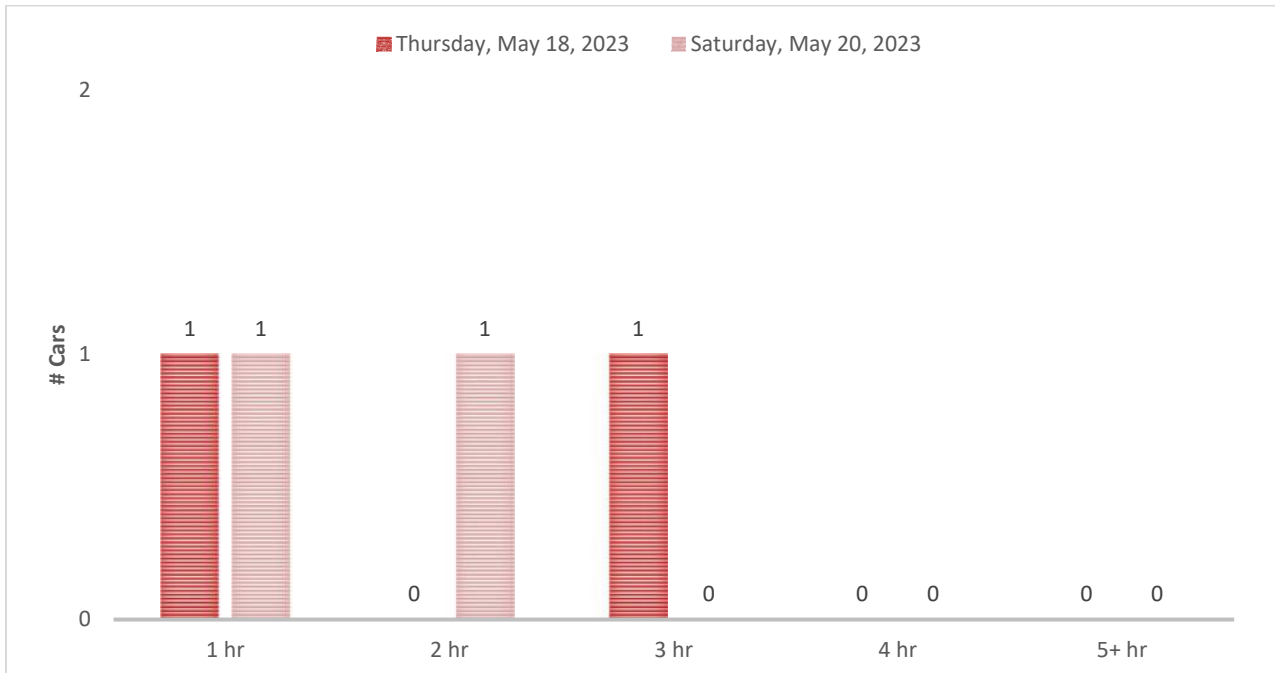
**Figure 29 Thornewood Parking Lot Utilization and Occupancy - Fall 2022**  
Source: Mead & Hunt



**Figure 30 Thornewood Parking Lot Parking Duration - Fall 2022**  
Source: Mead & Hunt



**Figure 31 Thornewood Parking Lot Utilization and Occupancy - Summer 2023**  
Source: Parametrix



**Figure 32 Thornewood Parking Lot Parking Duration - Summer 2023**  
Source: Parametrix

## 7. BRIDLE TRAILHEAD (THORNEWOOD PRESERVE)

The Bridle Trailhead gravel parking lot has an estimated 10 parking spaces and is accessed from Old La Honda Road (Figure 33).



**Figure 33 Parking Lot at Bridle Trailhead (Thornewood Preserve)**

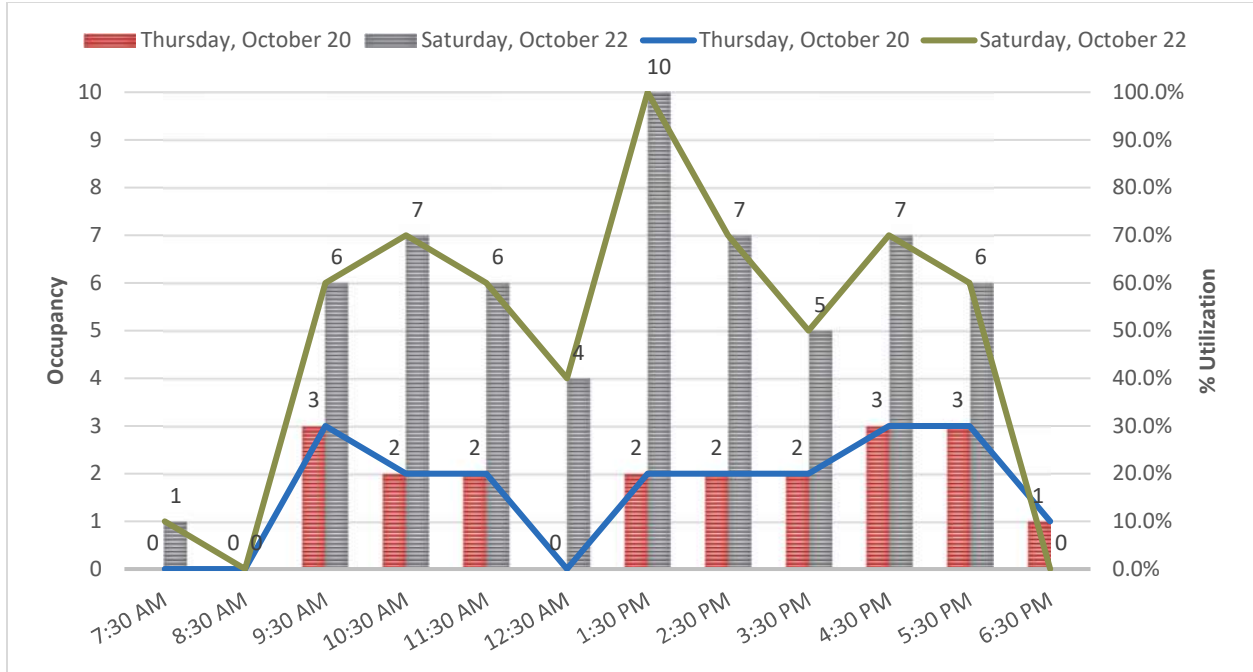
Source: Google

### 7.1 Fall 2022

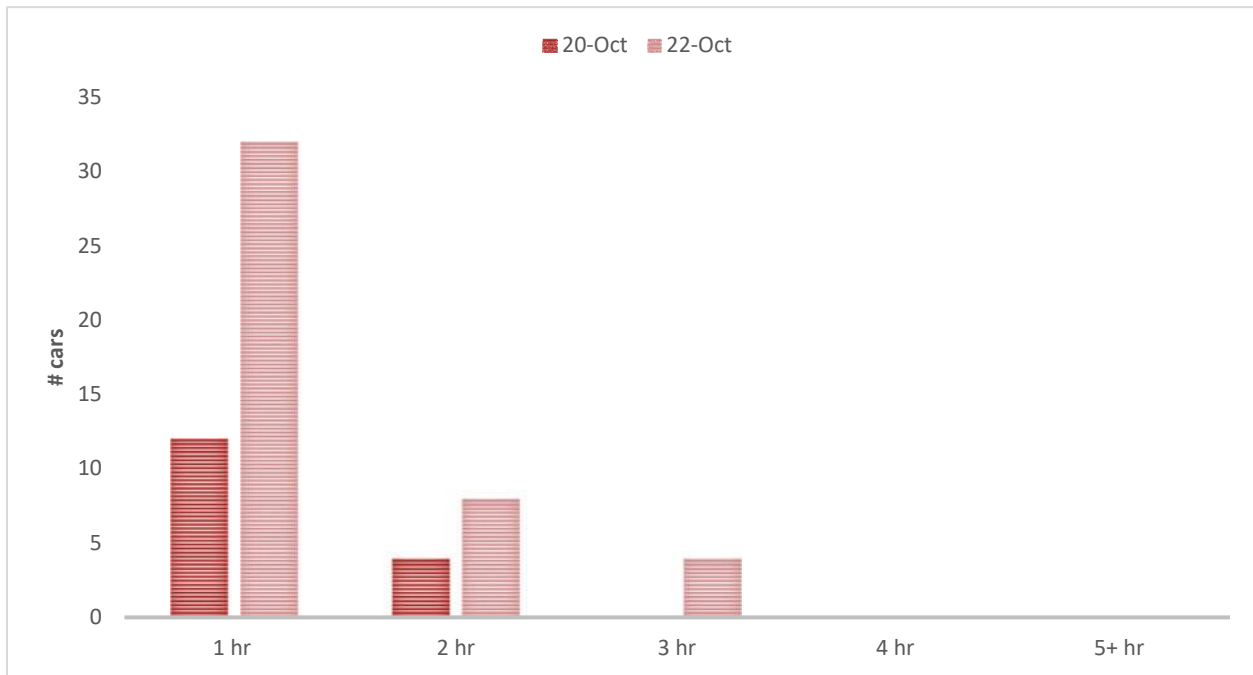
The lot had greater than 50% utilization for eight hours on Saturday (Figure 34). The average duration was 1.2 hours on Thursday and 1.4 hours on Saturday (Figure 35). Parking demand for Thursday was highest around 9:30am and tapered down after 10:30am before picking up at 4:30pm. Parking demand for Saturday peaked at 1:30pm but was relatively high between 9:30am and 5:30pm.

### 7.2 Summer 2023

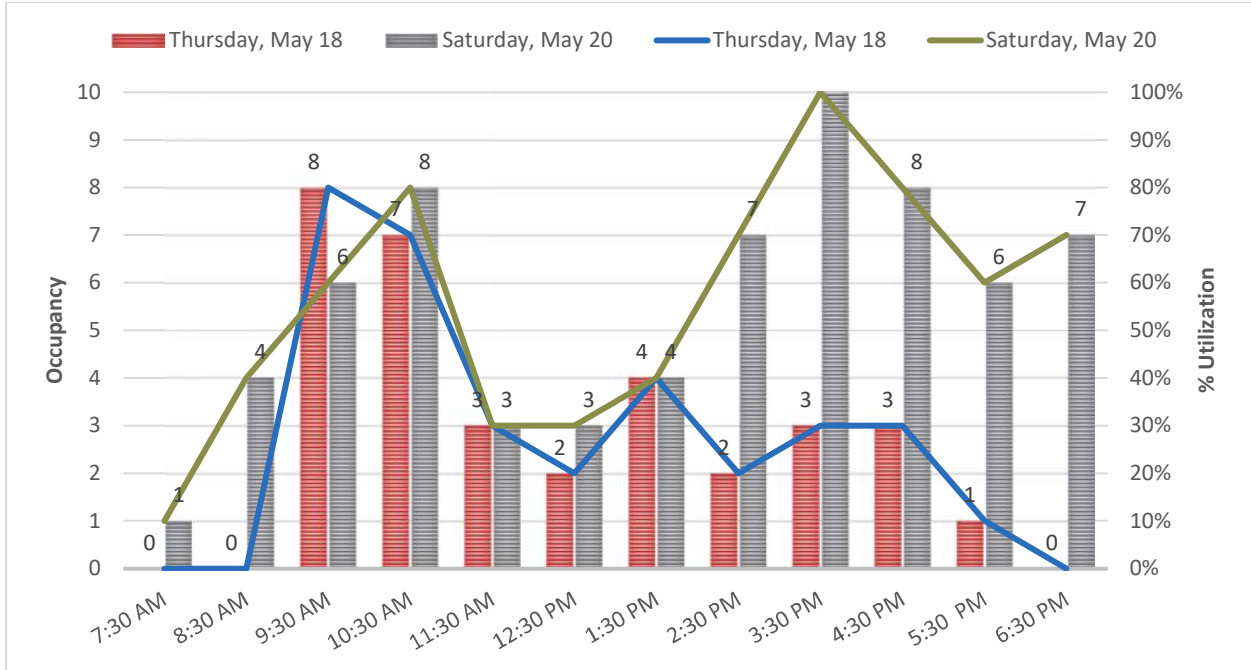
The lot had greater than 50% utilization for seven hours on Saturday and greater than 50% utilization for two hours on Thursday (Figure 35). The average duration was 1.7 hours on Thursday, May 18th and 1.5 hours on Saturday, May 20th (Figure 36) Parking demand for Thursday was highest around 9:30am and tapered down after 10:30am. Parking demand for Saturday peaked in the morning around 10:30am and again at around 3:30pm.



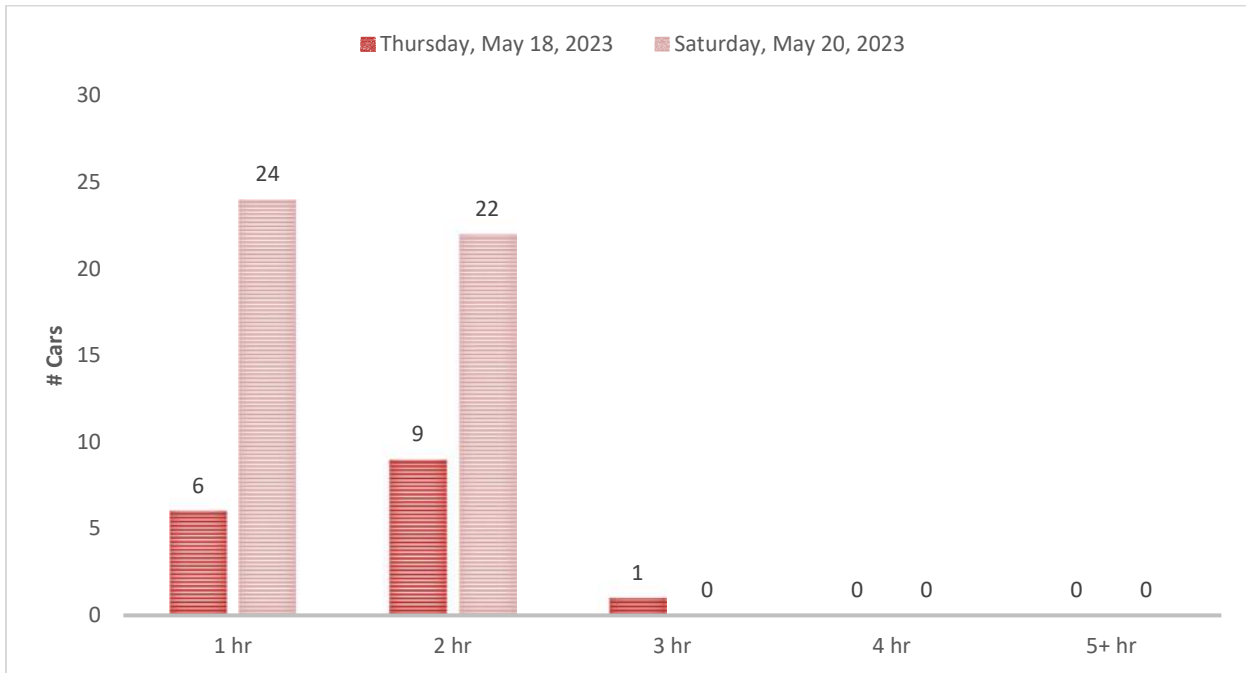
**Figure 34 Bridle Trailhead Parking Lot Utilization and Occupancy – Fall 2022**  
Source: Mead & Hunt



**Figure 35 Bridle Trailhead Parking Lot Parking Duration – Fall 2022**  
Source: Mead & Hunt



**Figure 36 Bridle Trailhead Parking Lot Utilization and Occupancy - Summer 2023**  
Source: Parametrix



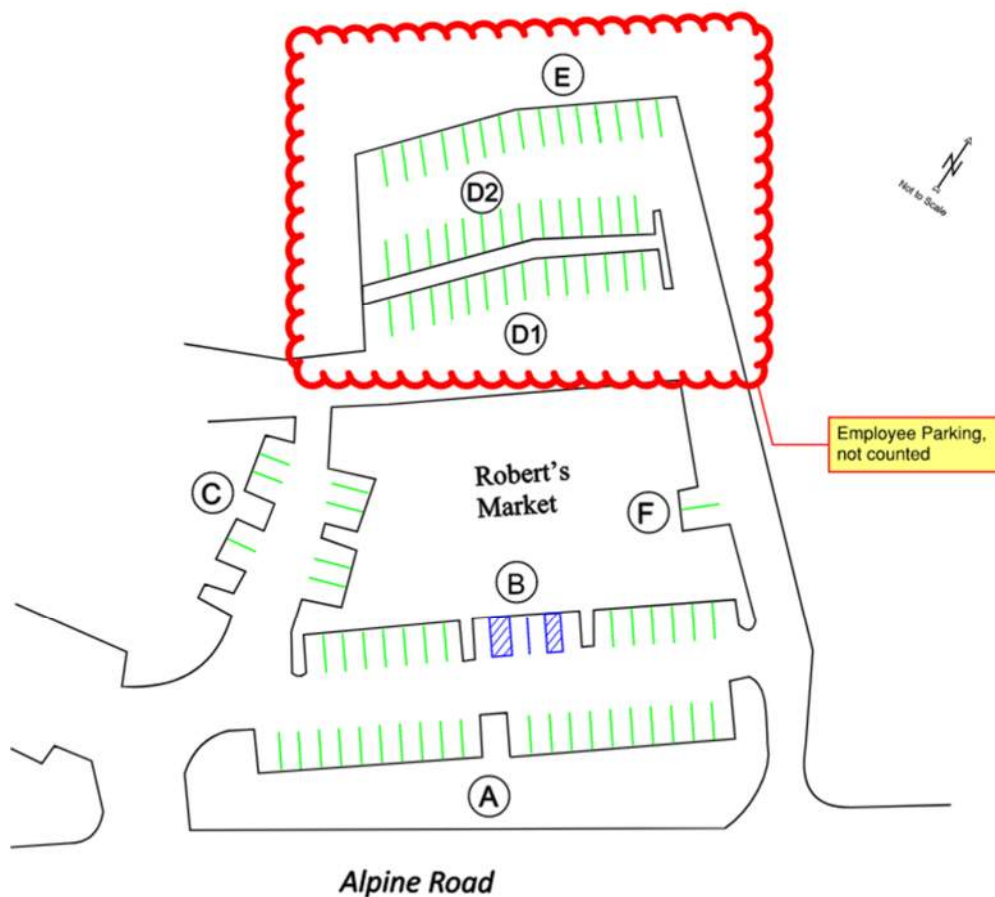
**Figure 37 Bridle Trailhead Parking Lot Parking Duration - Summer 2023**  
Source: Parametrix

## 8. ROBERTS MARKET

The Roberts Market lot has 100 parking spaces, with 54 spaces (including four accessible spaces) on the front and sides of the building typically used by customers (Figure 38, Areas A-C and F) and the rear lot reserved for market and shopping center employees (Areas D and E) as confirmed by Roberts Market store managers. The Roberts Market location was not counted in October 2022 but was included in the summer 2023 data collection work based on feedback received by Midpen during their Hawthorns Area Plan project’s public engagement efforts.

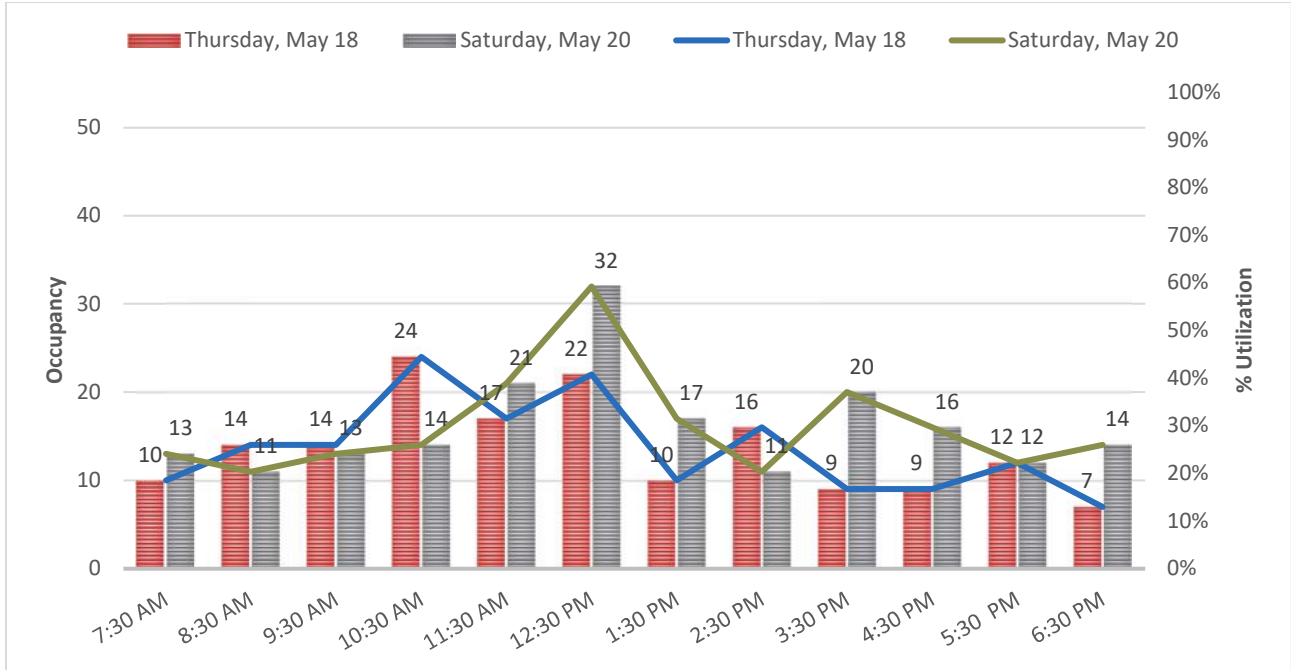
The paved parking lot had an average parking duration of 1.3 hours on Thursday, May 18<sup>th</sup> and 1.4 hours on Saturday, May 20<sup>th</sup> (Figure 40) Between 90 and 93 percent of the observed vehicles stayed for one hour or less (Figure 40). Some portion of customers arriving and departing between the hourly observations would not have been counted; these customers would lower the average occupancy. The several cars staying for multiple hours may have been market employees.

The only time the parking lot exceeded 50% occupancy was around noon on Saturday (Figure 39). The peak hour of demand at this lot occurs near the end of peak demand at the Lower Windy Hill parking lot (Figure 6) and in the middle of the Alpine Trail parking lot peak utilization time (Figure 15).

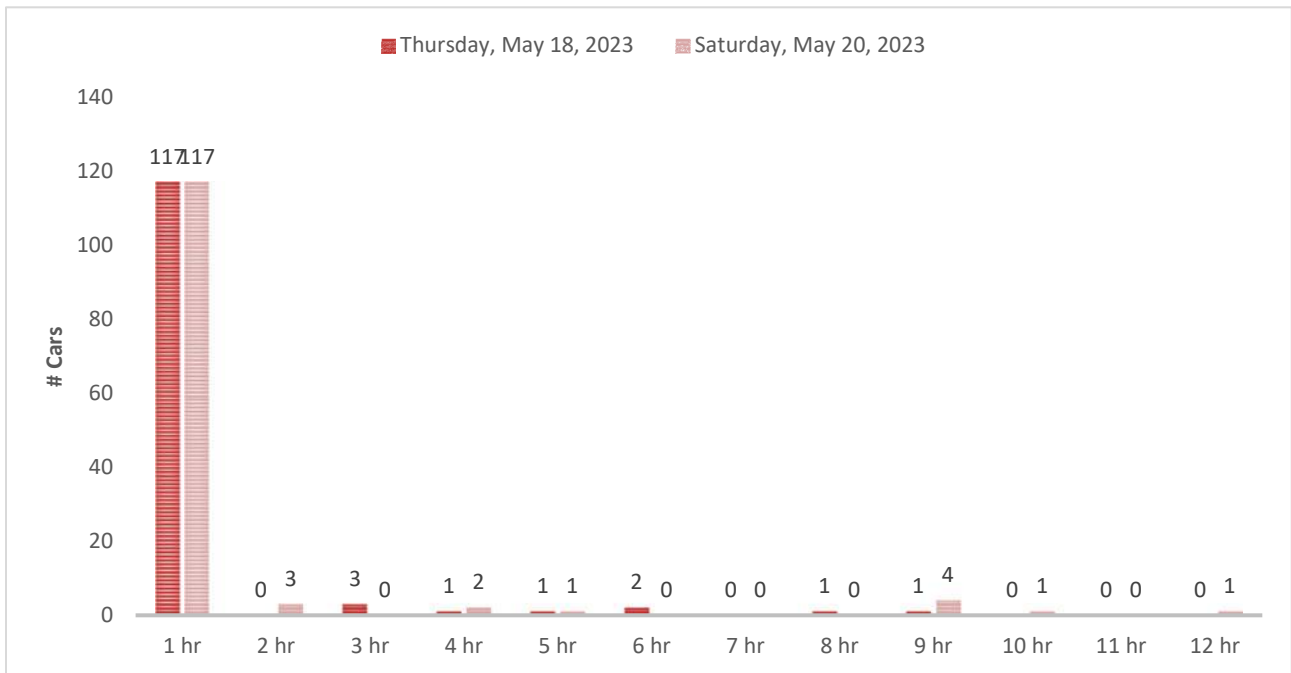


**Figure 38 Roberts Market Parking Lot Layout Diagram**

Source: Traffic Counts Plus, 2023



**Figure 39 Roberts Market Parking Lot Utilization and Occupancy – Summer 2023**  
Source: Parametrix



**Figure 40 Roberts Market Parking Lot Parking Duration – Summer 2023**  
Source: Parametrix

## APPENDIX – PORTOLA VALLEY TOWN CENTER PARKING

Additional data were collected in June 2023 at the Portola Valley Town Center, which is an overflow parking lot for the Windy Hill lot. There was a farmers’ market on Thursday, June 22 for which 18 paved stalls were blocked off. Parking in this lot on Saturday, the peak demand day for trailhead parking, was less than the parking demand on Thursday.

**Table 2 Portola Valley Town Center Parking Occupancy Thursday, June 22nd, 2023**

Supply	Portola Valley - Main Lot		Portola Valley - Additional Lot	
	paved	off pavement	paved	off pavement
	29	≈ 13	46	≈ 18
7:30	9	2	3	0
8:30	11	2	18	1
9:30	18	2	13	0
10:30	25	3	12	0
11:30	22	4	9	0
12:30	20	2	9	0
1:30	20	5	9	0
2:30	22	11	22	11
3:30	27	13	22	18
4:30	27	13	21	18
5:30	11	7	15	16
6:30	6	5	9	5

Source: Parametrix

**Table 3 Portola Valley Town Center Parking Occupancy Saturday, June 24th, 2023**

Supply	Portola Valley - Main Lot		Portola Valley - Additional Lot	
	paved	off pavement	paved	off pavement
	29	≈ 13	46	≈ 18
7:30	1	2	0	0
8:30	11	2	6	0
9:30	14	3	19	0
10:30	17	3	26	0
11:30	15	2	16	0
12:30	18	3	7	0
1:30	16	5	12	0
2:30	15	5	10	0
3:30	9	5	5	0
4:30	13	5	11	0
5:30	9	3	13	0
6:30	5	2	5	0

Source: Parametrix



## Hawthorns Area Public Access Working Group FINAL Meeting Schedule and Topics

### *Hawthorns Area Plan*

All Public Access Working Group (PAWG) meetings listed below are subject to the Brown Act. A separate working agenda will be developed for each PAWG meeting. Meeting topics listed below are tentative and subject to change. Dates and locations are subject to facility availability, project team availability, and standing external organization meetings (e.g. Town of Portola Valley Council and Committee meetings), and may also depend on the topics being discussed.

PAWG Meeting Detail	Topic and Objective
<p><b>Date:</b> July 27, 2023 (Thursday) <b>Time:</b> 6:00 – 9:00 pm <b>Location:</b> Administrative Office, 5050 El Camino Real, Los Altos</p>	<p><b>Meeting 1: Kickoff</b> <b>Goal:</b> Establish Working Group roles, goals, workplan, schedule, and operating procedures. Public comment. Public comment. <b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Welcome and introductions</li> <li>• Public comment</li> <li>• Working Group procedures</li> <li>• Midpen background</li> <li>• Project background</li> <li>• Public comment</li> <li>• Closing comments</li> </ul> <p><b>Desired Outcome:</b></p> <ul style="list-style-type: none"> <li>• Get to know each other</li> <li>• Confirm schedule/meeting locations</li> <li>• Confirm ground rules and operating procedures</li> <li>• Understand roles of PAWG, District staff and facilitator</li> <li>• Establish common understanding of District Mission</li> <li>• Quick overview of a few key defining documents</li> <li>• Conservation Easement, Existing Conditions and Constraints and Opportunities Report</li> <li>• Prepare the group for the site visit</li> </ul> <p><b>Anticipated Homework:</b></p> <ul style="list-style-type: none"> <li>• Finish reviewing binder orientation materials in preparation for Meeting 2’s site visit</li> </ul>
<p><b>Date:</b> August 26, 2023 (Saturday) <b>Time:</b> 9:00 – 1:00 pm</p>	<p><b>Meeting 2: Site visit</b> <b>Goal:</b> Conduct in-person site tour and review existing site conditions <b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Public comment</li> </ul>

PAWG Meeting Detail	Topic and Objective
<p><b>Location:</b> Hawthorns, Portola Valley</p>	<ul style="list-style-type: none"> <li>• Review and approve prior meeting summary</li> <li>• Walking tour</li> <li>• Public comment</li> <li>• Closing comments</li> </ul> <p><b>Desired Outcome:</b></p> <ul style="list-style-type: none"> <li>• Conduct site reconnaissance to develop a shared familiarity with the site and an understanding of site-specific opportunities and constraints related to public access.</li> <li>• Tour initial sites for possible public access amenities: driveway, parking, trail locations.</li> <li>• Provide initial thoughts to project and consultant team.</li> </ul> <p><b>Anticipated Homework:</b></p> <ul style="list-style-type: none"> <li>• Submit requests for additional information or clarification if any.</li> </ul>
<p><b>Date:</b> October 26, 2023 (Thursday)  <b>Time:</b> 6:00 – 9:00 pm  <b>Location:</b> Administrative Office, 5050 El Camino Real, Los Altos</p>	<p><b>Meeting 3: Design discussion</b></p> <p><b>Goal:</b> Discuss initial conceptual design alternatives including proposed parking and driveway options, as well as internal connections, trailheads, trail uses, and local and regional connectivity opportunities. Select two co-chairs.</p> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Public comment</li> <li>• Review and approve prior meeting summary</li> <li>• Review concept design alternatives</li> <li>• Discuss potential issues or revisions</li> <li>• Public comment</li> <li>• Closing comments</li> </ul> <p><b>Desired Outcome:</b></p> <ul style="list-style-type: none"> <li>• Review conceptual design alternatives.</li> <li>• Discuss and provide feedback to project and consultant team on proposed design alternatives, trail uses, and project elements.</li> <li>• Elect 2 co-chairs to help administer meetings.</li> </ul> <p><b>Anticipated Homework:</b></p> <ul style="list-style-type: none"> <li>• Submit requests for additional information or clarification, if any.</li> <li>• Prepare to share observations and reflections at Meeting 4 after site tour.</li> <li>• Consider how conceptual design alternatives meet goals and objectives.</li> <li>• Consider other potential options or issues.</li> </ul>

PAWG Meeting Detail	Topic and Objective
<p><b>Date:</b> December 16, 2023 (Saturday)  <b>Time:</b> 9:00 – 1:00 pm  <b>Location:</b> Hawthorns, Portola Valley</p>	<p><b>Meeting 4: Site visit and design discussion</b>  <b>Goal:</b> Site visit to review revised conceptual design alternatives and provide additional input.  <b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Public comment</li> <li>• Review and approve prior meeting summary</li> <li>• Walking tour of proposed project elements</li> <li>• Discuss potential issues or revisions</li> <li>• Public comment</li> <li>• Closing comments</li> </ul> <p><b>Desired Outcome:</b></p> <ul style="list-style-type: none"> <li>• Conduct site reconnaissance to visualize conceptual design alternatives and proposed project elements on-site.</li> <li>• Discuss observations and how conceptual design alternatives meet goals and objectives.</li> <li>• Provide feedback to project and consultant team on proposed conceptual design alternatives and project elements.</li> </ul> <p><b>Anticipated Homework:</b> TBD.</p>
<p><b>ALTERNATE Meeting 4</b>  <b>Date:</b> January 20, 2024 (Saturday)  <b>Time:</b> 9:00 – 1:00 pm  <b>Location:</b> Hawthorns, Portola Valley</p>	<p><i>Alternate date for Meeting 4 in case of inclement weather or another unanticipated delay, to be confirmed with PAWG. Meeting 4b, 5 and 5b would also need to be rescheduled.</i></p>
<p><b>Date:</b> January 18, 2024 (Thursday)  <b>Time:</b> 6:00 – 9:00 pm  <b>Location:</b> Administrative Office, 5050 El Camino Real, Los Altos</p>	<p><b>Meeting 4b: Continuation of Meeting 4 (if needed)</b>  <b>Goal:</b> Continue discussion on revised conceptual design alternatives and provide additional input.  <b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Public comment</li> <li>• Review and approve prior meeting summary</li> <li>• Review concept design alternatives</li> <li>• Discuss potential issues or revisions</li> <li>• Public comment</li> <li>• Closing comments</li> </ul> <p><b>Desired Outcome:</b></p> <ul style="list-style-type: none"> <li>• Complete discussions started in Meeting 4</li> <li>• Provide feedback to project and consultant team on proposed conceptual design alternatives and project elements.</li> </ul> <p><b>Anticipated Homework:</b> TBD.</p>

PAWG Meeting Detail	Topic and Objective
<p><b>Date:</b> February 29, 2024 (Thursday)  <b>Time:</b> 6:00 – 9:00 pm  <b>Location:</b> Administrative Office, 5050 El Camino Real, Los Altos</p>	<p><b>Meeting 5: Preferred design alternative(s)</b>  <b>Goal:</b> Confirm preferred conceptual design alternative(s) to forward to the District’s Planning &amp; Natural Resources Committee (PNR).  <b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Public comment</li> <li>• Review and approve prior meeting summary</li> <li>• Review concept design alternatives and determine which to forward to PNR</li> <li>• Public comment</li> <li>• Closing comments</li> </ul> <p><b>Desired Outcome:</b></p> <ul style="list-style-type: none"> <li>• Vote on preferred conceptual design alternative(s) to present to PNR.</li> </ul> <p><b>Anticipated Homework:</b> TBD.</p>
<p><b>Date:</b> March 21, 2024 (Thursday)  <b>Time:</b> 6:00 – 9:00 pm  <b>Location:</b> Administrative Office, 5050 El Camino Real, Los Altos</p>	<p><b>Meeting 5b: Continuation of Meeting 5 (if needed)</b>  <b>Goal:</b> Continue discussion to confirm preferred conceptual design alternative(s) to forward to the PNR.  <b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Public comment</li> <li>• Review and approve prior meeting summary</li> <li>• Select preferred conceptual design alternative(s) to forward to PNR</li> <li>• Public comment</li> <li>• Closing comments</li> </ul> <p><b>Desired Outcome:</b></p> <ul style="list-style-type: none"> <li>• Vote on preferred design alternative(s) to present to PNR.</li> </ul> <p><b>Anticipated Homework:</b> TBD.</p>

The below Board and Committee meetings are tentative and subject to change pending progress of the PAWG or other unanticipated delays.

Board Meeting Detail	Topic and Objective
<p><b>Date:</b> June 4, 2024 (Tuesday)  <b>Time:</b> 6:30 – 9:30 pm  <b>Location:</b> Administrative Office, 5050 El Camino Real, Los Altos</p>	<p><b>Planning and Natural Resource (PNR) Committee:</b></p> <ul style="list-style-type: none"> <li>• Consideration of PAWG work and recommendations</li> <li>• Consideration of whether to forward a recommendation to the full Board or request additional input from the PAWG</li> </ul> <p><b>Desired Outcome:</b></p> <ul style="list-style-type: none"> <li>• Direct PAWG to conduct additional analysis or forward a PNR recommendation with PAWG input to the full Board</li> </ul>

<p><b>Date:</b> July 12, 2024 (Friday) <b>Time:</b> 6:30 – 9:30 pm <b>Location:</b> Administrative Office, 5050 El Camino Real, Los Altos</p>	<p><b>Working Group follow-up (if needed, depending on PNR input):</b></p> <ul style="list-style-type: none"> <li>• Address PNR input and direction</li> </ul> <p><b>Desired Outcome:</b></p> <ul style="list-style-type: none"> <li>• Respond to PNR and submit a revised preferred conceptual design alternative and/or requested information.</li> </ul>
<p><b>Date:</b> August 13, 2024 (Tuesday) <b>Time:</b> 6:30 – 9:30 pm <b>Location:</b> Administrative Office, 5050 El Camino Real, Los Altos</p>	<p><b>PNR Committee meeting #2 (if needed):</b></p> <ul style="list-style-type: none"> <li>• Consideration of PAWG work and recommendations</li> <li>• Forward a recommendation to the full Board</li> </ul> <p><b>Desired Outcome:</b></p> <ul style="list-style-type: none"> <li>• Forward a PNR recommendation with PAWG input to the full Board</li> </ul>
<p><b>Date:</b> September 25, 2024 (Wednesday) <b>Time:</b> 6:30 – 9:30 pm <b>Location:</b> Administrative Office, 5050 El Camino Real, Los Altos</p>	<p><b>Regular Board meeting (following PNR direction):</b></p> <ul style="list-style-type: none"> <li>• Consideration of PNR recommendations and PAWG input</li> </ul> <p><b>Desired Outcome:</b></p> <ul style="list-style-type: none"> <li>• A final decision on preferred conceptual design alternative to further evaluate through environmental review (CEQA)</li> </ul>

**Hawthorns Area Public Access Working Group**  
**Town of Portola Valley Ad Hoc Committee Members**

*Hawthorns Area Plan*

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The Hawthorns Area planning process will involve interaction with the public, along with engagement with the Town of Portola Valley's Ad Hoc Committee. This specialized committee consists of representatives from 7 Town committees that have been brought together by the Town to collaborate on this project. The list of these seven committees and their respective representatives is provided below.

Following the presentation of preferred alternatives to Midpen Planning and Natural Resources Committee (PNR), the Midpen project team will present to the Town Ad Hoc Committee. The Committee's feedback will then be brought back to the PNR and Board during subsequent meetings for further consideration. This process ensures comprehensive input and informed decision-making.

Members of the Town of Portola Valley Ad Hoc Committee (updated as of 2/15/23):

1. Open Space Committee: Betsy Morgenthaler
2. Nature and Science Committee: Brook Coffee
3. Historic Resources Committee: Patty Dewes
4. Trails and Paths Committee: Fred Leach
5. Conservation Committee: Paul Heiple
6. Bicycle Pedestrian and Traffic Safety Committee: Pat Baenen
7. Parks and Rec Committee: Karen Askey