



TOWN OF PORTOLA VALLEY

Meetings of the Architectural Site Control Commission (ASCC)
Monday, February 10, 2020
7:00 PM – Regular ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

Commissioners Koch, Sill, Wilson, Vice Chair Ross and Chair Breen

ORAL COMMUNICATIONS

Persons wishing to address the Architectural and Site Control Commission on any subject not on the agenda may do so now. Please note however, that the Architectural and Site Control Commission is not able to undertake extended discussion or action tonight on items not on the agenda.

NEW BUSINESS

1. Proposed Traffic Safety Improvements by the Town of Portola Valley (H. Young)
2. Architectural Review of an Amendment to an Approved Application for a Temporary Seasonal Tent at 3915 Alpine Road- Alpine Inn, File # PLN_ARCH 0003-2020 (L. Russell)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

3. Commission Reports
4. Staff Report
5. News Digest: Planning Issues of the Day

APPROVAL OF MINUTES

6. ASCC Meeting of January 27, 2020

ADJOURNMENT

AVAILABILITY OF INFORMATION

For more information on the projects to be considered by the ASCC at the Special Field and Regular meetings, as well as the scope of reviews and actions tentatively anticipated, please contact Carol Borck in the Planning Department at Portola Valley Town Hall, 650-851-1700 ex. 211. Further, the start times for other than the first Special Field meeting are tentative and dependent on the actual time needed for the preceding Special Field meeting.

Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours. Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall.

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 Planning Department at (650) 851-1700. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

PUBLIC HEARINGS

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only issues you or someone else raised at the Public Hearing(s) described in this agenda, or in written correspondence delivered to the Architectural and Site Control Commission at, or prior to, the Public Hearing(s).



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: ASCC

FROM: Howard Young, Public Works Director

DATE: February 10, 2020

SUBJECT: Proposed Traffic Improvements by the Town of Portola Valley

RECOMMENDATION: Staff recommends that the ASCC consider staffs presentation, review the use of Caltrans standard design templates, provide input where variations are allowed, and accept use of standard templates

APPLICATION

Project

This project involves replacement, upgrades, and installation of traffic control improvements and associated signage at 15 locations within the Towns public road right-of-way as identified in the Pedestrian Safety Study report (Attachment 2). Traffic improvements generally consist of upgrading existing or installing new: crosswalk signs, pavement markings, rectangular rapid flashing beacons, and radar speed feedback signs. The Pedestrian Safety Study report was accepted by the Town Council at its August 14, 2019 meeting (Attachment 3 – Minutes).

Review Required

The Town Council directed staff to work with the ASCC to assemble standard templates together for use at various public road right-of-way sites as listed in the report and presentation. Variations and latitude within the Caltrans standards are based on engineering judgement. Templates would simplify the review process, as many crosswalks and intersections are similar. This will allow for further refinement and design development at the 15 listed sites.

Background

Over the last several years, residents have expressed and submitted concerns of pedestrian safety to the Town and to the Town's Bicycle, Pedestrian, and Traffic Safety Committee (BPTS) by email or by attending its public meetings. Concerns were mainly from parents and children that were walking and biking to local schools and destinations. This resulted in the staff and Committee performing more outreach and coordinated field meetings with the community. The Committee and staff then formed a recommendation to the Town Council to perform minor improvements and to consider performing and funding a pedestrian safety study. The Town Council discussed and approved the recommendations at its November 8, 2017 meeting and directed staff to solicit and return with a budget for the study for Council approval.

A BPTS sub-Committee and staff developed a scope of work, which was then approved by the BPTS Committee at a public meeting. A traffic engineering consultant (Krupka Consulting) was retained to perform the limited study at the selected locations. The purpose of the study was to conduct a professional traffic engineering review of the school areas and major corridor streets identified with regard to pedestrian safety and provide conceptual ideas and opinion about potential improvements to address observed issues. The study included the consultant (Paul Krupka) interviewing representatives of the local schools, lead community members, BPTS members, and staff to develop an understanding of the users and communities' issues.

Attachment 2 summarizes all efforts to date, concluding with the Town Council accepting the report at its August 14, 2019 meeting. The Town Council supported Caltrans design standards and directed staff to work with the ASCC on standard design templates to simplify the review process at all the locations.

PROJECT DESCRIPTION

Description

Replacement, upgrades, and installation of traffic control improvements as identified in the Pedestrian Safety Study report (Attachment 3) accepted by the Town Council at its August 14, 2019 meeting.

The report by Krupka Consulting summarizes the study context, specific Issues, and improvement opportunities. Exhibit A in the report is a list of issues and improvement opportunities by school location and specific locations in the Alpine Road and Portola Road corridors. A factor to mention is the study's emphasis on traffic control device uniformity throughout the Town and conformity with Caltrans standards. The Town Councils direction was to support use of Caltrans design standards so installations are uniform and enforceable by local law enforcement. Depending on the location, design standards may have minor flexibility and deviations ranges that staff would like the ASCC to consider and provide feedback. Two locations have customizable signs that may require feedback after preliminary design.

Staff notes that the recommendations contained in the report are very preliminary in nature and subject to refinement through further design development. However, feedback on Caltrans standards and development of templates will allow the project to progress.

Public Comment

As part of its required noticing process, the Town sent out a notice to neighbors within 300 feet of the project. No public comments about the project have been received. Any additional comments received after distribution of packets will be provided to the Commission as a supplemental item at the hearing.

STAFF ANALYSIS

The Caltrans standards refer to the Manual of Uniform Traffic Control Devices (CA MUTCD). The Manual defines the standards used by road managers nationwide to install and maintain traffic control devices on all public streets, highways, bikeways, and private roads open to public travel. The CA MUTCD contains basic principles that govern: Design and use of traffic control

devices on all streets, highways, bikeways, and private roads open to public travel, regardless of type or class or the public agency, official, or owner having jurisdiction.

This provides uniformity of traffic control devices, which:

- Simplifies the task of the road users in recognizing and understanding meaning, thereby reducing perception/reaction time.
- Assists public highway officials through efficiency in manufacture, installation, maintenance, and administration.
- Means treating similar situations in a similar way.
- Set Standards: Any given device for the control of traffic shall have the same meaning and require the same action on the part of motorists regardless of where it is encountered.

The Town Council and staff support the use of the Caltrans standards for the reasons described above and to have the installations be enforceable by law enforcement. Staff understands the sensitivity concerning the rural character of the Town. There are variations and latitude within the Caltrans standards, which are based on engineering judgement. Chapter 10.12 of the Town of Portola Valley Municipal Code provides the Town the authority to install official traffic control devices based on BPTS committee, engineering studies, and Council approval.

RECOMMENDATION

Staff recommends that the ASCC consider its presentation, use of Caltrans standards, offer feedback, provide input where variations or latitude exist, and accept the use of a range of standard templates to simplify the review process. This will allow additional analysis and preliminary design to move forward with the intent of completing the projects as budget allows.

ATTACHMENTS

1. Staff presentation with templates
2. Town Council report including Pedestrian Safety Study and listed meeting minutes
3. Town Council 8/14/19 meeting minutes

Additional background information can be found on the Town's website at:

<https://www.portolavalley.net/town-government/town-committees/bicycle-pedestrian-traffic-safety-committee->

Presentation of Proposed Replacement, Upgrades, and Installation of Traffic Improvements

February 10, 2020 ASCC Meeting

Town of Portola Valley



Structure of Meeting:

1. Staff and Consultant Presentation
 - Background information, Project description, Report, Caltrans standards, Templates
2. Questions for Staff
3. Public Comments
4. Commission discussion



Summary of Town Council meeting on August 14, 2019

- The Town Council:
 - Accepted the Pedestrian Safety report
 - Council supported use of Caltrans Standards
 - Directed staff to work with the Committees to put templates together and move forward with the project.



Background and Engagement:

- Resident input and comments to BPTS Committee via attendance or email
- Safe Routes to school discussions and scheduled site “meet ups”
- Town Council approved BPTS request (November 2017) and budgeted Pedestrian Safety study (June 2018) to address inquiries.
- BPTS sub-committee and staff developed the study scope
- Retained Traffic Engineering & Planning Consultant – Paul Krupka of Krupka Consulting
- Public notification of the study began October 1, 2018
- BPTS Community meetings: Dec. 6, 2018 and draft report on April 11, 2019
- BPTS Committee members provided input on the draft report
- Solicited resident input via social media and posting of exhibits in Library
- Continued notification of public meetings through social media
- Study and history posted on Town website
- County Pedestrian and Bicycle grant application



Presentation of Pedestrian Safety Study

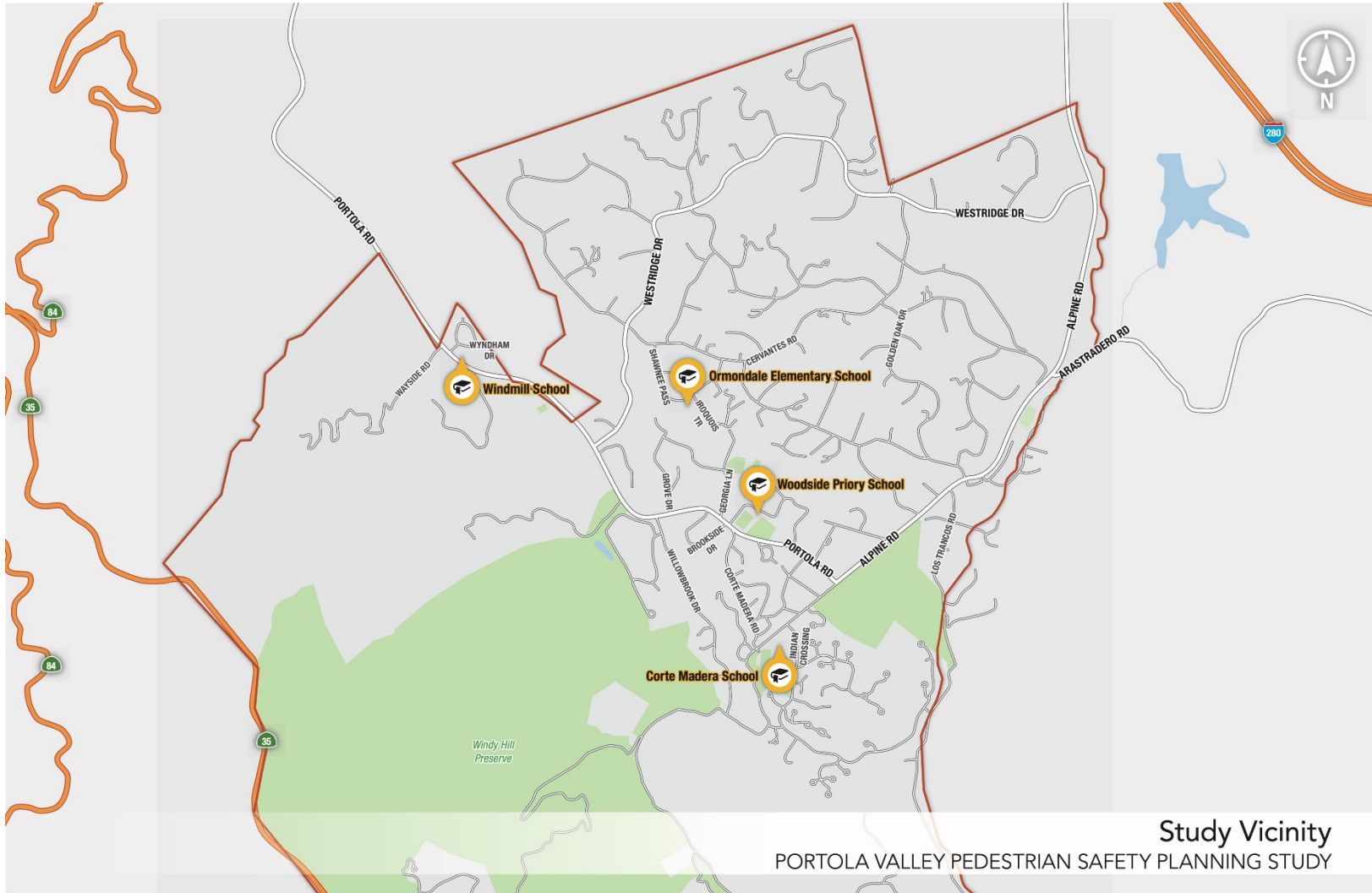
Replacement, Upgrades, and Installations of Traffic Improvements



Purpose of Study

- Conduct professional traffic engineering review of pedestrian safety
 - School areas
 - Major corridor streets
- Identify issues and opportunities
- Define conceptual improvement concepts and planning-level costs
- Review with community through Committee and Town Council
- Prepare a report that provides a foundation for implementation through the Town Capital Improvement Program (CIP)

Study Vicinity



Study Context

- Initiated in response to community opinions about pedestrian safety
- Implement relevant general plan goals and standards
 - Conserve rural quality of Town
 - Recognize “country lane” quality of roads
 - Adequate provisions for pedestrian, bicycle and equestrian crossings
 - Sight distance
 - Minimize hazard
 - Clear signs and markings
 - Monitor Intersections to identify safety problems and appropriate solutions
- Guided by Caltrans standards as set forth in the California Manual of Uniform Traffic Control Devices (CA MUTCD)

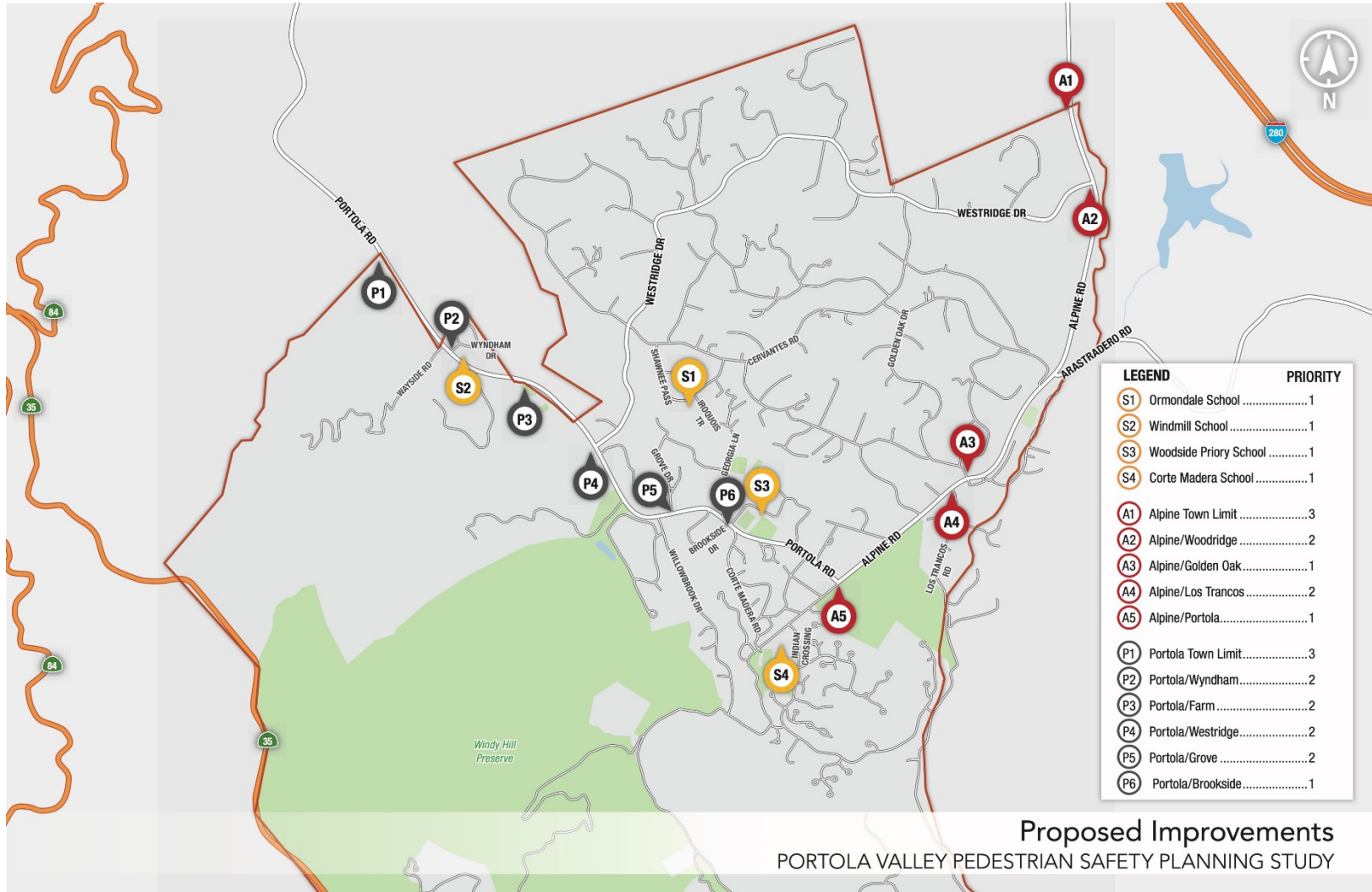
Why Caltrans Standards

- The CA MUTCD contains *basic principles that govern*:
 - Design and use of traffic control devices
 - All streets, highways, bikeways, and private roads open to public travel
 - Regardless of type or class or the public agency, official, or owner having jurisdiction
- This provides *uniformity of traffic control devices*, which:
 - Simplifies the task of the road users in recognizing and understanding meaning, thereby reducing perception/reaction time
 - Assists public highway officials through efficiency in manufacture, installation, maintenance, and administration
 - Means treating similar situations in a similar way, the foundation for this
 - *Standard: Any given device for the control of traffic shall have the same meaning and require the same action on the part of motorists regardless of where it is encountered.*

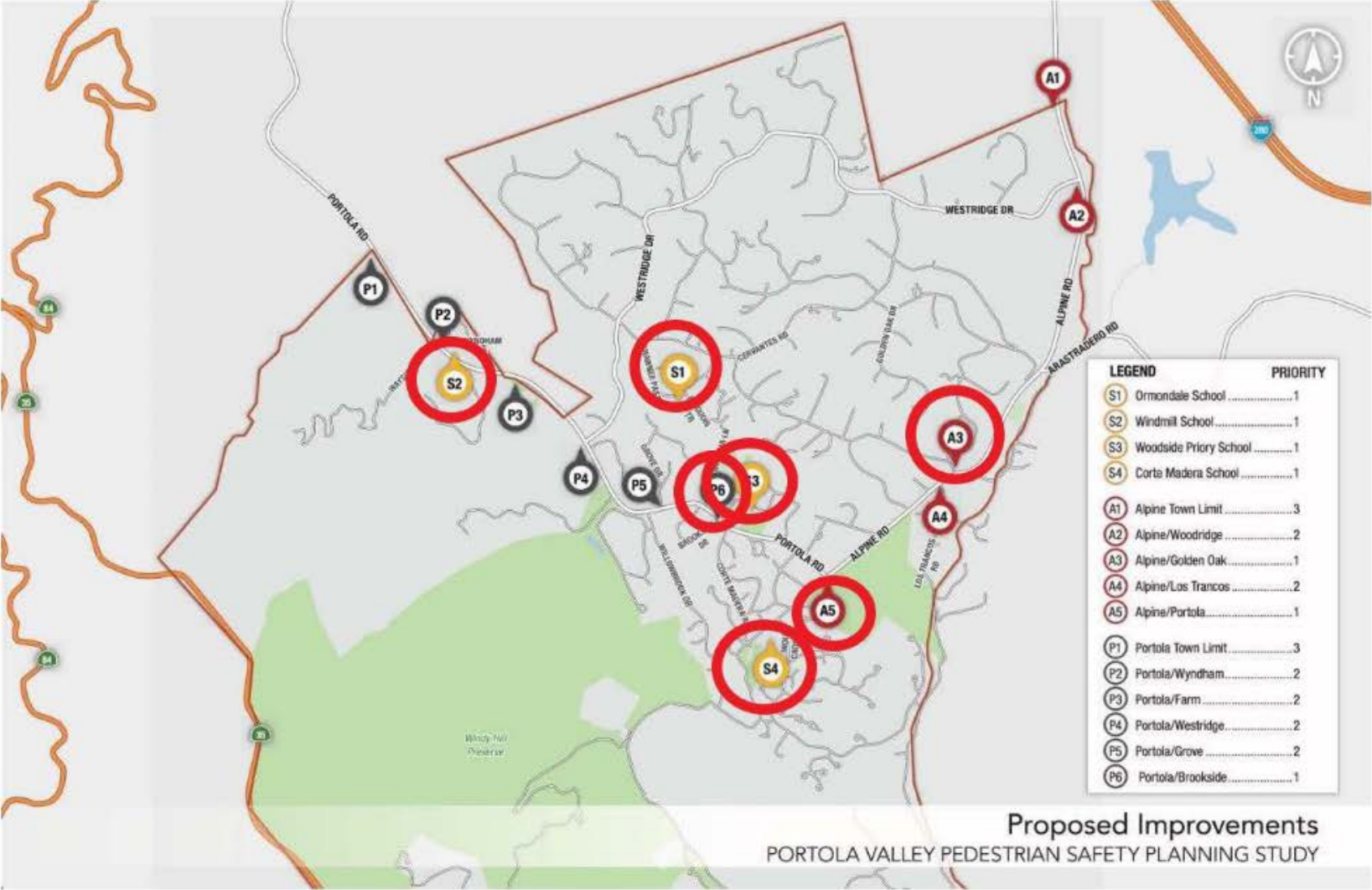
General Issues

- Conflicts between motorists, pedestrians and bicyclists
- Limited advance notice or local visibility of crosswalks and traffic controls
- Vehicle speeds (85th percentile or critical) routinely 5 mph over speed limit (based on 2012 Engineering and Traffic Surveys)
- Collisions on study streets 2014 through 2018: total 43; average 9/yr
 - Not concentrated by location
 - One fatality; more injury collisions than property damage only collisions
 - Bicycles involved in 17 of 43 collisions; zero collisions involved pedestrians
 - Primary collision factors were driver behavior and violations
- Poor driver behavior – disobedience and unsafe movements

Proposed Replacements, Upgrades, and Improvements



Proposed Improvements – Priority Locations



Proposed Improvements: Schools

ID	LOCATION	DESCRIPTION	PROPOSED PRIORITY
S1	Ormondale School	School Signs and Markings	1
S2	Windmill School	School and Warning Signs and Markings	1
S3	Woodside Priory School	School Signs and Markings	1
S4	Corte Madera School	School Signs and Markings	1

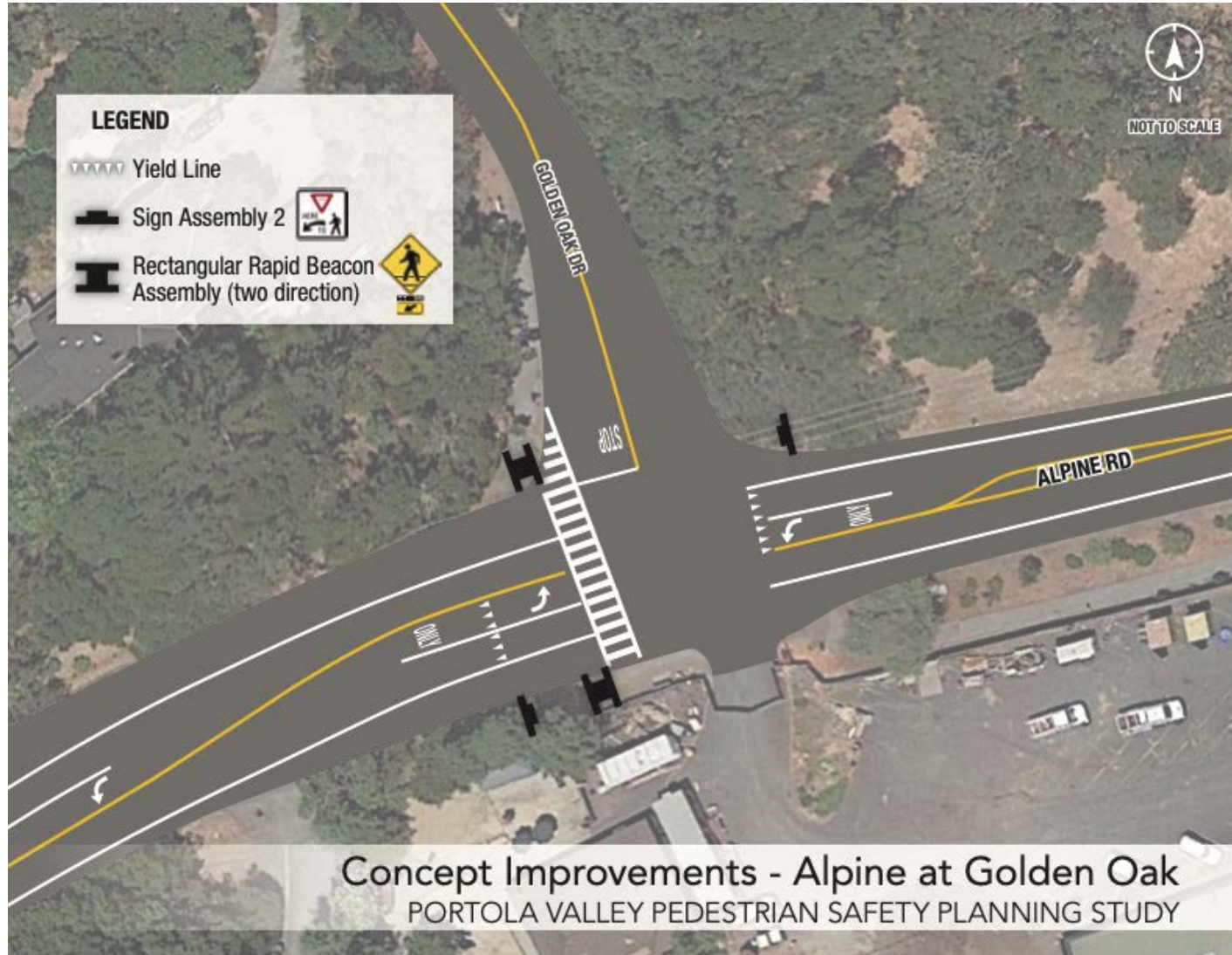
Proposed Improvements: Alpine Road

ID	LOCATION	DESCRIPTION	PROPOSED PRIORITY
A1	Alpine @ Town Limit	Custom Advisory Sign and Speed Feedback Assembly	3
A2	Alpine/Westridge	Crosswalk Signs and Markings	2
A3	Alpine/Golden Oak (West)	Crosswalk Signs and Markings, Rapid Flashing Beacon Assemblies	1
A4	Alpine/Los Trancos	Advisory and Warning Signs and Lane Markings	2
A5	Alpine/Portola	Crosswalk Signs and Markings	1

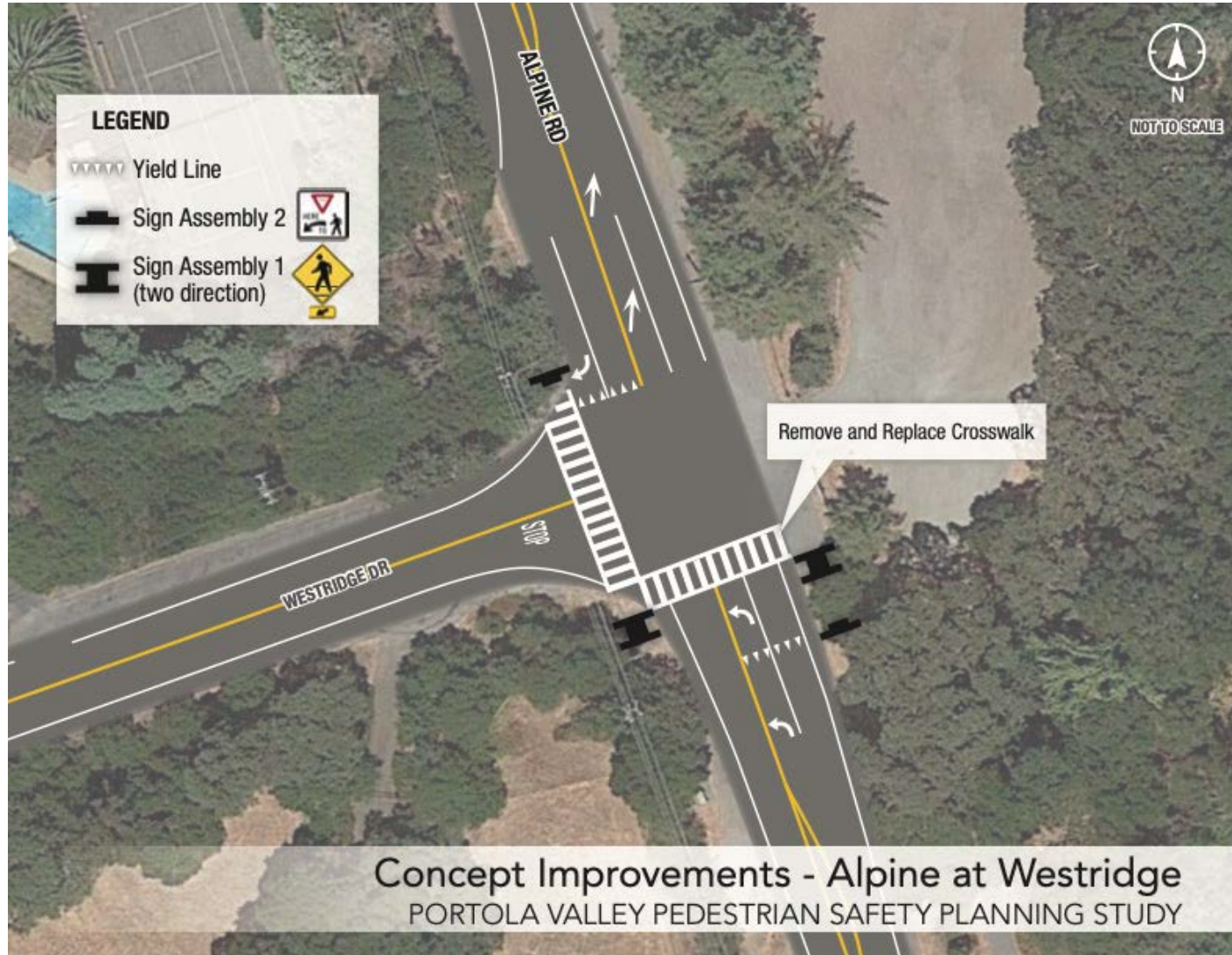
Proposed Improvements: Portola Road

ID	LOCATION	DESCRIPTION	PROPOSED PRIORITY
P1	Portola @ Town Limit	Custom Advisory Sign and Speed Feedback Assemblies (2)	3
P2	Portola/Wyndham	Crosswalk Signs and Markings	2
P3	Portola/Farm	Crosswalk Signs and Markings	2
P4	Portola/Westridge	Crosswalk Signs and Markings	2
P5	Portola/Grove	Crosswalk Signs and Markings	2
P6	Portola/Brookside/ Corte Madera	Crosswalk Signs and Markings, Crosswalk Relocation, Rapid Flashing Beacon Assemblies	1

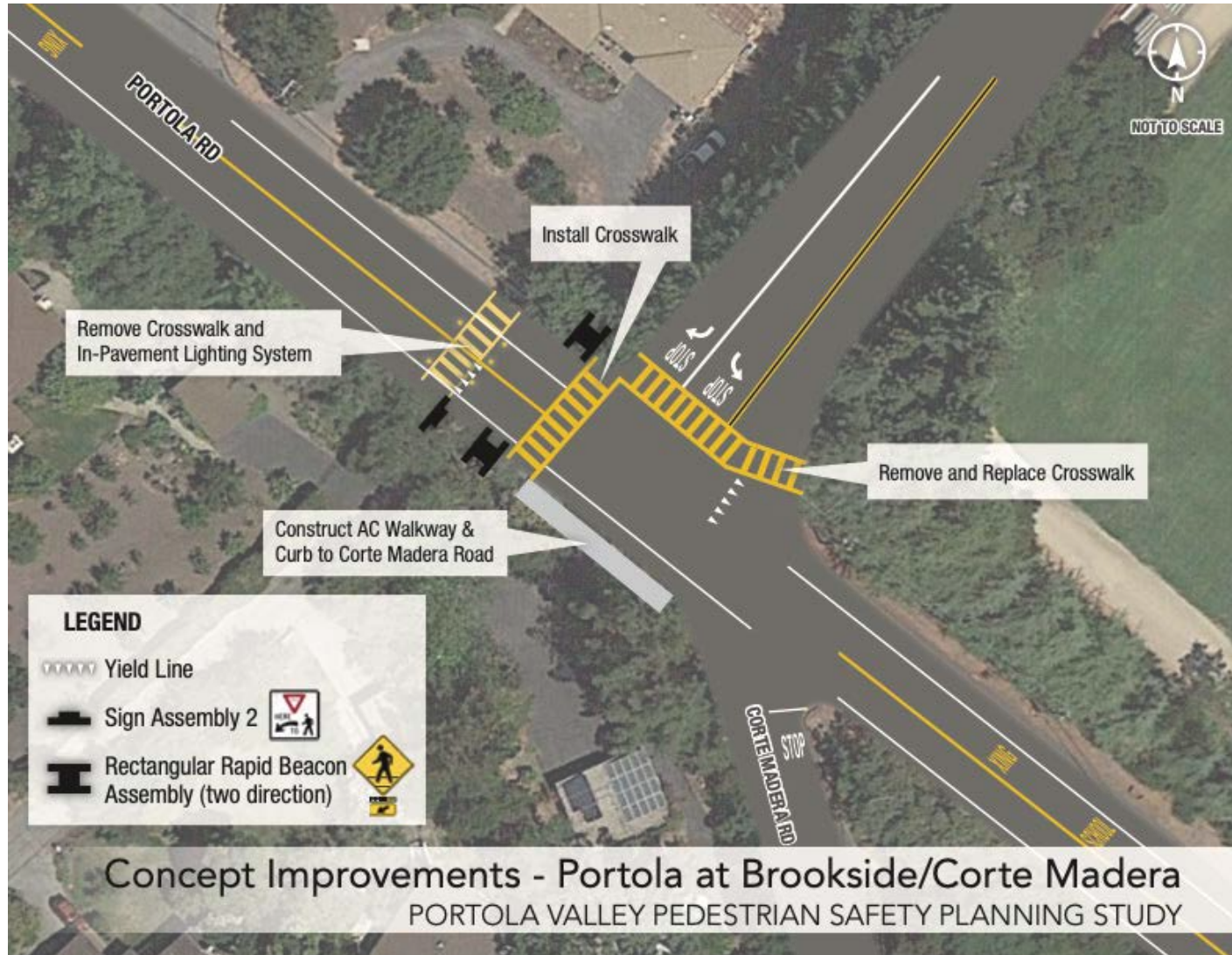
Concept Improvement Sketches



Concept Improvement Sketches



Concept Improvement Sketches



Pictures of Typical Devices

VEHICLE SPEED FEEDBACK SIGNS



Pictures of Typical Devices

SCHOOL AREA SIGNS AND MARKINGS



Pictures of Typical Devices

CROSSING WARNING AND YIELD SIGNS



Pictures of Typical Devices

RECTANGULAR RAPID BEACON



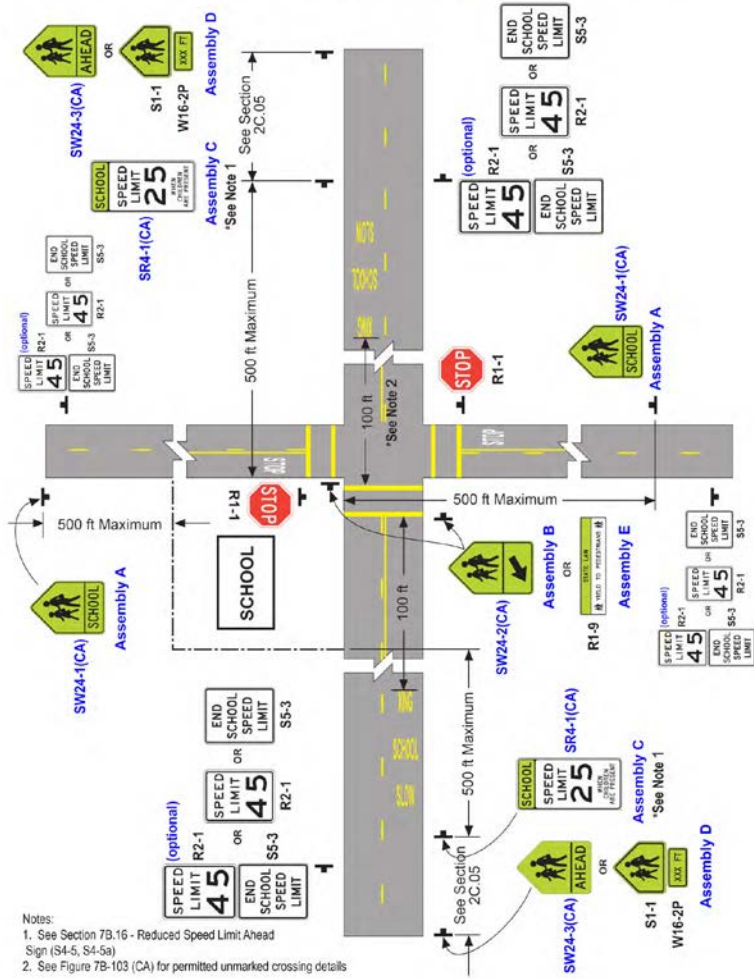
Pictures of Typical Devices

RECTANGULAR RAPID BEACON



California MUTCD Guidance

Figure 7B-5(CA). Example of Signing for a School Zone with a School Speed Limit and a School Crossing

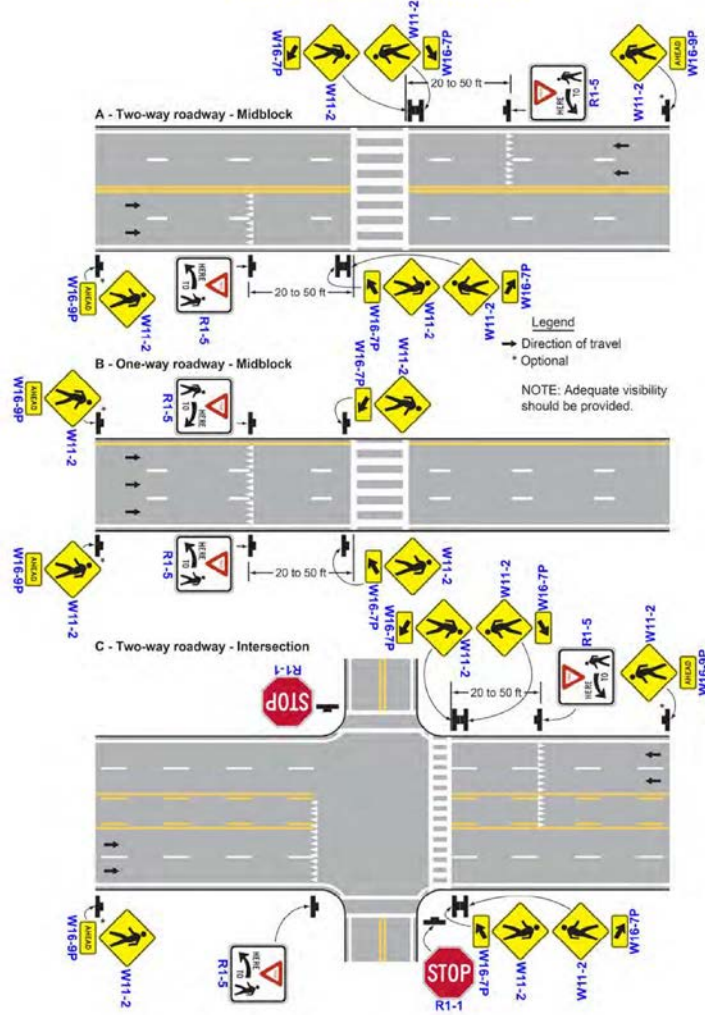


Project Application

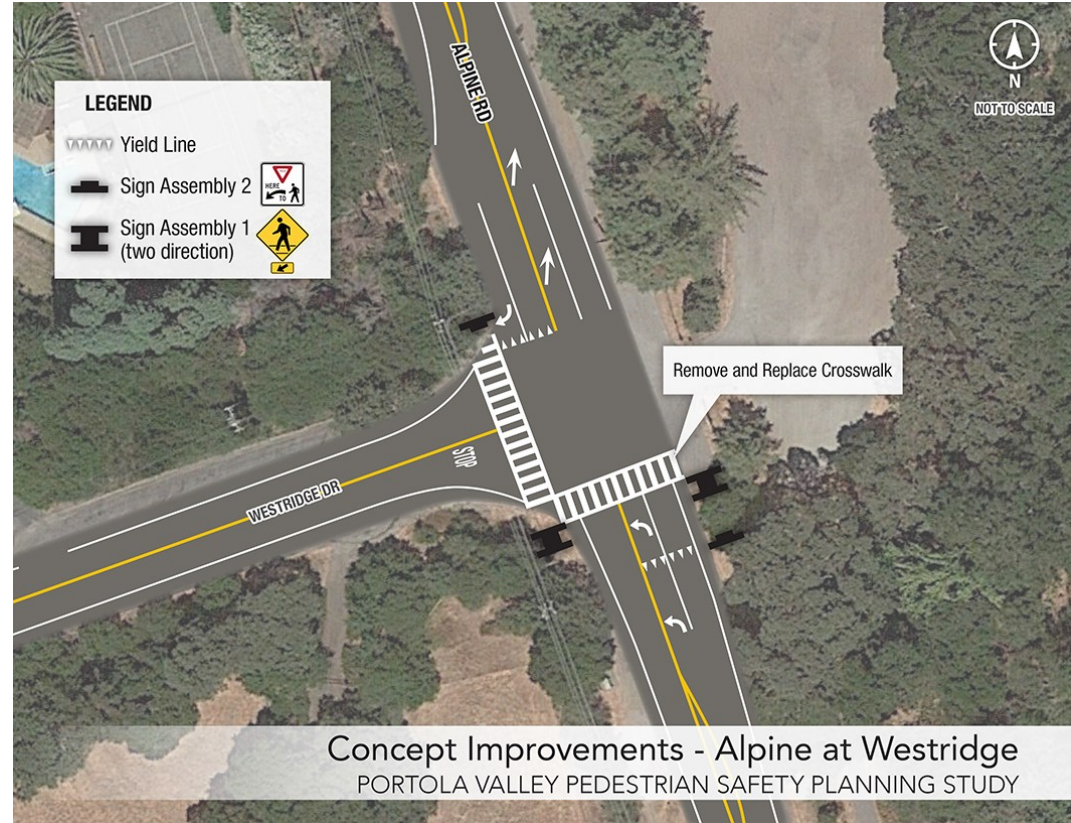


California MUTCD Guidance

Figure 3B-17 (CA). Examples of Crosswalk Enhancements at Uncontrolled Multilane Approaches



Project Application



TEMPLATE FOR CROSSWALK ENHANCEMENTS

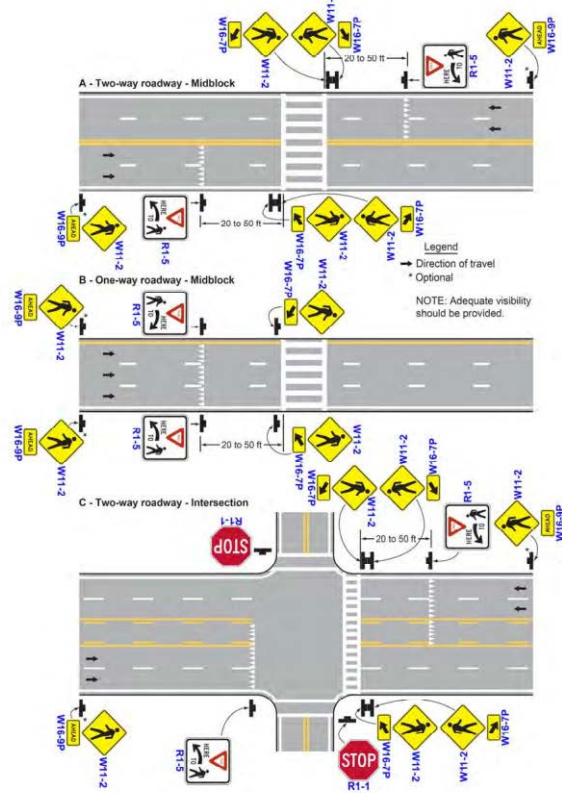
Templates for review, input, and acceptance

Caltrans Standards Templates

California MUTCD 2014 Edition
(FHWA's MUTCD 2009 Edition, including Revisions 1 & 2, as amended for use in California)

Page 731

Figure 3B-17 (CA). Examples of Crosswalk Enhancements at Uncontrolled Multilane Approaches



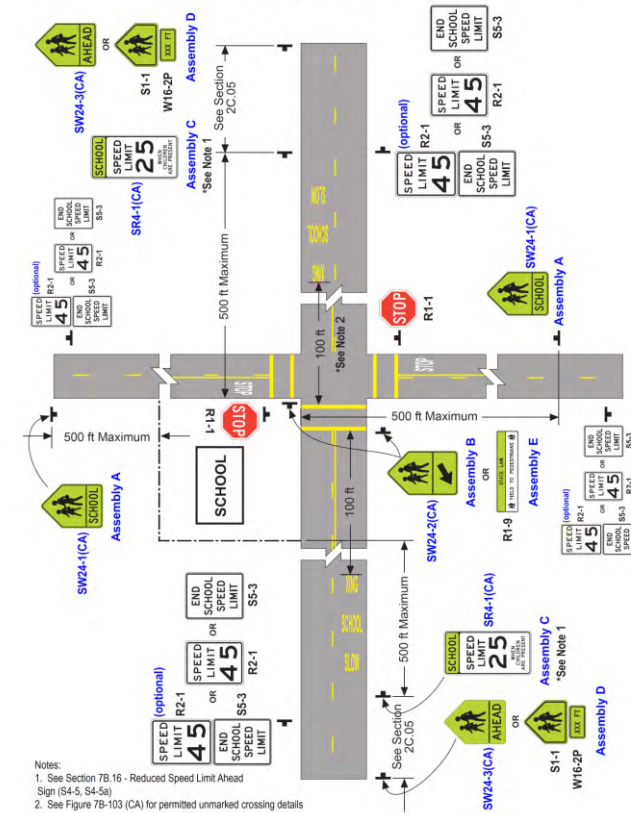
Chapter 3B – Pavement and Curb Markings
Part 3 – Markings

November 7, 2014

California MUTCD 2014 Edition
(FHWA's MUTCD 2009 Edition, including Revisions 1 & 2, as amended for use in California)

Page 1276

Figure 7B-5(CA). Example of Signing for a School Zone with a School Speed Limit and a School Crossing



Chapter 7B – Signs
Part 7 – Traffic Control for School Areas

November 7, 2014

Caltrans Standards Templates

03/23/05



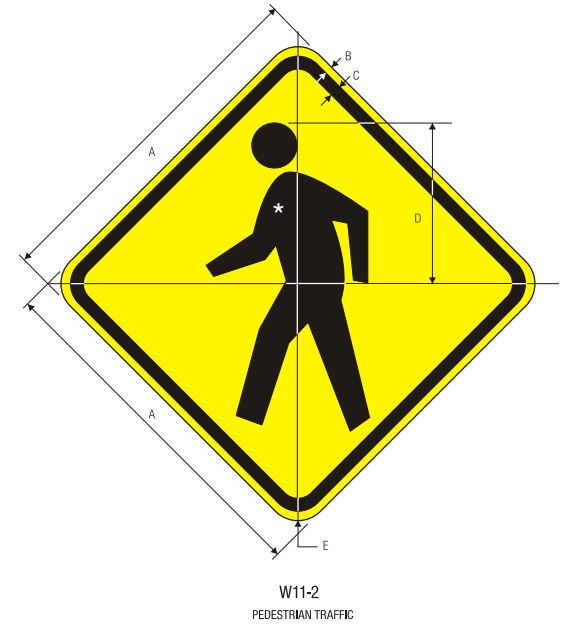
A	B	C	D	E	F	G	H	J	K	L
18	24	.375	.625	2	8	.75	2 C	3.625	1.250	2.375
30	42	.5	.75	5	13.5	1.25	3 C	6	2	5.25
36	48	.625	.875	4	16	1.5	4 C	7.25	2.5	4.75

M	N	P	Q	R	S	T	U
5.364	1.761	5.604	2.427	2.401	7.125	6	1.5
8.059	2.622	9.375	3.641	4.359	10.681	10	1.875
10.744	3.522	11.208	4.853	4.802	14.236	12	2.25

*Series 2000 Standard Alphabets.
 **Insert R1-2 and size to fit.
 ***Insert R10-6a Arrow and size to fit.

COLORS: LEGEND & ARROW — BLACK
 BACKGROUND — WHITE (RETROREFLECTIVE)
 YIELD SYMBOL — RED (RETROREFLECTIVE)

X-XX



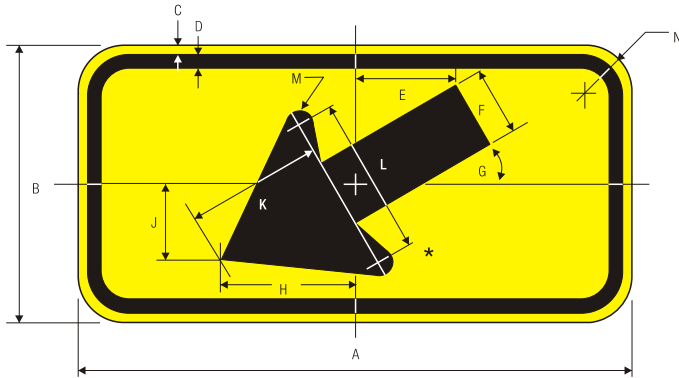
*See page 6-10 for symbol design.

A	B	C	D	E
18	.375	.625	8	1.5
24	.375	.625	11	1.5
30	.5	.75	13.5	1.875
36	.625	.875	16	2.25
48	.75	1.25	22	3

COLORS: SYMBOL — BLACK
 BACKGROUND — YELLOW (RETROREFLECTIVE)

2-92

Caltrans Standard Templates



W16-7pL
LEFT DIAGONAL ARROW PLAQUE

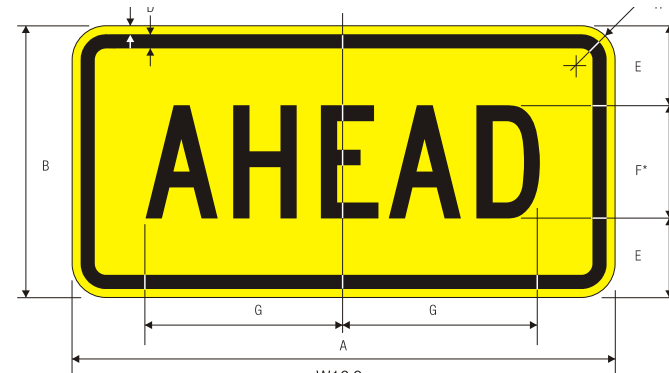
	A	B	C	D	E	F	G	H	J	K	L	M	N
C	24	12	.375	.625	4.323	3	30°	5.844	3.282	5.884	6.925	.600	1.5
	30	18	.5	.75	6.524	4.5	30°	8.766	4.923	8.846	10.407	.920	1.875



W16-7pR
RIGHT DIAGONAL ARROW PLAQUE

*See page 6-2 for arrow design.

COLORS: SYMBOL — BLACK
BACKGROUND— YELLOW (RETROREFLECTIVE)



W16-9p
AHEAD PLAQUE

	A	B	C	D	E	F	G	H
C	24	12	.375	.625	3.5	5 C	8.714	1.5
	30	18	.5	.75	5.5	7 C	12.201	1.875
	36	24	.625	.875	8	8 C	13.944	2.25
	48	36	.75	1.25	13	10 C	17.428	3

COLORS: LEGEND — BLACK
BACKGROUND— YELLOW (RETROREFLECTIVE)

Caltrans Standard Templates

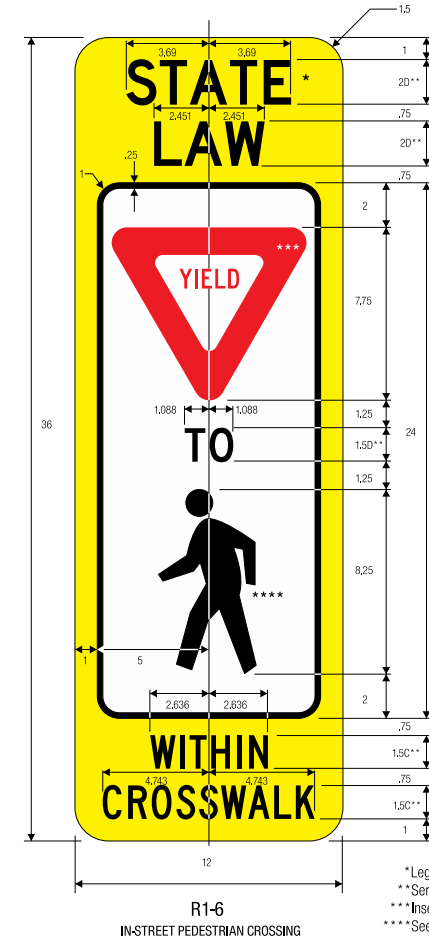


R2-1
SPEED LIMIT (ENGLISH)

*Optically space numerals about centerline

A	B	C	D	E	F	G	H	J	K	L
18	24	.375	.625	3	3 E	2	8 E	7.198	5.5	1.5
24	30	.375	.625	4	4 E	2	10 E	9.563	7.313	1.5
36	48	.625	.875	6	6 E	5	14 E	14.375	11	2.25
48	60	.75	1.25	8	8 E	6	16 E	19.125	14.625	3

COLORS: LEGEND — BLACK
BACKGROUND — WHITE (RETROREFLECTIVE)

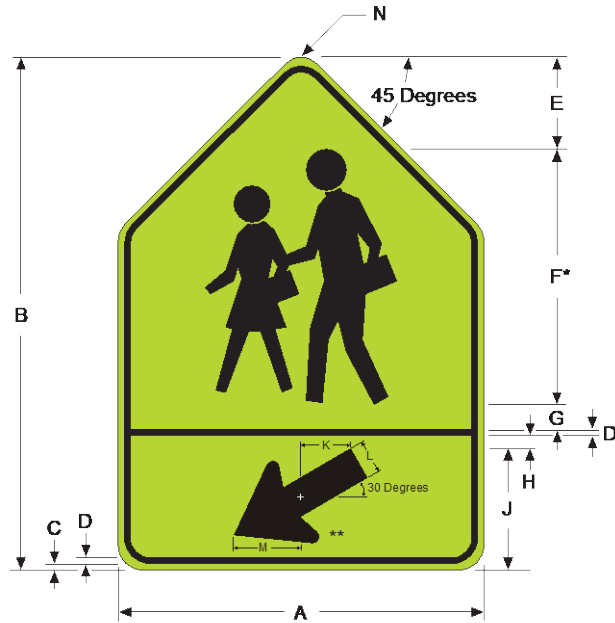


R1-6
IN-STREET PEDESTRIAN CROSSING

*Legend is optional.
**Series 2000 Standard Alphabets.
***Insert R1-2 and size to fit.
****See 6-10 for design detail.

COLORS: LEGEND — BLACK
BACKGROUND — FLUORESCENT YELLOW-GREEN, OR YELLOW (RETROREFLECTIVE)
YIELD SYMBOL — RED (RETROREFLECTIVE) ON WHITE (RETROREFLECTIVE)
PED SYMBOL — BLACK ON WHITE (RETROREFLECTIVE)

Caltrans Standard Templates



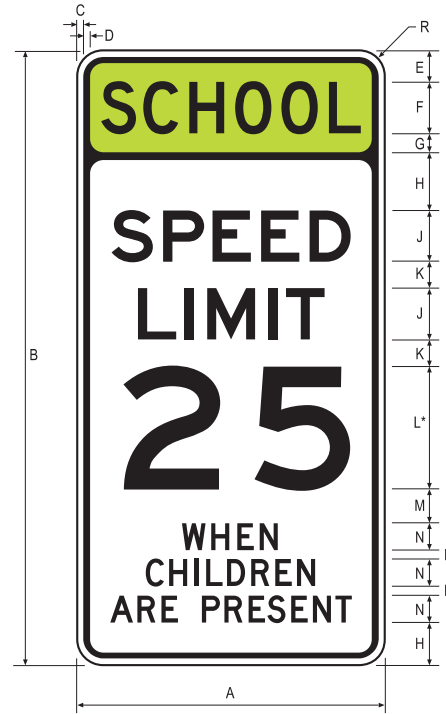
*See Federal Standard Highway Signs Book, Appendix, "School Children" symbol.
 **See Federal Standard Highway Signs, Appendix, page 6-2 for arrow symbol design.

SW24-2 (CA)

ENGLISH UNITS

A	B	C	D	E	F	G	H	J	K	L	M	N
30	42	.5	.75	7.5	20	2	1	10.75	4	2.75	5.5	1.875
36	48	.625	.875	8.5	24	2	1.25	11.375	4.5	3	6	2.25
48	60	.75	1.25	10.5	30	2.5	1.5	14.25	5.25	3.75	7	3

COLORS: BORDER & SYMBOL - BLACK
 BACKGROUND - FLUORESCENT YELLOW-GREEN (RETROREFLECTIVE)



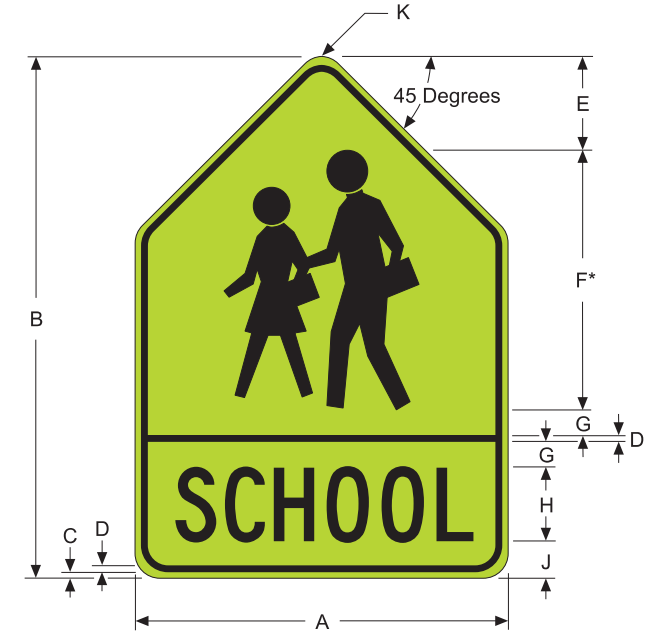
* Optically space numerals about the vertical centerline.

SR4-1 (CA)

ENGLISH UNITS

A	B	C	D	E	F	G	H	J	K	L	M	N	P	R
24	48	.375	.625	2.5	4D	1.5	4	4E	2	10E	3	2D	.5	1.5
36	72	.625	.875	3.75	6D	2.25	6	6E	4	14E	4	3D	.75	2.25
48	96	.75	1.25	5	8D	3	8	8E	6	16E	6	4D	1	3

TOP COLORS: BORDER & LEGEND - BLACK
 BACKGROUND - FLUORESCENT YELLOW-GREEN (RETROREFLECTIVE)
 BOTTOM COLORS: BORDER & LEGEND - BLACK
 BACKGROUND - WHITE (RETROREFLECTIVE)



*See Federal Standard Highways Signs Book, Appendix, "School Children" symbol.

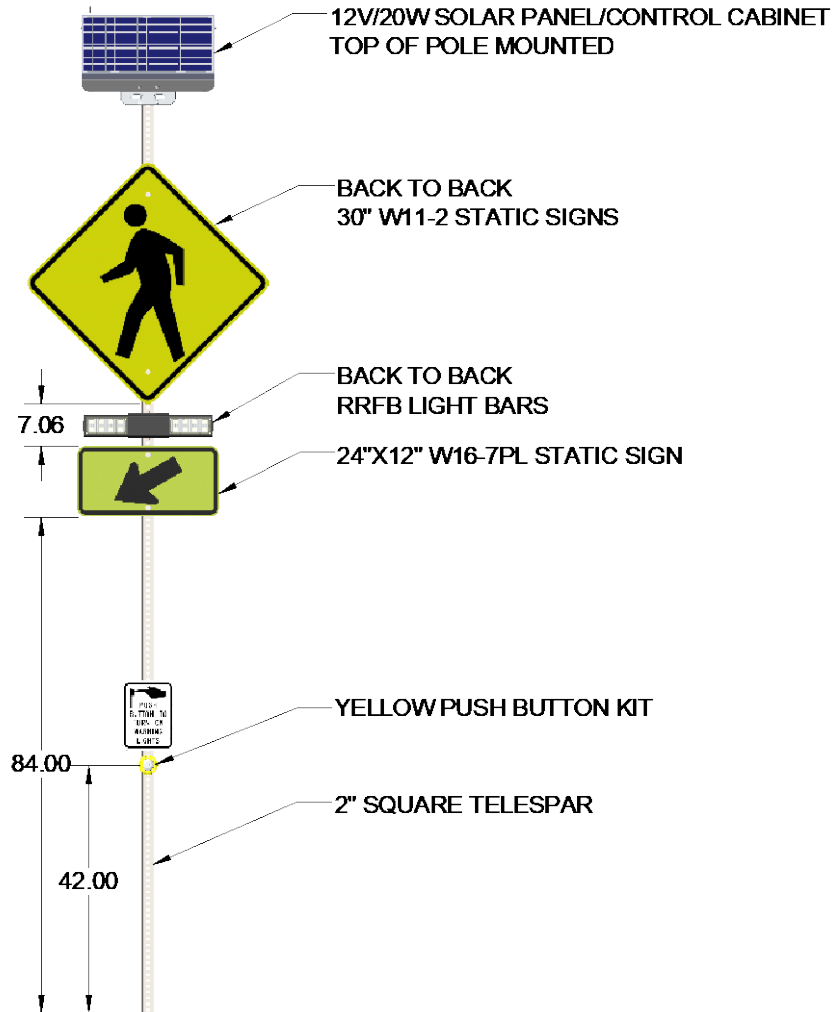
SW24-1 (CA)

ENGLISH UNITS

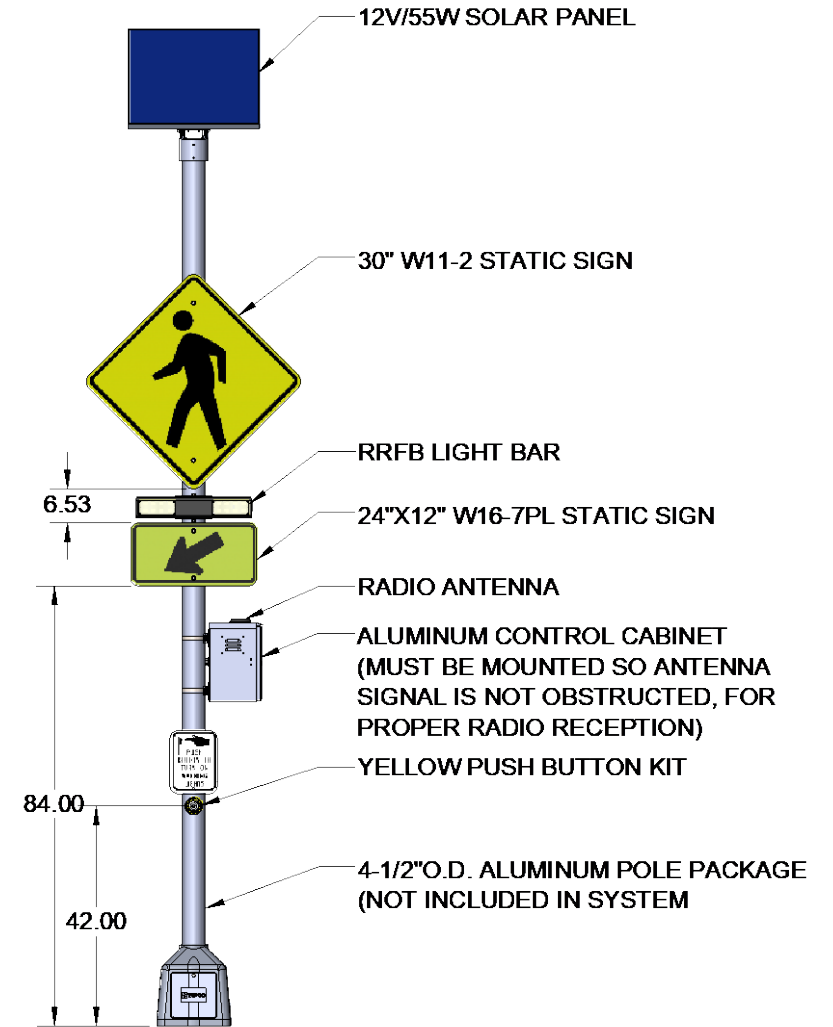
A	B	C	D	E	F	G	H	J	K
30	42	.5	.75	7.5	20	2	6C	3.75	1.875
36	48	.625	.875	8.5	24	2	7C	3.625	2.25
48	60	.75	1.25	10.5	30	2.5	8D	5.25	3

COLORS: BORDER & SYMBOL - BLACK
 BACKGROUND - FLUORESCENT YELLOW-GREEN (RETROREFLECTIVE)

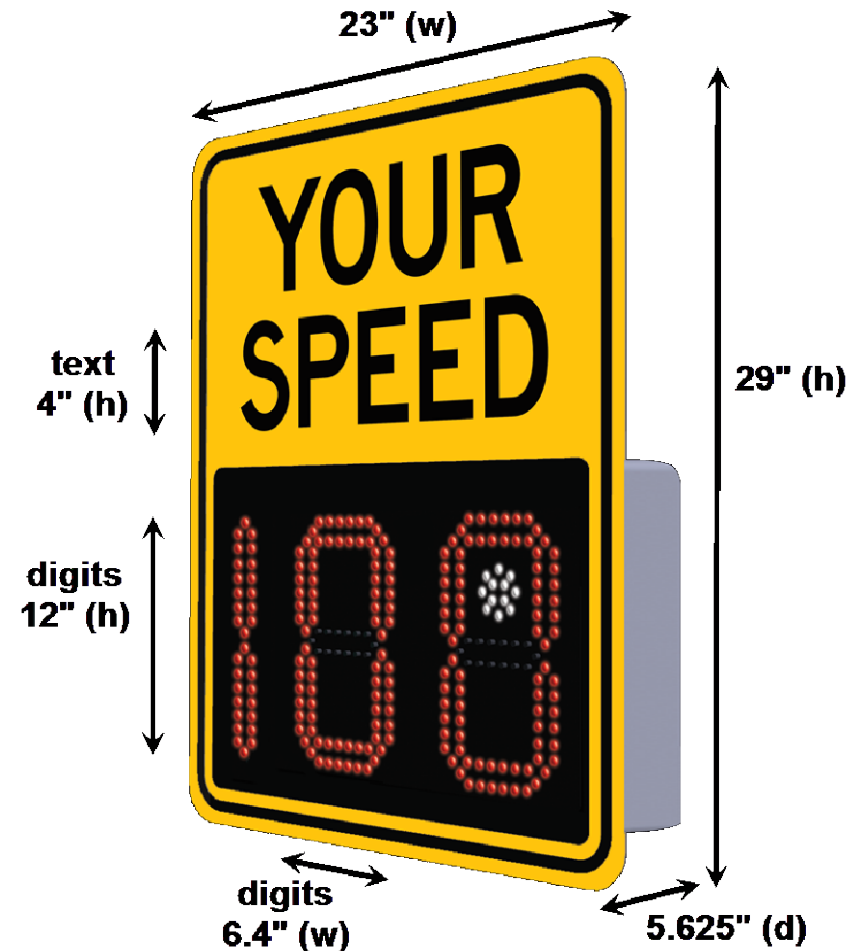
Rectangular Rapid Beacon Sign Templates



Note: Solar power assembly shown. Not required with AC power.



Radar Speed Feedback Sign Template



Note: This picture illustrates intended template configuration. Town intends to use white sign.

Questions, comments, and Discussion

- Questions and comments?
- Staff recommends that the ASCC consider and provide feedback on:
 - Staff presentation
 - Review and accept the use of Caltrans standard design templates
 - Provide input where variations are allowed





TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Howard Young, Public Works Director

DATE: August 14, 2019

RE: Pedestrian Safety Study - Next Steps
([Link to Draft Pedestrian Safety Study](#))

RECOMMENDATION:

Staff recommends that the Town Council:

1. Accept the Pedestrian Safety Study and provide feedback
2. Provide direction as it relates to the Town's review process with its Commissions and Committees.

BACKGROUND

Over the last several years, residents have expressed and submitted concerns of pedestrian safety to the Town and to the Town's Bicycle, Pedestrian, and Traffic Safety Committee (BPTS) by email or by attending its public meetings. Concerns were mainly from parents and children that were walking and biking to local schools and destinations. This resulted in the staff and Committee performing more outreach and coordinated field meetings with the community. The Committee and staff then formed a recommendation to the Town Council to perform minor improvements and to consider performing and funding a pedestrian safety study. The Town Council discussed and approved the recommendations at its November 8, 2017 meeting and directed staff to solicit and return with a budget for the study for Council approval (Attachment 1 – 11/8/17 meeting minutes).

The study was included in the Town's fiscal year 2018/2019 budget. A BPTS sub-Committee and staff developed a scope of work, which was then approved by the BPTS Committee at a public meeting. A traffic engineering consultant (Krupka Consulting) was retained to perform the limited study at the selected locations. The purpose of the study was to conduct a professional traffic engineering review of the school areas and major corridor streets identified with regard to pedestrian safety and provide conceptual ideas and opinion about potential improvements to address observed issues. The study included the consultant (Paul Krupka) interviewing representatives of the local schools, lead community members, BPTS members, and staff to develop an understanding of the users and communities' issues.

DISCUSSION

As part of the study, extensive public outreach to solicit additional input and comments was performed through the Town's social media and BPTS public meetings beginning October 1, 2018. The school district and engaged residents were provided individual notifications. The schools also emailed the Town's outreach announcements to encourage parent participation. In addition to its regular meetings, two special BPTS meetings were held to solicit community input: a "Community Input" meeting on December 6, 2018 with a follow up meeting on March 6, 2019. Multiple notices were sent out in advance about all the meetings. In addition, presentation exhibits were placed in the public library for additional public input through January 23, 2019. Public input in the form of comments based on BPTS meetings, posted notes on exhibits, and email comments were provided to the consultant for consideration. The draft preliminary results of the Pedestrian Safety Study (Attachment 2) was presented at a special evening BPTS meeting on April 11, 2019 by staff and the consultant, and included photos of sample installations. The BPTS committee agreed with the draft preliminary results and recommended forwarding the matter to the Town Council for further consideration. The initial draft report has been available on the Town's website, with an invitation to submit comments by email, as part of the continuing public outreach effort. Staff notes that the draft study was revised in preparation of this Council meeting to include vicinity maps and a proposed improvements chart summary.

At a study session held at the April 24, 2019 Council meeting, staff presented an update to the Pedestrian Safety Study including history and outreach, and requested an initial discussion on next steps and general process. Photos of sample conceptual installations were also presented. The minutes of the meeting are enclosed as Attachment 3. The Town Council expressed interest in:

- Focusing on locations that are easy to complete.
- Prioritizing application of Caltrans standards in design and construction, and providing guidelines limiting deviations that the authorized Town review bodies may consider during their reviews.
- Utilizing standard improvement templates for the Committee and Commissions to approve instead of reviewing individual locations.
- Reducing other road signage during this study.
- Prioritizing scopes and matching the required funding

The report by Krupka Consulting summarizes the study context, specific Issues, and improvement opportunities. Exhibit A in the report is a preliminary list of issues and improvement opportunities by school location and specific locations in the Alpine Road and Portola Road corridors. It is a long list intended for careful review by Town staff and the BPTS Committee. The tabulation has columns for rough probable costs and priorities, which were left blank to allow immediate focus on the conceptual improvements without influence by these factors. The intent is to refine Exhibit A based on feedback from Town staff, BPTS Committee, Town Council, and add costs and priorities. A factor to mention is the study's emphasis on traffic control device uniformity throughout the Town and conformity with Caltrans standards. Staff and BPTS have reviewed the report and are supportive of its preliminary findings and improvement concepts.

Staff seeks Council feedback and direction to:

1. Accept the Pedestrian Safety Study and provide feedback – accepting the report allows staff to conduct further analysis, pre-design and design work.
2. Provide feedback for conceptual prioritizing locations and schedule.
3. At the Council's April study session, staff understood that there was interest in utilizing Caltrans standards for signage and road markings, and defining committee/commission review to Town code/policy issues and not the merits of the projects themselves. Staff requests further discussion of these two issues in order to provide to committees/commissions a template for review of the study's components.
4. Caltrans uniform standards provide for consistency for the size, color, frequency and deployments of signs and road markings. This consistency allows such signage/road markings to be enforceable; it also means that signs may not be to the aesthetic/rural character expectations of the community in size and color. Staff seeks guidance on how to proceed.
5. Provide authorization to begin further analysis and design work.

Staff notes that acceptance of the efforts and findings discussed tonight is an initial step and a planning tool. The recommendations are very preliminary in nature and subject to refinement through further design development. Engineering analysis, predesign, Town review, Committee and Commission review, resident outreach, a funding plan for each stage, and further Town Council approval for each location will still need to be planned and allocated for. Following discussions, it is anticipated the Council will identify some recommendations as high or low priority and some will need further analysis. The report does not anticipate that all recommendations will be implemented but is intended to serve as a prioritization resource.

FISCAL IMPACT

There is no impact for accepting improvement concepts and finalizing the report other than budgeted consultant costs and staff time.

Further Programming into the Town's 5-year CIP budget for continued design development of improvement concepts will be considered after the final report is completed. An amount of \$285,000 was initially placed in the FY 2019/2020 CIP budget anticipating related improvements that the Council would approve.

In addition, staff indicated to Council that it would be applying for the County's Pedestrian and Bicycling TDA Article 3 2019/2020 grant. Town staff prepared the application with input from the BPTS and Krupka Consulting and submitted to C/CAG by the July 25, 2019 deadline. The application requirements include meeting Caltrans standards to be eligible for funding. The grant is competitive with further presentations and field visits to be scheduled by C/CAG. The initial schedule for results is in October 2019.

ATTACHMENTS

1. Council meeting minutes 11/8/17

August 14, 2019

Draft Pedestrian Safety Study – Next Steps

2. Draft Pedestrian Safety Study 2/14/19 by Krupka Consulting – Revised 7/31/19
3. Council meeting minutes 4/24/19

Approved by: Jeremy Dennis, Town Manager

A handwritten signature in black ink, appearing to read 'Jeremy Dennis', is written over the text 'Approved by: Jeremy Dennis, Town Manager'.

Cc: BPTS Committee Chair
ASCC Chair

Vice Mayor Richards said he was surprised to see a property on the northeast corner with a fairly new structure that looks like it's within the setback. Associate Planner Cassidy said non-habitable space is allowed within the setback. She said the subject house has an ADU above it, and it's right on the edge of the setback. She said the Town Engineer is aware of that and believes it's within the safety regulations.

Mayor Hughes thanked the Committee for the substantial level of outreach to the community.

Vice Mayor Richards moved to approve the Resolution Adopting the Geologic Map and Ground Movement Potential Map and Establishing Land Use Policies for Lands Shown on Maps 4-0. Seconded by Councilmember Derwin, the motion carried 4-0.

- (8) Recommendation by Town Manager and Public Works Director – Recommendations from the Bicycle, Pedestrian & Traffic Safety Committee (BPTS) to Support a Study and Improvements related to Pedestrian Safety

Town Manager Dennis described the concerns around pedestrian traffic safety issues. He described the conversations, grant request, and site visits to various areas of concern. Town Manager Dennis and Public Works Director Young presented the staff report, including BPTS's lists of recommended improvements. Town staff requested approval to move \$30,000 from reserves to support a pedestrian safety study.

Public Works Director Young said that Items 1 through 4 can be completed internally. Item 5 is already being done. Item 6 will require coordination with the school. They'd like to fold Items 7 and 8, which are big ticket items, into the study they want to do, because those items will affect the rural character of the Town and how things will look. He said the traffic study will also help them look at other possible big-picture items.

Town Manager Dennis said a couple of suggestions did not make the BPTS recommendation list. The primary one was larger signage for the 25 MPH signs located at both ends before the crosswalks and relocating them.

Town Manager Dennis said ASCC may provide valuable input for Items 1 through 4 and asked if Council wanted to take those items before the ASCC.

Mayor Hughes called for questions from the Council.

Councilmember Derwin asked if safer to school routes would be included in the study. Public Works Director Young said when they applied for the grant, the scope was very general Town-wide and it needs to be more zeroed down, and when they do put a scope together they could also incorporate safe routes to school into the study. Town Manager Dennis said they want to focus very specifically on certain intersections, not a Town-wide circulation study. Councilmember Derwin said she was thinking specifically about Corte Madera School to Alpine which has been an ongoing issue for many years. Mayor Hughes said the areas of concern include the intersections at routes to and from school, whether they're technically deemed safe or not – it's where children are crossing the street and interacting with cars.

Councilmember Derwin asked if very many kids travel on bicycle or on foot from Corte Madera to Town Center. Town Manager Dennis said they don't have that information and he could only speak anecdotally about it.

Vice Mayor Richards asked Public Works Director Young if the intent of the study would be a traffic study, counting the number of cars that go by and the routes they take, and then to come up with suggestions to control them better. Public Works Director Young said they envision a traffic engineer or consultant come in. He said they also need to look at counts to get a scope and zero it down on the cost of what the traffic

engineer wants to do. He said the idea is to look at almost all the major intersections and routes used and look at how to improve them. He said demographics and routes are changing every year. In response to Vice Mayor Richards' question, Public Works Director Young said the study would focus on all three of the intersections listed in the staff report.

Mayor Hughes said a number of parents commented at the BPTS meeting. He said many people said the Town needs to think not just about the current pedestrian routes, but the fact that currently a lot of people don't let their children walk or bike to school because they don't feel safe. If safer corridors are created where people could bike from school to the Town Center or from Alpine Hills to school, there will be more people doing it. He said this set of intersections creates a corridor all the way from Alpine Hills to the Town Center with schools forking off from that.

With no further questions from the Council, Mayor Hughes invited public comment.

Jose Iglesias. Mr. Iglesias said he lives in one of the properties pointed out. He expressed appreciation to Public Works Director Young for coming out and talking to the neighbors today. He said they fully support the suggestions that he and the Committee came forward with in terms of cleaning up the vegetation, etc. He said from his personal observation and living with the traffic, one of the biggest problems is the amount of traffic going into the Priory the beginning and end of the school day, compounded by kids going up and down to Ormondale or Corte Madera. He said a line of drivers coming south on Portola Road are trying to turn left into The Priory. He said construction vehicles and other drivers get frustrated and enter the bike lane to bypass the cars turning left, and then either speed up Corte Madera or down Portola Road. He asked if it made sense to put a speed bump where Corte Madera meets Portola Road, similar to other speed bumps on Corte Madera. He said that is where he sees cars often come close to hitting the kids or him when he's working in that area. He also asked about creating some kind of either full-time or part-time one-way traffic flow for The Priory, similar to Ormondale. He said the majority of all Priory traffic enters through one entrance. He said he liked the idea of adding gravel on the side of Portola Road and Corte Madera. He asked if the study might include the suggestions he mentioned.

Tia Miller. Ms. Miller represented a large group in the Corte Madera neighborhood as well as some of Grove and Shawnee Pass, whose children bike or walk up to Corte Madera. She said, in working with Public Works Director Young and Town Manager Dennis, they submitted a set of recommendations for short-term fixes. She said one of their suggestions was left out – the idea of taking a close look at the 25 MPH school zone sign located southbound on Portola Road before Brookside. She said they feel that is one of the most important suggestions because one of the main problems in the crosswalk is that the cars are going too fast to stop. She said the trimming shrubbery and the walkway will be fantastic, but the root of the problem is getting the cars to slow down. She said there are two signs coming from Town Center to The Priory. She said the first sign has a redwood tree directly in front of it and you cannot see the sign until you're right on it. She said it seems like either the sign was put there in error or put there before the tree grew so large. She said the suggestion is to make the sign bigger or brighter, but it definitely should be placed before the tree so drivers have time to slow down.

With no additional public comment, Mayor Hughes brought the item back to the Council for discussion.

Councilmember Derwin said parents have been complaining about this for many, many years, and she is glad to see that a concrete plan to do something about it is being developed. She was supportive of the staff recommendations.

Councilmember Aalfs was in support of the staff recommendations. He said at the bottom of Corte Madera Road there is no place to walk and clearing the brush will be good. He supported considering moving the crosswalk to the south side of the intersection so people can walk down the south side of Corte Madera Road.

Vice Mayor Richards was supportive of staff recommendations for the study. He said care must be taken working with traffic engineers to focus them in the right direction because there is a tendency to provide a lot of irrelevant data. He suggested care be taken in considering moving the crosswalk, because kids going to Ormondale would then be crossing two roads – Portola and the Priory driveway.

Mayor Hughes was supportive of the staff recommendations. He said he's been involved with this for a couple of months and he likes the approach of taking care of some of the beneficial improvements now. He agreed with Vice Mayor Richards that there are a variety of options and possible solutions for Items 7 and 8 that should be carefully considered to avoid unintentional consequences.

Town Manager Dennis asked if the Council would like staff to consider making the signs larger and moving them now or if that should be folded into the study. Mayor Hughes said if moving the sign that is currently ineffective would dramatically improve the situation, then it should be considered as soon as possible, and then have the study look at a final location and size. Councilmember Derwin asked if that is in the consultant's purview or if staff felt comfortable handling it. Town Manager Dennis said that is something the consultant could handle, but staff can put some staff time it on a short-term solution. He said he does not know what cost is associated with moving the sign. Mayor Hughes said moving the light and power will be complicated, but moving the sign only could be considered as a short-term solution. Councilmember Aalfs agreed and said the study should determine the final location.

Town Manager Dennis asked if the Council wanted some of the items to be brought before the ASCC. Vice Mayor Richards said Item 7 should go before the ASCC, but after the study is completed. Town Manager Dennis asked if that also applied to the short-term recommendations. The Council said the short-term recommendations did not need to go before the ASCC. Councilmember Derwin said anything that aesthetically affects the Scenic Corridor should have input by the ASCC. Mayor Hughes said Items 1 through 6 are very minor and don't need ASCC review. He suggested staff provide it as an informational item for the ASCC so they can provide any feedback they feel is necessary. Town Manager Dennis said staff has already spoken to the ASCC chair about it and they will provide an information item.

Town Manager Dennis said as the Committee continues to visit sites and engage other neighbors and parents, there will be other "low-hanging fruit" tasks that can be accomplished. He asked if the Council wants staff to bring those types of things back to Council or if staff could start to address some of those items, see where they are, and then fold them into the study. The Council said staff can just report back to the Council the things they have done.

Town Manager Dennis said staff will have conversations with a couple of traffic engineers and then come back to the Council for approval of a budget.

(9) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

Councilmember Derwin – Attended a Home for All meeting held at Town Hall to discuss the need for affordable housing in Portola Valley and the changing demographics. They discussed two events – a design charette and one about people's personal stories. Mayor Hughes suggested getting personal stories from members of the community that people know. Councilmember Derwin noted there are a couple of seats available for the November 15 Silicon Valley Foundation "On the Table" event. She also announced that on Saturday, December 9, from 1:00 to 2:00 p.m., the Portola Valley Library will hold a community conversation to talk about housing. She attended a Library JPA Board meeting November 7, where they reviewed policies and discussed the East Palo Alto Library.

Councilmember Aalfs – He had no Town meetings but attended a few forums at Stanford – one on finance of energy and another on the technology behind energy. He said he, Town Manager Dennis, and Assistant to the Town Manager de Garmeaux will be talking with vendors and consultants about converting the Town Center to a microgrid and bring the results back to the Council. Town Manager

krupka.

MEMORANDUM

February 14, 2019 **REVISED July 31, 2019**

TO: Howard Young, Town of Portola Valley - by email only

FROM: Paul Krupka

RE: DRAFT Task 4 Results > Portola Valley Pedestrian Safety Planning Study

Krupka Consulting ("Consultant") was engaged by the Town of Portola Valley ("Town") to provide professional traffic engineering services to support the *Portola Valley Pedestrian Safety Planning Study* ("Study"). The purpose of the Study was to conduct a professional traffic engineering review of school area and major corridor streets with regard to pedestrian safety and provide conceptual ideas and opinions about potential improvements to address observed issues.

This memorandum summarizes a preliminary professional opinion about pedestrian safety issues and opportunities at or near schools, at key crosswalks on Alpine Road and Portola Road, and on key travel corridors including Alpine Road, Portola Road and Los Trancos Road near its junction with Alpine Road. It was reviewed by Town staff and refined for discussion with and review by the Bicycle, Pedestrian & Traffic Safety Committee ("BPTS Committee"). This version of the memorandum incorporates some clarifications and will be presented at an upcoming Town Council meeting.

The collective feedback on this memorandum will be incorporated into a report representing the foundation for subsequent efforts that are intended to ultimately result in discrete pedestrian improvements with rationale, dimensions, and costs constituting a Capital Improvement Program (CIP) element.

Study Context

The Town and BPTS Committee, having observed pedestrian safety issues directly and heard community opinions and concerns about them, wish to proactively and earnestly implement relevant standards set forth in the Circulation Element of the Town General Plan to address general and specific safety issues such as conflicts between users, visibility and sight lines, traffic speed, and driver behavior. The following excerpts from the Circulation Element are noteworthy.

...the "country lane" quality of roads should be fostered to the maximum extent feasible and still meet an acceptable level of safety. (3106 1)

Adequate provision should be made for pedestrian, bicycle and equestrian crossings at appropriate locations. Specific locations should be controlled to provide adequate sight distance and minimize hazard. Such crossings should be clearly distinguished by signs and lane markings. (3106 2)

KRUPKA CONSULTING

431 Yale Drive | San Mateo, CA | 94402
650.504.2299 | paul@pkrupkaconsulting.com | pkrupkaconsulting.com

The town should monitor intersections on Alpine and Portola Roads to identify any safety problems and then develop appropriate traffic engineering solutions where problems require action. (Appendix 1, Future Action 2)

The Town's rural character and "country lane" quality of roads are foundational guidelines for Consultant's efforts. Given the Study is a professional engineering effort, it follows that some of the conceptual improvements presented herein may stimulate considerable discussion and tension about potential tradeoffs between traffic control devices and Town character.

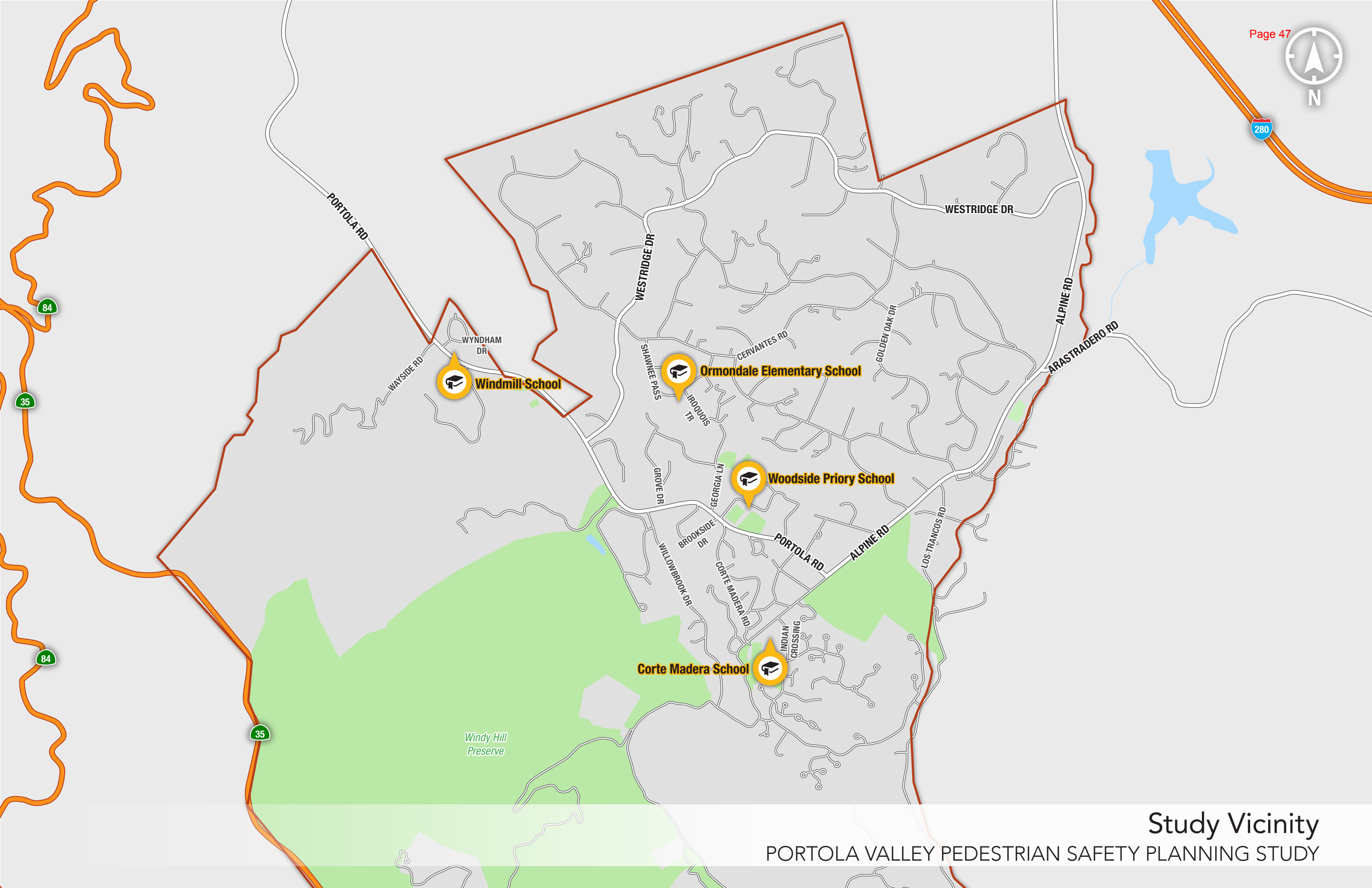
Consultant, following customary industry practice, considered and applied guidance and standards set forth in the California Manual of Uniform Traffic Control Devices (CA MUTCD) in addition to the Town General Plan. The CA MUTCD contains the basic principles that govern the design and use of traffic control devices for all streets, highways, bikeways, and private roads open to public travel regardless of type or class or the public agency, official, or owner having jurisdiction.

The **Study Vicinity** is shown on the following page.

Issues and Opportunities

General Issues - Based on numerous field observations, personal communications with Town staff, the BPTS Committee, school officials and residents, community input at a meeting in December 2018 and review of recent data and reports, several general issues exist that influence pedestrian safety and, in turn, represent opportunities for improvement. These are summarized below.

- Conflicts between motorists, pedestrians and bicyclists near schools and on key travel corridors where competing movements exist due to nearby activity centers or roadway layout or lack of separation between modes. Adult crossing guards employed by schools are present during school arrival and departure periods at Ormondale School, Corte Madera School and the Alpine Road/Portola Road intersection, which enhance student safety. The Town's extensive system of off-street paths and trails is an important resource that generally reduces these conflicts. However, there are many locations without safe pedestrian refuge areas or walking paths, or both.
- Limited advance or local visibility of existing crosswalks and traffic control devices. Two locations stand out in this regard as noted below.
 - The crosswalk at Brookside Drive on Portola Road, which is between two reversing curves on Portola Road, is in a school speed zone, and in-pavement crosswalk lights are out of service; and
 - The crosswalk at Golden Oak Drive on Alpine Road, which is between two reversing curves on Alpine Road and is subject to numerous conflicting movements at local street and driveway intersections.
- Average vehicle speeds were reviewed and found to be reasonably near posted speed limits. However, critical speeds (also known as "85th percentile speeds") have been routinely measured to be approximately five miles per hour above posted speed limits. The number of citations for speeding are relatively low, and speed is not a common cause of reported vehicle collisions. The Sheriff deploys a speed trailer on Town streets to alert motorists of current travel speeds. In sum, vehicle speed is an issue that influences pedestrian and bicycle safety in Town and is an important consideration supporting potential safety improvements.



Study Vicinity

PORTOLA VALLEY PEDESTRIAN SAFETY PLANNING STUDY

- Collisions, based on a review of State records for years 2014 through 2018, were relatively low in number, averaging 12 per year total and 9 per year on study streets, and did not indicate notable concentrations by location. The data indicated several notable issues, including one fatality, more injury collisions than property damage only collisions, primary collision factors pointing to driver behavior or errors and bicycle involvement. These facts corroborate safety concerns observed in the field and reported by community members.
- Bicycles must share Town streets and observations indicated existing striped shoulders are well used and generally respected by motorists. Observations and factual evidence indicate that motorists at times drive on shoulders, which, while legal if done safely, introduces conflict with bicyclists. No formal bikeways are designated on Town streets.
- Some motorists disobey rules of the road and cause conflicts that affect the safety of others and the environmental character of Town streets. Observed behaviors include unsafe passing on shoulders, unsafe movements into and out of local streets and driveways, speeding, tailgating, and lack of attention to roadway conditions at critical decision points.

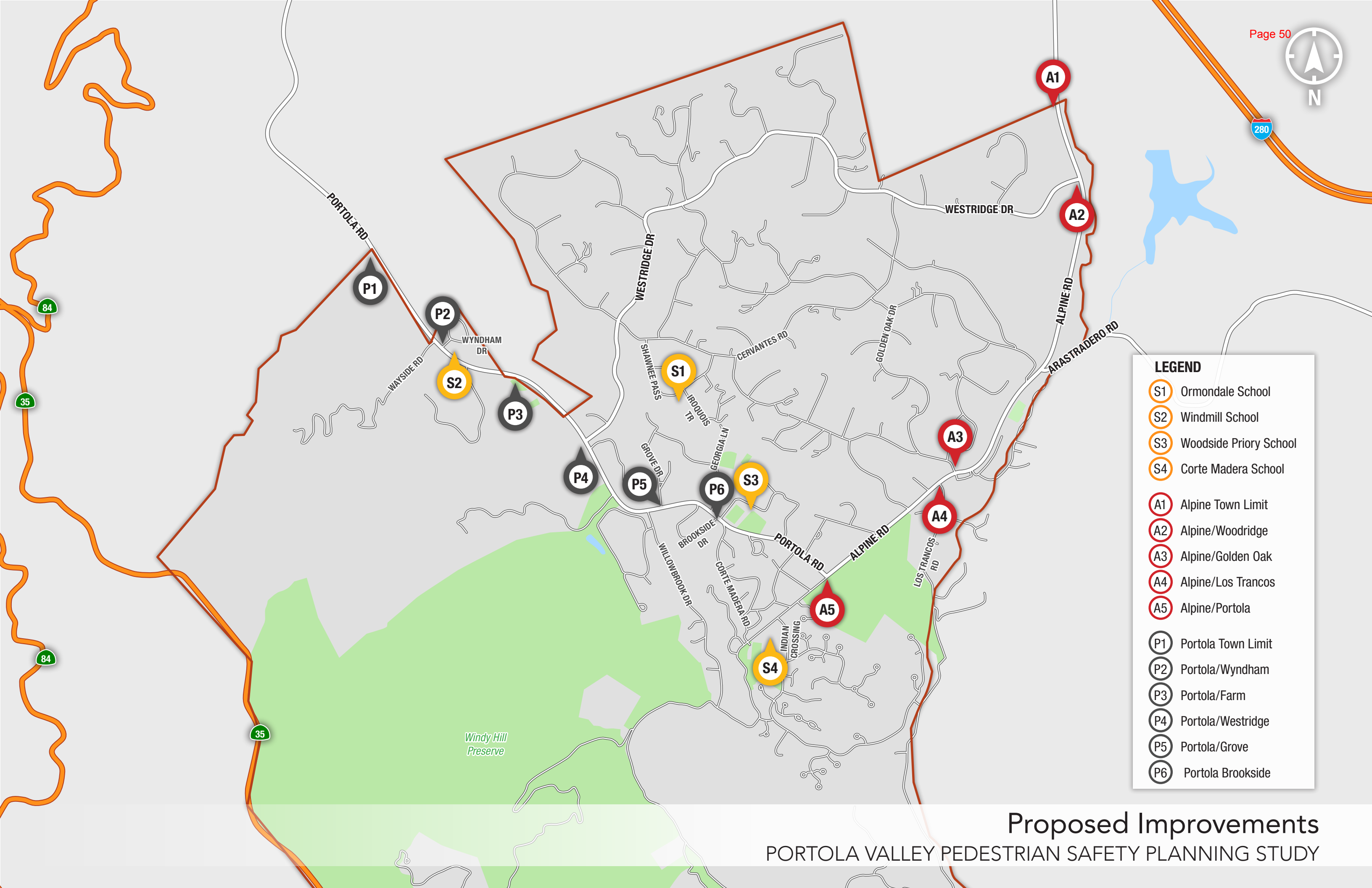
Specific Issues and Improvement Opportunities - Exhibit A (appended) is a preliminary list of issues and opportunities by school location and specific locations in the Alpine Road and Portola Road corridors. It is a long list intended for careful review by Town staff and the BPTS Committee. The tabulation has columns for rough probable costs and priorities, which were left blank to allow immediate focus on the conceptual improvements without influence by these factors.

Placement of issues on the list is for discussion purposes only and is not intended to identify or imply the existence of a legally unsafe or dangerous conditions. Rather the list identifies conditions that are not optimal for a variety of reasons and which warrant further discussion and analysis by policy makers. Following this discussion it is expected that some issues will fall off the list, some will be identified as high or low priority and some will need further analysis. It follows that policy makers may consider some or all of these issues and respective improvements for implementation.

The **Proposed Improvements** table on the following page simplifies the presentation of projects by location and includes, for each, preliminary opinion of probable cost, relative difficulty to implement and priority. The subsequent companion **Proposed Improvements** map illustrates projects by location. It is noted that the listed physical improvements will need to be complemented with suitable traffic management and enforcement activities to achieve reasonable benefits with regard to pedestrian safety.

PROPOSED IMPROVEMENTS

ID	LOCATION	DESCRIPTION	PRELIMINARY OPINION OF PROBABLE COST	RELATIVE DIFFICULTY (NOTE 1)	PROPOSED PRIORITY
S1	Ormondale School	School Signs and Markings	\$ 13,000	LOW	1
S2	Windmill School	School and Warning Signs and Markings	\$ 5,000	LOW	1
S3	Woodside Priory School	School Signs and Markings	\$ 3,000	LOW	1
S4	Corte Madera School	School Signs and Markings	\$ 7,000	LOW	1
A1	Alpine @ Town Limit	Custom Advisory Sign and Speed Feedback Assembly	\$ 19,000	MEDIUM	3
A2	Alpine/Westridge	Crosswalk Signs and Markings	\$ 8,000	LOW	2
A3	Alpine/Golden Oak (West)	Crosswalk Signs and Markings, Rapid Flashing Beacon Assemblies	\$ 55,000	HIGH	1
A4	Alpine/Los Trancos	Advisory and Warning Signs and Lane Markings	\$ 4,000	LOW	2
A5	Alpine/Portola	Crosswalk Signs and Markings	\$ 15,000	LOW	1
P1	Portola @ Town Limit	Custom Advisory Sign and Speed Feedback Assemblies (2)	\$ 36,000	MEDIUM	3
P2	Portola/Wyndham	Crosswalk Signs and Markings	\$ 7,000	LOW	2
P3	Portola/Farm	Crosswalk Signs and Markings	\$ 7,000	LOW	2
P4	Portola/Westridge	Crosswalk Signs and Markings	\$ 7,000	LOW	2
P5	Portola/Grove	Crosswalk Signs and Markings	\$ 7,000	LOW	2
P6	Portola/Brookside/Corte Madera	Crosswalk Signs and Markings, Crosswalk Relocation, Rapid Flashing Beacon Assemblies	\$ 92,000	HIGH	1
TOTAL			\$ 285,000		
NOTE 1	This is a simple representation of time and effort required to implement.				



LEGEND

- S1 Ormondale School
- S2 Windmill School
- S3 Woodside Priory School
- S4 Corte Madera School
- A1 Alpine Town Limit
- A2 Alpine/Woodridge
- A3 Alpine/Golden Oak
- A4 Alpine/Los Trancos
- A5 Alpine/Portola
- P1 Portola Town Limit
- P2 Portola/Wyndham
- P3 Portola/Farm
- P4 Portola/Westridge
- P5 Portola/Grove
- P6 Portola Brookside

Proposed Improvements
 PORTOLA VALLEY PEDESTRIAN SAFETY PLANNING STUDY

Enclosure: Exhibit A - Issues and Improvement Concepts

Exhibit A ISSUES AND IMPROVEMENT CONCEPTS						
CATEGORY	ID #	LOCATION	ISSUE	IMPROVEMENT CONCEPT	ROUGH PROBABLE COST	PRIORITY
SCHOOL AREA						
Ormondale	1	Shawnee Pass/Iroquois Trail	Limited Warning Devices	School Crossing Sign Assemblies (all approaches) Yield Lines (all approaches) Remove/replace SLOW PED XING on Shawnee Pass Enhance school one way flow signage		
	2		Conflicts (students and parents walking in street)	Monitor and Control (adult crossing guard);		
	3	Iroquois Trail	Dead End -Conflicts (students and parents walking in street)	Monitor and Control (adult crossing guard); meter traffic in		
	4		Limited Off-Street Loading - Conflicts (students and parents walking in street)	Monitor and Control (adult crossing guard); meter traffic in		
Windmill						
	5	Portola Road	Speeding and tailgating; motorists behind parent vehicles entering school "rush" their movements, pass to left or right	School Advance Crossing Assemblies Schedule random speed enforcement		
	6		School driveway lacks STOP sign, pavement markings, and crosswalk; existing motorists creep onto pathway and shoulder; Bike platoons/groups can surprise exiting motorists	STOP sign and crosswalk or stop bar or both, located to complement pathway and exiting sight distance		
	7		Fall/winter sun aligns with Portola Road and may blinds southbound motorists and motorists exiting school driveway	Warning or advisory signs		
	8		Bike platoons/groups can surprise motorists leaving school driveway	Warning or advisory signs		
Priory						
	9	School Driveway at Portola Road	Crosswalk (on driveway) is white	Remove and replace with yellow high visibility marking ("ladder" style is common in Town)		
	10		STOP sign mounted low	Install standard height STOP sign		
	11		Some motorists exit driveway in unsafe manner	Schedule random enforcement		
		Portola Road	School speed zone	See Portola Road Corridor below		

Exhibit A ISSUES AND IMPROVEMENT CONCEPTS						
CATEGORY	ID #	LOCATION	ISSUE	IMPROVEMENT CONCEPT	ROUGH PROBABLE COST	PRIORITY
			Brookside crosswalk	See Portola Road Corridor below		
Corte Madera	12	Alpine Road at Indian Crossing	Speeding on eastbound (downhill) approach to Indian Crossing	Schedule random speed enforcement		
	13	Alpine Road at Corte Madera	No SLOW SCHOOL XING marking on westbound approach	SLOW SCHOOL XING marking		
	14		No School Crossing Sign Assemblies at crosswalk	School Crossing Sign Assemblies (both directions)		
	15		Crosswalk marking faded	Remove/replace crosswalk marking		
CORRIDOR						
Alpine Road	16	East Town Limit	Town Character and Roadway User Behavior	Consider supplemental "Town of Portola Valley" sign(s), complementary to the existing monument sign at Town limits, that state a simple "motto" or "mantra" from the Town governing documents.		
	17		Speeding	Consider Vehicle Speed Feedback Sign		
	19	Westridge Drive Intersection	Inconsistent crosswalk markings	Remove and replace crosswalk on Alpine Road with high visibility marking ("ladder" style is common in Town)		
	20		No crosswalk signs and markings at Portola Road crosswalk	Crosswalk YIELD regulatory signs and pavement markings; Crosswalk warning signs		
		Golden Oak Crosswalk	Conflicts due to: limited motorist and pedestrian visibility on Alpine Road (between two reversing curves); and conflicting movements at local street and driveway intersections and Samtrans bus stops			
	21		No crosswalk signs and markings (except the crosswalk yield sign on the crosswalk at centerline)	Crosswalk YIELD regulatory signs and pavement markings; Crosswalk warning signs		

Exhibit A ISSUES AND IMPROVEMENT CONCEPTS						
CATEGORY	ID #	LOCATION	ISSUE	IMPROVEMENT CONCEPT	ROUGH PROBABLE COST	PRIORITY
	22		Motorist/pedestrian conflicts and “close calls” at crosswalk; unsafe passing on right due to left turning vehicles; buses blocking views; vehicles turning right to Alpine Hills T&S	Evaluate/install Rectangular Rapid Beacon Warning Assembly (solar power) and supportive Yield and Warning Signs and markings		
		Los Trancos Intersection	Conflicts at Los Trancos intersection: eastbound motorist right turn with pedestrians and bicyclists			
	25		Sight distance leaving Los Trancos looking west and east limited by foliage	Assess and clear foliage in public right of way; assess and clear foliage on private property		
	26		Opposing traffic leaving Portola Valley Garage	Review business concerns and operations; consider traffic control devices (STOP sign and bar, crosswalk)		
		Portola Road Intersection	Conflicts and “close calls” between motorists, pedestrians and bicyclists; notable pedestrian volumes crossing Alpine Road; less crossing Portola Road; “rolling stop” right turns Alpine to Portola; notable a.m. peak period right turns from Portola to Alpine (no right turn lane - motorists create one)			
	27		Standard crosswalks	Remove and replace crosswalks with high visibility marking (“ladder” style is common in Town)		
	28		No crosswalk signs and markings	Crosswalk YIELD regulatory signs and pavement markings; Crosswalk warning signs		
	29		Predominant turning movements unknown (?)	Conduct peak period and school peak period turning movement counts; evaluate with regard to intersection lane layout		
	30		Adult Crossing Guard limited to school arrival/departure times; serves primary student crossing on east leg (south pathway to triangle/commercial center)	Evaluate whether crossing guards should be stationed for additional time periods		

Exhibit A ISSUES AND IMPROVEMENT CONCEPTS						
CATEGORY	ID #	LOCATION	ISSUE	IMPROVEMENT CONCEPT	ROUGH PROBABLE COST	PRIORITY
	31		"Rolling stops"	Schedule random enforcement		
Portola Road	32	North Town Limit	Town Character and Roadway User Behavior	Consider supplemental "Town of Portola Valley" sign(s), complementary to the existing monument sign at Town limits, that state a simple "motto" or "mantra" from the Town governing documents.		
	33		Speeding	Consider Vehicle Speed Feedback Sign		
	34		Vehicle/Bicycle Conflicts	Consider Supplemental Bike Route Signs		
	35	Wyndham Crosswalk	No crosswalk signs and markings	Crosswalk YIELD regulatory signs and pavement markings; Crosswalk warning signs		
	36	Farm Road Crosswalk	No crosswalk signs and markings	Crosswalk YIELD regulatory signs and pavement markings; Crosswalk warning signs		
	37		Informal pathway connection on west side	Consider constructing pathway connection to Schoolhouse parking lot (there is a east-west pathway to the north, west of Portola Road)		
	38	Westridge Drive Crosswalk	Inconsistent crosswalk markings	Remove and replace crosswalk on Portola Road with high visibility marking ("ladder" style is common in Town)		
	38		No crosswalk signs and markings	Crosswalk YIELD regulatory signs and pavement markings; Crosswalk warning signs		
	39	Grove Drive Crosswalk	No crosswalk signs and markings	Crosswalk YIELD regulatory signs and pavement markings; Crosswalk warning signs		
	40	Priory School Zone	School Speed Limit Assemblies: Limited visibility in both directions; flashing lights not working	Relocate southbound assembly upstream of Brookside Drive to improve visibility; make flashing lights operational "when children are present"		
	41		School zone is between two reversing curves, which limits motorist awareness and attention	School Advance Crossing Assemblies		
	42	Brookside Crosswalk	Location not optimal relative to Priory driveway, resulting left turning vehicles queue on crosswalk	Relocate crosswalk south (just north of Priory driveway); design and construct formal pathway to crosswalk from Brookside and Corte Madera		
	43		Motorist/pedestrian conflicts and "close calls" at crosswalk; unsafe passing on right shoulder due to left turning vehicles;	Continue enforcement of unsafe driving on shoulder		

Exhibit A ISSUES AND IMPROVEMENT CONCEPTS						
CATEGORY	ID #	LOCATION	ISSUE	IMPROVEMENT CONCEPT	ROUGH PROBABLE COST	PRIORITY
	44		In pavement crosswalk lights not working	Evaluate/install Rectangular Rapid Beacon Warning Assembly (solar power) and supportive Yield and Warning Signs and markings		
	45		No adult crossing guard	Employ temporary crossing guard (until above assembly is installed)		
	46		Informal and minimal pathway serving crosswalk on west side	Design and construct temporary pathway between Corte Madera and Brookside (to be incorporated into crosswalk relocation project)		
	47	Corte Madera Intersection	Narrow roadway limits area for safe walking; there is substantial pedestrian usage	Evaluate possibility for refuge area (off traveled way or pavement markings); a high-visibility crosswalk at Portola may be an appropriate aid in this regard		
	48		Unsafe motorist right turn movements to Corte Madera	Consider warning signage for southbound traffic (e.g. "watch for pedestrians"); schedule random enforcement		
	<p>NOTE: Placement of issues on the list is for discussion purposes only and is not intended to identify or imply the existence of a legally unsafe or dangerous conditions. Rather the list identifies conditions that are not optimal for a variety of reasons and which warrant further discussion and analysis by policy makers. Following this discussion it is expected that some issues will fall off the list, some will be identified as high or low priority and some will need further analysis. It follows that policy makers may consider some or all of these issues and respective improvements for implementation.</p>					

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Adopting a Project List for Fiscal Year 2019-20 Funded by SB 1: The Road Repair and Accountability Act of 2017 (Resolution No. 2796-2019)

Vice Mayor Aalfs moved to approve the Consent Agenda. Seconded by Councilmember Richards, the motion carried 4-0, by roll call vote.

REGULAR AGENDA

COMMITTEE REPORTS & REQUESTS

- (6) Report by Conservation Committee – Annual Report to the Town Council

Judith Murphy presented the 2019 Conservation Committee Annual Report. She shared the mandate, the accomplishments in 2018-19, and the proposed activities for 2019-2020, as detailed in the staff report. The Committee requested guidance regarding altering criteria for heritage tree removal to consider solar and fire. They also requested specific and substantial financial support in the Public Works budget be earmarked in order to continue the maintenance and restoration of important Town-owned properties, also as detailed in the staff report.

Mayor Wengert invited questions from the Council and audience. Hearing none, she invited comments from the Council and audience.

Councilmember Richards said the Conservation Committee is very successful. He agrees the Town needs to step up as much as possible, given the financial constraints, to keep things going the way they have been going.

Councilmember Hughes said he appreciates the efforts the Conservation Committee has made to let the Town know the work that needs to be done. He said the Town now has the five-year Capital Improvement Program and it can be figured out how to pay for it effectively over time. He appreciated the very useful prioritization the Committee provided.

Mayor Wengert said she also appreciated the priorities list. She said fire prevention has moved into a higher priority slot over the last year and a half. She thanked Ms. Murphy for the presentation and expressed the Town's appreciation for their tremendous work.

STAFF REPORTS AND RECOMMENDATIONS

- (7) Study Session – Pedestrian Safety Study Update and Initial Discussion on General Process

Public Works Director Young said Town Manager Dennis had sent out the link for the online study report and provided extra copies. He explained that tonight his presentation would include points of discussion regarding processes. He said the technical discussion will come back when the traffic consultant shares their presentation.

Public Works Director Young provided background of how this safety study came about. He said there were site meet-ups with parents to gather feedback, which resulted in a scope being approved by the Bicycle, Pedestrian & Traffic Safety Committee (BPTS) and a budget being approved by the Council to enter into a study. Krupka Consulting, a traffic engineering and planning consultant, was retained to conduct the study. Public Works Director Young said there was a lot of public outreach with very well noticed meetings. The report was posted on the Town's website, input was consistently solicited, and exhibits were posted at the Library.

He said that on April 22, 2019, the BPTS accepted the report and recommended it be forwarded to the Town Council for consideration. Staff requested input from the Council regarding next steps. Public Works Director Young asked the Council to consider if they envisioned additional public process during the study phase. He asked which Committee or Commission should be part of the process, what their roles would be, what level of involvement they should have, and how much inter-committee back-and-forth feedback there should be. If approved, he asked if subcommittees or chairs should be assigned as liaisons in order to provide timely responses throughout the process.

Public Works Director Young said installation of signs can be controversial and they want to develop a full process that everyone around town is comfortable with. He said once the work is complete, a final report will go to the Town Council. If approved, the final program may consist of a plan within priority orders, funding in Capital Improvement Program, etc.

Public Works Director Young defined some of the unfamiliar nomenclature found in the report and shared photos of the different types of signs and markings. He explained the guidance and legal protection provided by the Caltrans Standards and the Manual of Uniform Traffic Control Devices approved by the Federal Highway Administration.

Public Works Director Young said they've received a lot of positive input on the Crossing Guard Pilot Program. Town Manager Dennis asked about the usage counts. Public Works Director Young said there were about 10 to 15 children and parents at the Priory, which was low compared to Alpine and Corte Madera, which was approximately 30 children. Town Manager Dennis said they anticipate that more people may choose to walk if they know there is a crossing guard. Councilmember Hughes said the car traffic has been better behaved since the crossing guard has been there.

Public Works Director Young said when they bring back the formal presentation, they will ask Council for guidance regarding short and long-term improvements and potential funding options for improvements.

Town Manager Dennis said tonight's goal is not to get into specifics of the study but to understand the Council's general approach on how to tackle the issues. He said Councilmember Hughes, who was Mayor at the time, and BPTS Chair Ed Holland, attended all of the pop-ups around Town. Town Manager Dennis emphasized the signs are required to match the Uniform Traffic Control Devices Standards.

Mayor Wengert invited questions from the Council.

Councilmember Hughes thanked the Council for agreeing to fund this proposal. He said the approach was to look comprehensively at a lot of different areas in Town. He said there is a lot of potentially low-hanging fruit that can be gotten to at less expense.

Councilmember Richards agreed that this is a great first step. He said if there are options to the signage, it makes sense to take it to ASCC, but if there are not any options, that would not be necessary. He said, as pointed out in the report, people need to pay more attention to their driving behaviors.

Mayor Wengert agreed there are a number of short-term fixes that are relatively easy to accommodate. She said there is quite a Capital Improvement budget that will need to be worked through this year, with an ever-growing list of funding requests. She said things like meeting Caltrans standards cannot be deferred and will likely be prioritized. She said it is a very comprehensive report and will be a prioritization exercise, which will be matched with funding.

Councilmember Richards said there is nothing extremely major in the report other than moving one crosswalk, which will include the signage and lights and likely an additional study about where to move it.

Councilmember Hughes said there is some flexibility in the Uniform Traffic Control Devices Standards with some options such as size, which flashing beacon. He said there are some choices the Town will

want to standardize. He said it might be appropriate to have the ASCC approve a standard school crosswalk assembly, for instance. Mayor Wengert agreed and said in a situation where something is referred to ASCC, it will be with clear direction that there are limitations as to what they can prohibit. She said the Town has been reluctant to adapt to Caltrans standards because they are generally perceived as too urban and too visible for Portola Valley. Vice Mayor Aalfs said wherever appropriate, the discussions can consist of a Chair or a subcommittee as opposed to a full ASCC hearing process.

Town Manager Dennis said a while ago, then-Mayor Hughes indicated some interest in having an overall look at reducing the signage in Town. Town Manager Dennis said this may also be a good time to fold some of that work in.

Town Manager Dennis asked Council if the crossing guard needs to be reexamined as part of the budget discussion coming up in a month. He also asked Council for feedback related to the flashing beacons. He said that may feed into the immediate Capital Improvement Program for year one. He said he is interested in pursuing grants, but there may also be interest in doing something sooner than grants can be made available.

Mayor Wengert asked if there was ever any assistance coming from the school district for the cost of the crossing guard. Public Works Director Young said they've met with the school representatives and have decided on some cost-sharing methodology. Mayor Wengert asked if there was a willingness to continue that cost-sharing. Councilmember Hughes said historically the school district paid 100% of the crossing guard. He asked if the Woodside Patrol crossing guard costs are more or less than what they used to pay the crossing guard. Public Works Director Young said the Woodside Patrol costs more. Town Manager Dennis said the school district did make a very sincere attempt to find someone to do this and weren't able to do so. He said the risk going into the pilot program was that the Town may have to make an ongoing contribution. He said he is not aware if the other partners are willing to go into a longer-term agreement than this pilot program. Councilmember Hughes said the school district likely has some budget for a crossing guard.

Caroline Vertongen said the crossing light at Brookside should be a priority. Public Works Director Young explained that the repair required for that crossing light is very expensive and the Town was waiting for the study results so they do not go to that expense to repair it and then end up moving it. He said the study has advised moving the crosswalk or using rapid flashing beacons. He said at this point the crossing guard addresses the issue. Town Manager Dennis said the initial conversations that led to the Pedestrian Safety Study came from the community of people on Brookside and Corte Madera and their concern about that intersection and it has always been the focal point of this discussion. Councilmember Hughes added that the report has provided detailed suggestions for appropriate short- and long-term solutions.

Mayor Wengert asked if flashing beacons were required for any of the town locations. Town Manager Dennis said they were not required, but the consultant found that they were useful and a best practice. Councilmember Hughes said the report discusses that the goal is not just to be uniform with other towns and cities nationwide, so that people are familiar with the devices, but is also for uniformity throughout town. For example, if there is a school crosswalk in front of the Priory with one situation and completely different thing in Corte Madera, it may cause confusion. The strong recommendation is for uniformity. Councilmember Richards said most people hate the flashing lights, but they are very effective. He said if there are options such as varying brightness, height, speed of flashes, then those options should be reviewed before a choice is made. Public Works Director Young said that is understood and added that decisions are made looking through the lens of the rural character of the town. Councilmember Hughes pointed out that some installations may be relatively inexpensive and some may be more expensive and also involve waits for PG&E to run wire. Mayor Wengert said the driver will be the agreed upon uniform standard. Councilmember Hughes said the Town's General Plan talks about rural character but also says it should be balanced with safety.

The Council recommended that staff bring the study back to the Town Council so they can review the priorities and provide guidance.

Town Manager Dennis suggested July or August for staff to come to Council for feedback regarding uniform signage before taking it to the ASCC. Mayor Wengert suggested not focusing on the overall town at this point but limit the focus to what has been covered in this study.

Town Manager Dennis asked if flashing beacons should be brought back for part of the upcoming budget cycle. Councilmember Hughes said it would be worth assessing if, for example, at the Priory crosswalk it would be relatively simple to install them because the power is already there. He said, given the timeline, bringing something to the ASCC over the summer, there may be some simple things that could be put in place before the start of the next school year. Vice Mayor Aalfs agreed and said it is worth getting the flashing beacon item on an agenda so people have a chance to weigh in.

Town Manager Dennis asked Public Works Director Young for a rough cost estimate for flashing beacons. Public Works Director Young said it could range anywhere from \$25,000 to \$50,000 per installation.

Public Works Director Young said the study itself is a planning document. He said once staff gets into it, there will be analysis and design required. It will also have to be bid out, equipment acquired, etc. In response to Town Manager Dennis's question, Public Works Director Young said the installation of a flashing beacon assembly should take a couple of weeks. In response to Mayor Wengert's question, Public Works Director Young said the solar powered beacons are totally self-contained but the issue would be locations where the sun would work. He said the public outreach is what will take time, notifying neighbors, then design, potential relocation of the crosswalk, pole installation, electricity, grinding out old crosswalks and legends, reinstalling thermoplastic markings, etc.

Mayor Wengert asked if there should be outreach to invite the public to the next Council discussion regarding this process. Town Manager Dennis said he can discuss this with Public Works Director Young and how that will work from a timing perspective if they want to install something prior to the school year. Councilmember Hughes said he could see that coming in stages with perhaps the signs first and the flashing beacons installed but not yet wired.

Town Manager Dennis said the renegotiated contract with the Sheriff's Office includes a broad set of responsibilities, including enforcement. He said the Town has a very good relationship with Capt. Corpus and she has been very responsive when they've requested increased enforcement, which is best done in waves. He said Capt. Corpus certainly has this on a high priority and deploys it effectively. Councilmember Hughes said a Sheriff's Deputy always comes to the BPTS meetings and makes adjustments based on that feedback.

(8) Report by Town Manager – Budget Book Format

Town Manager Dennis led a PowerPoint presentation and shared the budget book for Carmel by the Sea, showing selected portions of their presentation. He discussed the challenges of the Town's current budget book, some of the proposed changes, and next steps.

Town Manager Dennis explained the chart of accounts within the budget. He went through the annual road project and planning and building department as examples.

He said staff's goal is have a true department-level presentation with useful revenue and expense summaries. He said the Town's current chart of accounts needs to be entirely recreated. He said the Carmel by the Sea budget has become a favorite of the department heads. He described highlights from their budget that are particularly impressive.

(11) Report by Public Works Director – Pedestrian Safety Study – Next Steps

Public Works Director Young introduced Paul Krupka of Krupka Consulting and Angela Hey from the Bicycle, Pedestrian & Traffic Safety Committee. Public Works Director Young presented the Pedestrian Safety Study and next steps. He summarized the background of the project to date, reviewed the Council's expressed interest, and the process going forward, itemizing the feedback he needs, as detailed in the staff report.

Mr. Krupka presented the engineering review of pedestrian safety in the school areas and major corridor streets. He describing the study context, the general and specific issues and improvement opportunities, and the proposed improvements, as detailed in the staff report.

Public Works Director Young asked the Town Council accept the Pedestrian Safety Study and provide feedback and provide direction as it relates to the Town's review process with its Commissions and Committees.

Mayor Wengert invited questions from the Council.

Councilmember Derwin said the Caltrans standards apply to the grant through the C/CAG Pedestrian, Bicycle & Traffic Safety TDA. She said in order to get that grant, the Caltrans standards must be adhered to. Public Works Director Young agreed. Town Manager Dennis said the Sheriff's Office is less likely to be able to enforce signs that are not to a standard because someone could claim they didn't know what the sign meant.

Vice Mayor Aalfs asked if there were repercussions from Caltrans for not adhering to their standards. Town Attorney Silver said for the most part the Town is preempted, for example, the Town is required under State law to use a uniform red stop sign. In terms of who enforces that, she said there is no legal enforcement. She said the Town would have some immunity if something happened but the immunity may not attach if there was a lawsuit and the Town was not following the standards.

Mayor Wengert asked if Mr. Krupka had identified any signage that was not compliant with Caltrans standards, particularly around the schools and crosswalks. Mr. Krupka said generally speaking, in his review, although maybe a little outdated or faded, the signs that are on the roads in town are to Caltrans standards. He said Corte Madera recently upgraded and is in line with the standards he's talking about. He said Ormendale devised a one-way system that works very well, and they have some unique signs. He said Portola Valley's signage is relatively consistent, which underscores the point about enhancing some of them.

Councilmember Hughes asked about the range of variability in the standards for the signage. Mr. Krupka said the standards provide for required features as well as a range for the optional features, such as yield markings, shark's teeth, visibility, and styles. He said choices are made based on appropriateness and engineering judgment.

Councilmember Richards said the flashing beacon setup would be the most noticeable but the least rural of all the signs. He asked if Mr. Krupka had any alternative suggestions for those crosswalks. Mr. Krupka said the short answer is no. He said there is a large beacon installation called The Hawk – a mast arm with three yellow and red light signals that light up upon activation by a pedestrian. He said the question is the utility of adding the rectangular rapid beacons in addition to the existing signs. He said the beacons are used to emphasize the location. He said the two locations where these are proposed have reversing curves. A driver proceeding at the speed limit or even less at those critical junctions needs to have the additional notice of the beacons.

Councilmember Derwin said there is \$285,000 in the budget. She asked if that budget amount would decrease if the grant is received. Public Works Director Young said the grant includes an option for partial

funding. He said it is a competitive grant that will be reviewed in October. He said he will bring a presentation when they find out in October how much they will receive. Whatever is received from the grant will replace the money budgeted and reduce the impact on the General Fund Reserves.

Mayor Wengert invited public comment.

Jose Iglesias. Mr. Iglesias said he has lived at the corner of Portola Road and Corte Madera for nearly 20 years. He said he has seen his share of near misses and accidents. He said he appreciates the way Public Works Director Young and Mr. Krupka have embraced his input, but he still sees the same inadequate proposal being brought forward. He said this proposal moves the sidewalk from a bad location to a worse location. He said Georgia Lane gets a significant amount of traffic that parents use as a parking place when picking up their children from Ormendale. He said the Priory also brings traffic twice a day and has increased significantly as the Priory increases their population and events. He said Brookside is basically a one-lane road, so if someone is coming out of Brookside, drivers must queue up before they can make the left turn onto Brookside right where the proposed walkway is located. He said the same applies to traffic going into the Priory. He said a couple of large rocks were placed on the dirt next to the bicycle lanes. Mr. Iglesias said he has seen at least four cars drive over the rocks as they try to illegally pass the traffic queued up to make a left turn. He said he appreciates raising the walkway, he doubts that will deter those who want to speed by and avoid the left-hand traffic going into the Priory. He said the parents going to Corte Madera School take the Corte Madera shortcut. He said the proposed placement of the walkway places it right in front of the cars coming out of the Priory that want to turn right onto Portola Road, which makes it an even more complex issue for those wanting to cross Portola Road. Mr. Iglesias showed where he proposed the new crosswalk be located.

Vice Mayor Aalfs asked Mr. Krupka if they considered Mr. Iglesias' suggested alternative. Mr. Krupka said Mr. Iglesias brought drawings to the last Bicycle, Pedestrian & Traffic Safety Committee meeting. He said Mr. Iglesias' alternative is a good one and he sees no issues with it. He said the presentation tonight is a concept showing the issues that need to be addressed with professional engineering applied. Mr. Krupka said he wants to look at the functions of the intersections that feed this whole area, the turning movements in and out, and alternative locations for crosswalks.

Councilmember Hughes asked if the probable costs in the chart were for engineering plus construction. Mr. Krupka said the preliminary opinion of probably cost is based upon furnish and installation cost, plus soft costs or design, administration, construction, and those kinds of things. Town Manager Dennis said where the costs become most variable is where they involve electricity. Public Works Director Young said it is noted that these are very preliminary figures.

Angela Hey agreed with Mr. Iglesias. She said she had walked the loop many times and going down the hill you are blinded on the left-hand side because of the bushes. She said she has to walk over to the right where she can go straight to the Priory and jump through the bushes there onto the trail. She said the elderly people doing their therapy walks should be considered. She said it is impossible to cross on the left because if a car comes along Portola Road and swerves on the blind corner, you've had it.

Carolyn Vertongen. Ms. Vertongen said this is one of those teaching moments where the Town learns more from their constituents. She said they have persistently come up with these ideas and persistently shown what works and what does not work. She said she hopes the Council will continue to listen to their input. She asked what is going to be done in the interim now that school is starting.

Public Works Director Young said they are aware the crosswalk lights are out right now. He said in the interim the Town has provided a crossing guard in cooperation with the Priory and the School District. He said the School District has agreed to go into contract with Woodside Patrol to take over that crossing guard service, providing a crossing guard in the morning at that location in front of The Priory and in the afternoon at Alpine and Corte Madera.

With no further public comment, Mayor Wengert brought the item back to the Council for discussion.

Councilmember Richards reluctantly accepted the need to put in flashing beacon systems. He said it's a tough one to swallow. He said he has come down that road and nearly been run over himself more times than he cares to count and it needs to be addressed. He said the proposed prioritization makes sense. He supported using Caltrans standards, keeping it as low key as possible, given the reality of the situation with too many cars on too narrow roads. He is supportive of moving to the next step and developing some designs. He is very interested in the Corte Madera-Brookside-Priory corner. He said it can be made safe for pedestrians but may be very difficult for drivers.

Councilmember Hughes commended staff, the Bicycle, Pedestrian & Traffic Safety Committee, and Mr. Krupka for this entire process. He said it is greatly appreciated by all of the residents who initiated this process with their concerns. He said the work product is exactly what he had hoped for. He said the level of reflection, input, and thought that has gone into this is reflected in the quality of the work. He was originally resistant to the flashing beacons but said is mitigated somewhat by the fact they do not flash unless someone is actively crossing. He said the Hawk is not only flashing and hideous and non-rural, but nobody understands them and they often create a worse traffic hazard than they solve. He said one of the issues with the way trees grow along the roadsides in Portola Valley, and with light and shade, is that one cannot see when someone is intending to cross. He has also thought moving the crosswalk to the other side of Corte Madera would be most appropriate but it will need more study. He said the only suggestions he is leery of, which may depend on the design of the final installation and options that Caltrans allows, are the speed warning signs. He was supportive of moving forward with design.

Councilmember Derwin accepted the Pedestrian Safety Study. She said some of these locations have been discussed for more than 10 years. She was supportive of the proposed locations. She suggested moving the crosswalk to Corte Madera as suggested by Mr. Iglesias and others. She said the flashing beacons are a necessary evil. She said the Caltrans standards must be adhered to in order to get the grant. She was supportive of moving forward.

Vice Mayor Aalfs agreed that, although not crazy about the flashing beacons, they work. He asked if the alternate option at the Priory crossing was adopted would be similar in cost to the proposal or would it be substantially different. Mr. Krupka said that, thinking conceptually, the estimate used had enough contingency in it to cover some things and is the same kind of improvement with the same basic cost. Vice Mayor Aalfs was supportive of moving forward.

Mayor Wengert thanked everyone for the work that's been done. She said there is a lot of engineering that needs to be done. She also thought that at the Brookside-Golden Oak-Alpine the crosswalk would be cut right off by someone turning off of Golden Oak coming down the hill, turning right onto Alpine. She said she's seen a lot of proposals for that crosswalk through the years and said a lot of work should be spent working on the decisions with all the data that would be needed at both locations. She said those intersections are at the top of the priority list. She supports the rapid flashing beacons. She said one of the biggest issues at the Priory intersection at Brookside has been people passing on the right.

Betsy Morgenthaler asked if the feasibility of a left turn lane at the Priory intersection could be evaluated.

Town Manager Dennis said the first time he, Councilmember Hughes, and Public Works Director Young went to that location, a resident stated that no one walks in town anymore because it feels dangerous. He said that statement was impactful and difficult to hear, especially for a Town that takes such pride in the trail system and bicyclists.

Councilmember Hughes said the early steps such as going through the Committees for templates and designs does not have to wait for the grant.

Councilmember Hughes moved to accept the Pedestrian Safety Study and directed staff to work with the Committees to put together these templates and move forward with the project. Seconded by Vice Mayor Aalfs; the motion carried 5-0.

Mayor Wengert called for a five-minute break.

(12) **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS**

Councilmember Richards – Attended the County Emergency Preparedness Committee meeting on August 1 where they discussed next year's various assignments for their subcommittees and tasks. They were looking for an available ATV for emergency and helicopter landing pad locations. Zonehaven is coming up with a potential evacuation template. He said the Station 8 remodel is coming up. He attended two HEART ADU Committee meetings. He said last week they interviewed five companies to present designs for preapproved units.

Councilmember Hughes – Attended Trails and Paths Committee meeting on July 16 where they sent their recommendation to staff regarding the Coal Mine Ridge Trail Map. Staff is now working with the Ranch to put it all into effect. Town Manager Dennis said the Ranch was proposing additional or alternative signage to assist with the issues they are having on Coal Mine Ridge and also proposed calling it a nature preserve. Collectively, the Committee recognized it would not opine on a naming issue. The Ranch sent him a letter saying they wanted staff to start the process of changing everything to the new name, which staff has no issue with and they will report back to the Trails Committee next week. Councilmember Hughes said the Committee is also planning a horse fair in May 2020. He said there were a couple questions raised regarding a trail running down into the top of the Wedge and along the side, whether or not it was a Town trail and if the Trails Committee had any supervisory authority over it or if it was part of the upcoming Wedge project. They wanted to put it on the Planning Director's radar to think about that trail as regards the site development that may be happening there. Town Manager Dennis described the trails, which are not Town trails. Councilmember Hughes said the Committee has two applicants for the open position and may be coming to the Council for permission to expand the Committee to add both applicants. He attended the ASCC meeting on August 12, where they discussed changes to the signage at the Sequoias. The Ranch presented their design guidelines. An application was approved for a 1,700-square-foot ADU which was reviewed by staff and the designated ASCC member. The Alpine Garden will operate for a month or two to see how things go and then likely come back with requests for some minor changes. Town Manager Dennis said he did the final walk-through with Planning & Building Director Russell. He said the issue was they had installed some lighting above the fence which they had to remove.

Councilmember Derwin – Attended C/CAG Leg Committee Meeting on July 11. She said the legislature had just gone on summer recess but they are now back and have two weeks to get all the bills on the floor by August 30. At that time the budget had been signed with \$750 million for housing. According to the lobbyist, the Governor strengthened the judicial path for cities that are not compliant with their housing elements come the next RHNA cycle. A judge will give the cities a year to catch up and if they are still not compliant, they will be fined \$10,000 to \$600,000 per month. If they do not pay, their State revenue will be cut off. They discussed SB-592 and took a wait-and-see approach. The lobbyist said this is not SB-50 part 2, but is actually an amendment to the Housing Accountability Act. She said the purpose is to tighten up procedures by cities so that if they reject a project for development, they have to provide a precise reason for why the project was denied. She said there is an idea coming up for a mega transportation measure in the nine-County area to raise millions of dollars for big ticket items like grade separations. She said a lot of transportation items were on the agenda for the board meeting including a presentation on the US 101 Mobility Action Plan, the TI Strategic Plan Update, the Advancing California Finance Authority, and the briefing on the upcoming RHNA cycle. The RHNA 6 cycle will kick off this fall for the next eight-year period, 2022 to 2030. The County must decide, through C/CAG, if they want to form a subregion, as they have in the last two cycles, and that decision must be made by February 2020. She said it's a bit different this time because RHNA is going to be much more challenging. She described the increased RHNA requirements, increased scrutiny and oversight, limited trading of RHNA, some of the



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: ASCC

FROM: Laura Russell, Planning and Building Director

DATE: February 10, 2020

RE: Architectural Review of an Amendment to an Approved Application for a Temporary Seasonal Tent at 3915 Alpine Road- Alpine Inn, File # PLN_ARCH 0003-2020.

RECOMMENDATION

Staff recommends that the ASCC review the requested Architectural Review of an amendment to an approved application for a seasonal tent at the existing Alpine Inn restaurant. Draft conditions of approval are included in Attachment 1.

BACKGROUND

The Alpine Inn Beer Garden has existed since the 1850's, and has served under various names as a roadhouse and saloon. The building is a California Registered Historical Landmark (No. 825, Casa de Tableta) and is listed in the Historic Element of the Town's General Plan. In the late 1960's shortly after incorporation, the Town determined that the beer garden required a Conditional Use Permit (CUP) for its operation in order to more closely regulate its impacts on the surrounding residential uses. In 1970, the Planning Commission approved a CUP for the existing beer garden use. The CUP was most recently amended on December 20, 2017. The site has since changed ownership and undergone a remodel. It reopened in August of 2019. In December of 2019 the ASCC reviewed and approved the request for a season tent and due to availability of materials would like to make amendments to the approved project as described below.

PROJECT DESCRIPTION

The applicant proposes to amend the ASCC approved seasonal tent originally approved to install a 30' x 70' event tent in the outdoor dining area to protect customers from weather. The top/roof of the tent was approved to be Hemp colored and three sides would have clear plastic roll down material. The fourth side oriented to the building was approved to remain open. The support structure was approved to have wood grain finish. The wall height of the proposed tent was approved at 8' and the overall height was approved at 13'. The applicant was approved to install a temporary tent for 90 consecutive days during the months of January, February, March and April 2020. (The plans indicate a request for 180 days but the owner has confirmed the request is for 90 days.)

The applicant is proposing to amend the earlier approval due to problems with the supplier of the previously approved design. The applicant now proposes to install a 30'x 50' event tent, which is smaller than the previously approved size. The top of roof would be spruce green with clear wall sides. The wall height of the proposed tent will remain at 8' and the overall height is now proposed to be 17.5' (the previous approval was for 13' overall height). The location of the tent is now proposed farther from the creek and abutting the existing storage shed.

DISCUSSION AND FINDINGS

The site is located in the O-A District and is subject to several physical and regulatory constraints. The site fronts onto Alpine Road and is subject to the 75' scenic corridor setback. Los Trancos Creek runs across the rear of the property, which triggers a 45' creek setback. When the scenic corridor and creek setbacks are both applied, it leaves approximately 14' in available area that is not already occupied with the existing accessory buildings.

As proposed, the tent is located 30' from the creek top of bank, where the creek setback requirement is 45'. The approved tent was originally located 20' from the creek top of bank. Language in the Municipal Code uses both "structure" and "building" when describing the creek setback requirements. However, it does not provide specific guidance related to temporary structures without permanent attachment to the ground. Staff's interpretation is that the ASCC has the authority to authorize a temporary tent in this location. The plans indicate that they would like to install this tent on an annual basis. Staff finds that the regular, annual installation of the proposed tent would require a Code interpretation and approval by the Planning Commission. Therefore, Staff recommends that the ASCC consider the request for one year only, up to 90 days.

Proposed Amendments to the tent size includes a reduction in area from 30' x 70' down to 30' x 50', an approximately 600 square foot reduction in overall length. The proposed overall height of the tent was increased from 13' to 17.5', an increase of 4.5'.

The outdoor seating area currently has string lighting with exposed bulbs, which are not allowed per PVMC Section 18.36.040.A.8. With the last approval, a condition of approval was included to require the applicant to bring the lighting into compliance within four months and authorizes two members of the ASCC to review and approve the proposed lighting.

PVMC Section 18.64.060 outlines the findings for approval for Architectural Review. The findings are included below in **bold** followed by staff's analysis of how the findings may be made.

- 1. The structure is designed so as to minimize disturbance to the natural terrain;**

The project includes a temporary, seasonal tent at an existing restaurant. It does not have a permanent attachment to the ground or require any disturbance to the natural terrain.

- 2. Existing vegetation is preserved to the maximum extent possible.**

All existing vegetation would be preserved with this project.

- 3. The structure is designed and located to allow adequate light and air for itself and its neighbors;**

The proposed project would not have any noticeable impact on light and air. The height is 17.5' and would not impact light and air for the site or neighboring sites.

4. Landscaping, screening and fencing preserve privacy and mitigate adverse effects on neighboring properties;

The tent would be located behind the existing trees, fence, and accessory buildings. From the parking lot there would be minimal visibility. From the public right-of-way, the tent would be visible. However, the spruce color will help it blend into the landscape and reduce impacts from neighboring properties.

5. Entrances, exits and internal circulation shall be sited to promote traffic safety and ease and convenience of movement;

There would be no change to circulation

6. Night lighting is located and fixtures chosen to promote public safety but minimize effects on adjoining properties;

The current lighting in the outdoor dining area does not comply with the Town's lighting requirements. As conditioned, the site would come into compliance with the Code and ASCC would ensure the lighting preserves safety while minimizing effects on nearby properties.

7. Planting and site design mitigate the problems of drainage and soil erosion;

There are no issues of drainage or soil erosion associated with the project.

8. Materials and colors are compatible with the rural setting of the town and the surrounding landscape and structures; and

The tent top/roof color would be spruce, which blends with the existing buildings and natural surroundings.

9. Proposed grading minimizes the apparent disturbance to the natural terrain.

There is no proposed grading associated with the project.

PUBLIC COMMENT

Notice of the public meeting was mailed to all property owners within 1,000' of the site on January 31, 2020. Staff has not received any comments as of the publication of this report.

ENVIRONMENTAL REVIEW

The project is categorically exempt per Section 15303 of the State CEQA Guidelines which includes an exemption for the installation of small facilities or structures.

ATTACHMENTS

1. Draft Conditions of Approval
2. Plans (ASCC Only)

Recommended Conditions of Approval
Amendments to Seasonal, Temporary Tent
3915 Alpine Road, Alpine Inn, File # PLN-ARCH 0003-2020

1. No other modifications to plans reviewed by the ASCC on February 10, 2020 are allowed except as otherwise first reviewed and approved by the Planning Director or the ASCC, depending on the scope of the changes.
2. The tent shall be temporary and shall be installed for a maximum of 90 consecutive days during the months of February, March, and April 2020.
3. The applicant shall bring non-permitted lighting into compliance with the Municipal Code within four months of approval of the Architectural Review Permit. The applicant shall submit lighting plans for review and approval by two members of ASCC. If a building permit is required for installation, it shall be finalized by the end of the four-month period.
4. This Architectural Review Permits shall automatically expire two years from the date of issuance by ASCC, if within such time period, a Building Permit and/or Fire District Permit has not been obtained.
5. The applicant (or any successor) shall defend, indemnify and hold harmless the town, its agents, officers and employees from any claim, action or proceeding against the town, its agents, officers and employees.
6. The applicant shall obtain appropriate permits and comply with all requirements of the Woodside Fire Protection District and Town of Portola Valley Building Division.

The permit(s) granted by this approval may be appealed if done so in writing within 15 days of the date of approval. The building permit cannot be issued until the appeal period has lapsed. The applicant may submit construction plans to the Building Department provided the applicant has completed all conditions of approval required prior to acceptance of plans for building plan check.

Bay Area megaprojects fail to deliver on big housing promises

J.K. Dineen

Jan. 16, 2020 | Updated: Jan. 18, 2020 8:27 p.m.



Construction workers begin to build the foundation of a condo building on Yerba Buena Island on Tuesday, Jan. 14, 2020 in San Francisco, California.

Photo: Gabrielle Lurie / The Chronicle

San Francisco lawmakers approved three historic, neighborhood-transforming redevelopment proposals during the 12 months leading up to summer 2011.

First there was the rebirth of the Hunters Point Shipyard. Along with the redevelopment of the adjacent Candlestick Point, it promised to inject 12,000 housing units and thousands of jobs into an impoverished corner of the city.

Next came Treasure Island, a vision to plunk down a new neighborhood smack in the middle of the bay with 8,000 homes, along with hotels, shops, waterfront parks and rapid ferries whisking residents to the

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Finally, there was Parkmerced, a long-anticipated proposal to add nearly 5,700 apartments to the existing 3,200 homes already part of the west side development.

Nearly a decade later, the three projects — totaling 25,700 units — represent 35% of the city's housing pipeline and are key to its efforts to address the housing shortage. Together they would fund thousands of affordable housing units, create hundreds of acres of parkland and help pay for ambitious transportation improvements.

While the projects look promising on paper, the reality has been different. After nine years, only 350 homes — 1.3% of the total — have been completed. Even as housing prices have skyrocketed and developers have scrambled to build condos and apartments, progress at the three mega-developments has languished.



Ironworker Isaac Guzman works on a construction site that will be the parking lot for a new condo building at Alameda Point on Tuesday, Jan. 14, 2020 in Alameda, California.

Photo: Gabrielle Lurie / The Chronicle

Work has yet to start at Parkmerced, despite claims by the owner that groundbreaking was imminent. At the former Hunters Point Shipyard, about 350 units were built before construction was halted amid concerns that the \$1 billion cleanup of toxic material and radiological contamination on the former naval base site has been marred by fraud.

Finally, on Treasure Island, construction crews just started the first phase of development, 266 luxury units on Yerba Buena Island, which is connected to Treasure Island.

The fact that three massive developments have yielded so few homes underscores a central challenge for the Bay Area: Much of the region's future housing stock is dependent on extremely challenging and complex large-scale redevelopments.

At a time when housing is needed as soon as possible to stem the tide of displacement and homelessness, at least 75,000 units in the Bay Area are part of mega-developments — mostly on former industrial or military sites — that are frequently sidetracked for years or even decades due to long approval processes, high infrastructure costs, complicated environmental cleanup issues and financing difficulties.



Construction workers walk through the foundation of a condo building they are working to build on Yerba Buena Island on Tuesday, Jan. 14, 2020 in San Francisco, California.

Photo: Gabrielle Lurie / The Chronicle

While the state is pressuring communities to build their fair share of housing, megaprojects allow politicians and planners to take credit for permitting lots of units, giving them political cover when downsizing, delaying or rejecting smaller infill housing projects that would actually get built, said state Sen. Scott Wiener, D-San Francisco.

“People don’t live in building permits — they live in homes,” said Wiener. “I don’t think cities should be relying on these multi-decade megaprojects to solve our housing problems. We have to aggressively pursue smaller infill projects that happen a lot faster.”

One reason many large projects stall is that residents and elected officials pressure developers to make big, costly investments in open space, affordable housing and transportation. These community benefits sometimes increase costs so much that the development can no longer work financially, Wiener said.

“You’ve got these massive negotiations and enormous concessions,” said Wiener. “The downside is that the projects are harder to finance, which makes them slower.”

The Bay Area has more megaprojects than most regions because it was home to so many military bases — 16 of them — all but four of which were shut down during the 1980s and 1990s. In addition to the Hunters Point Shipyard and Treasure Island, major developments are in the works at the former Concord Naval Weapons Station, Mare Island Naval Shipyard and Alameda Naval Air Station.

“We had an embarrassment of riches in terms of former military bases that became available for large-scale redevelopment,” said Matt Regan of the Bay Area Council, a business advocacy group. But “we have not seen a whole hell of a lot of progress since then. We’ve got a lot of pretty colors on maps, but we are not seeing much dirt turning over yet.”



A construction worker walks past the site of a new condo under construction site at Alameda Point on Tuesday, Jan. 14, 2020 in Alameda, California.

Photo: Gabrielle Lurie / The Chronicle

Military bases come with big challenges. At the Hunters Point Shipyard, which was tainted by radiation experiments and fallout from atomic-bomb tests during the Cold War, future development is uncertain as the Navy prepares to retest the soil and gather new data. Meanwhile, home buyers have sued the developers, saying they failed to disclose the extent of contamination.

At Mare Island, where developers are hoping to build well over 10,000 housing units, it has taken seven years to remove thousands of tons of toxic soil.

“Base reuse is always going to be challenging,” said Regan. “The Navy has not got a great track record of being a good steward of land.”

Regan said that some of the most ambitious projects — like the Concord Naval Weapons Station, where more than 12,000 housing units are planned — are in communities with small planning staffs and little experience managing large-scale developments.

Planning on the Concord project started 14 years ago. If all goes well, the first buildings could start going up in 2025, said Guy Bjerke, director of the Concord Reuse Project. He hopes to have approvals by early 2021, but expects that opponents will sue to block it.

“It’s a lucrative and exciting project, but it has heavy upfront costs,” said Bjerke. “We are going to spend hundreds of millions of dollars to bring in water and sewer and roads and try to make a sense of place. I’m going to be very old before it happens.”



Megaprojects: Where major Bay Area developments stand

While most of the Bay Area's huge developments are years behind schedule, there are success stories. In San Mateo, the former Bay Meadows racetrack site now has more than 1,000 homes, a school, 1.25 million square feet of office space, retail space and parks. In San Francisco's Mission Bay, 300 acres of former railyards were transformed into a thriving community with 6,000 housing units alongside a new hospital, sports arena, research campus and millions of square feet of office and biotech space.

Both projects faced early challenges — neighbors sued to stop Bay Meadows and Mission Bay struggled to attract tenants — but developed rapidly once they got started, said Alicia John-Baptiste, CEO of the urban think tank SPUR.

“We have some proof that we can create viable communities from these large development sites if we stay focused and follow through,” said John-Baptiste. “But there is no doubt we need to come up with strategies for getting these projects going faster.”



Construction worker Mario Alcantar waits for bags of gravel to unload as he helps build the foundation of a condo building on Yerba Buena Island on Tuesday, Jan. 14, 2020 in San Francisco, California.

Photo: Gabrielle Lurie / The Chronicle

The bureaucracy involved in a megaproject can be overwhelming, typically involving more than a dozen city departments, according to Judson True, who was appointed by San Francisco Mayor London Breed a year ago to advance San Francisco’s large housing projects. Breed has said, “Every single department needs to focus on getting these projects through.”

“Issues fester and time slips away if we aren’t vigilant,” True said. “These projects require us all to be working together towards the same goal — building more housing, faster.”

J.K. Dineen is a San Francisco Chronicle staff writer.

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ARCHITECTURAL AND SITE CONTROL COMMISSION
Regular Evening Meeting, 765 Portola Road**JANUARY 27, 2020****CALL TO ORDER AND ROLL CALL**

Chair Koch called the regular meeting to order at 7:00 p.m. in the Town Center Historic Schoolhouse Meeting Room, 765 Portola Road.

Assistant Planner Parker called roll:

Present: ASCC: Commissioners Dave Ross and Jane Wilson; Vice Chair Danna Breen; Chair Megan Koch
Absent: Commissioner Al Sill
Town Council Liaison: Maryann Derwin
Town Staff: Planning & Building Director Laura Russell; Assistant Planner Dylan Parker

ORAL COMMUNICATIONS

None.

NEW BUSINESS**(1) Preliminary conceptual design review of a new single-family residence, 846 Portola Road, Hansen Residence, File # PLN ARCH25-2019**

Assistant Planner Parker presented the conceptual design for the proposed project. He provided the background, the description of the project, project data, code analysis, and discussion/staff analysis, as detailed in the staff report. Staff requested that the ASCC offer feedback, comments, and direction on the conceptual design presented by the applicant. Staff further recommended that the ASCC consider the current Town definition of floor area and whether or not to consider adding supplemental language to better align the definition with the Town's General Plan, Zoning Code, and Design Guidelines.

Chair Koch asked for clarification regarding the garage square footage. Assistant Planner Parker said it is 400 square feet, and staff deduced that area was included in the 1,143 square feet. Additionally, the A-P Zone does not count the garage square footage against maximum FAR calculations. Planning & Building Director Russell said it doesn't have to be included in floor area. She said it was challenging to reconcile the numbers because the A-P District has different standards than normally applied.

Commissioner Ross asked if the proposed floor area, once the garage area is excluded, does not exceed the code maximum for the site. Assistant Planner Parker said his understanding is that the 1,143 square feet includes the garage. He said the A-P Zoning requires two parking spaces, so 400 square feet of the garage must be provided, but it is not counted toward the FAR. He said the square footage without the garage does not exceed the code maximum.

Chair Koch asked if the calculations would change if the garage was detached. Planning & Building Director Russell said it would not because it's not counted anyway.

Vice Chair Breen asked for clarification about habitable attic space. Assistant Planner Parker

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said in his professional experience, habitable attic space is space that could be considered within the roof's structure, so within what would be commonly defined as an attic area with trusses, etc., but has areas where it goes from a 5-foot to 7-foot ceiling height, resulting in areas that would count as habitable floor area and areas that would be considered habitable attic space, similar to finishing an attic in a single-story house with a sloped roof. Project architect Carter Warr said it is habitable attic space.

Vice Chair Breen asked if the original plan for the house was to have an ADU. Mr. Warr described some of the history of the zoning ordinances in the 1990s, which provided smaller lots with more floor area advantage than larger lots. He said the original application was for a planned unit development that also included an ADU and complied with the residential zoning standards; however, the Planning Commission was not encouraging. The applicants then looked at getting the three lots rezoned to R-1 so it would more appropriately be zoned for the likely uses; however, the Planning Commission could not make the findings. The applicants then created the proposed design, which is fully compliant with the zoning ordinance and the building code, to develop a home in parity with the hyperbolic curve for floor area. He said this design is more in parity from a massing standpoint and more in parity with real floor area because the habitable attic doesn't count as floor area, but is in parity with that. He said the windows on the second floor on the habitable attic are relatively low, and the roof comes down over it, and is actually 4 feet shorter at the maximum than the two houses in the back. He said they feel good about the massing, the materials, and design, and their intent is to be fully compliant. He said they can reduce some square footage to meet the numbers.

Vice Chair Breen asked for clarification of the ASCC's directive. Planning & Building Director Russell said because it is a complicated site and because the applicants have been through so much with the Planning Commission, they wanted to bring a very conceptual design to get the feedback from the ASCC to make sure they are on the right track. She said there are a couple of code issues that staff needs to sort through with the applicant. She said the applicant has been on a very long road, and they wanted to give them some early feedback before they invested a lot of money in more plans. She said this is a special process looking for the ASCC's feedback. Planning & Building Director Russell said the applicant wants to come forward with a compliant project that would be approved by ASCC and would not need to go back to the Planning Commission, so it would be with the ASCC's authority.

Vice Chair Breen said it feels a lot like putting the cart before the horse. She said the Planning Commission couldn't get their arms around the zoning, the CUP, and the PUD. Mr. Warr said they've tried to eliminate all the exceptions, all the variances, and all the things they were trying to get through the Planning Commission. He said now ADUs are allowed. He said the applicants are trying to make the project completely compliant so they don't need to go through the Planning Commission for anything. He said the project is very straightforward except for the habitable attic space. He said, however, that the Town has approved it over and over again. They've provided staff with a history of projects over the years where that's been a part of the design, as well as a supplemental list of A-P zoned properties with floor area inside the building that does not count toward use because it was typically for storage.

Vice Chair Breen said the geologic report indicates that the basement is problematic because of the high water table. Planning & Building Director Russell said staff does not have complete clearance at this time; however, there is generally an engineering solution to a lot of those questions. Assistant Planner Parker said the application received was an ASCC application. He said this is only a conceptual design review. He said based on the previous findings made with the history of the project, it would be assumed that the same findings would be made in a new

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geotechnical report, but they don't have one yet because they are only at the conceptual design stage.

Commissioner Ross asked for confirmation that if the applicants can find the 52 square feet to remove, the project would then be within all code requirements based on the current interpretation of the codes, and it would only go before the ASCC and not the Planning Commission for approval because they would not be looking for variances or exceptions. He noted the applicants are also asking about the applicable use of codes for things like habitable attic space. Planning & Building Director Russell said the intent is that ASCC would be able to approve the project, and it would not have to go to Planning Commission. As they were working through this, perhaps working in A-P instead of Residential Zoning District, since some things are different, they would need to work with the applicant to make sure they are displaying the plans in a way they can make confirmation of all the numbers. She said the setback questions will require some additional code interpretation because staff's initial assessment is that they don't think the project complies with the setback, particularly the 50-foot front setback. Mr. Warr has presented an argument to make a case that the code can be interpreted that a 20-foot setback is required and not a 50-foot setback, which makes a big difference on this lot. She said that will take a little bit of thought and consideration before they can come to that conclusion. She said that code interpretation issue would need to be settled, which is not in the ASCC's purview. She said staff is interested in the ASCC's feedback about if they think habitable attic space is an issue and something that should be taken up for consideration. She said staff was conflicted because the attic space on this project is only a couple inches less than a floor, and the plans showed division-like rooms and did not appear to be an open storage area. Staff wanted feedback from the ASCC whether this is generally acceptable as fitting with the concept of design guidelines and fitting into the context of the site.

Commissioner Ross said he was curious how one reconciles the intent to use a habitable attic space as essentially living area even though it doesn't meet the California residential code requirements for ceiling height. Planning & Building Director Russell said this is the challenge. She said if the ASCC is comfortable with the concept and massing of the home, then the technical definition will need to comply with the building code. She said, from a zoning point of view, the area would have finishes consistent with storage and not living area. She said there is the concern that it would be pretty easy to use it as living area on an ongoing basis. Assistant Planner Parker said in the absence of definitive language within the floor area definition of the Town Code, it doesn't actually prescribe those parameters on what staff would define floor area or not, which is why staff provided the building code to show how the project would be reviewed further down the line.

Chair Koch invited Mr. Warr to explain the setback. Mr. Warr described the easement and setbacks. He pointed out that if the area was zoned residential instead of A-P, the homes would be 2,700 square feet instead of 1,100 square feet.

Commissioner Wilson asked if a window was required for the second-floor attic space. Mr. Warr said it is intended to be a habitable attic, but is not counted as floor area because it is less than 7 feet tall. Commissioner Wilson asked if they should stipulate no windows in that attic area so it is only used as storage space. Chair Koch said the intention is to make it habitable. Mr. Warr said they intend to be able to use it as a bedroom, storage, or whatever. He said the provisions provided by precedence of approval of the Town and ASCC over decades allow them the habitable attic space. He said except for the additional 52 square feet, the proposed plan matches the A-P Zoning requirements, and is in keeping with the massing of the Village Square and the existing buildings, with colors and materials that will minimize the architectural impact.

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Vice Chair Breen asked why the children's playroom wasn't on the second floor and a bedroom in the basement. Mr. Warr said the habitable attic space could provide those kinds of uses. Commissioner Ross said basement bedrooms have other issues, such as needing an exit. Mr. Warr said it would be difficult to get lightwells into the space.

Planning & Building Director Russell said she understood the second story to be storage space and now hearing the description that it's a bedroom or storage space or whatever is problematic. She said in light of those statements, she has more significant concerns. She said there have been lots of cases both in town and in other places in her career where there are small areas that are storage and not a problem, non-habitable according to the building code. She said she now has some work to do on this idea about the habitable attic and what that means technically and said it really does raise additional concerns for her.

Commissioner Wilson said if they are going to look at the definition of habitable or attic storage space, perhaps they should discuss if a storage area should or should not have windows. Chair Koch said storage space can have windows. Vice Chair Breen said this issue needs to be studied. Chair Koch said habitable space that doesn't meet requirement height doesn't make sense. She said she's not comfortable with that loophole.

Chair Koch invited public comment. Hearing none, Chair Koch brought the item back to the Commission for discussion.

Commissioner Ross said it is not his job as a Commissioner to tell the applicants that the attic cannot be habitable because it doesn't meet the building code, and that is staff's issue to work out with them. Commissioner Ross said it is clearly a problematic site with the challenge being maximizing living space. The potential setback requirements because of the easement would make it not economically feasible to build anything on the site. He said he thinks of the site as a good opportunity for housing, and it would be a shame to lose it. He said if there is room for interpretation in the ordinances, he would support going toward the more relaxed interpretation. He said it is a good opportunity to do that at this location. He said the Town Center is a little more dense than a lot of other places, with buildings that tend to crowd the road, with a lot of buildings almost completely within the setback of Portola Road. He said that little sense of crowding down Portola Road tells him it is the center of Town, which is a nuance that the code and design guidelines don't really address, but is worth preserving. He said building something at this location and being relaxed about the setbacks and the interpretation of the setbacks does not bother him. Commissioner Ross said it is not inconsistent with what already exists in this location and site and preserves the feeling of what defines the center of town. He said it is a relatively intense residential use compared to lot area. He agrees that a five-acre site should not be built as intensely as a 10,000-square-foot site. He said a quarter-acre is not small, and the easement forms a part of the open space that is shared by the other homes there. He said the height was fine. Stylistically it is quite different from the other two houses, and he likes the variety and said the more rustic it can be, the better. He said the building code issue may be a problem, but from the ASCC standpoint he is generally supportive.

Vice Chair Breen said it is a challenging site, but she agrees with Commissioner Ross that there is good opportunity here for housing. She said the architecture can be massaged and is worth massaging it. She likes the eclectic nature of the architecture in this part of town. She would prefer the massing reduced a bit because it seems kind of square. She was supportive of the project.

Commissioner Wilson said she could be relaxed about the setbacks, but not about the habitable

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attic space. She said she is also concerned about living areas being in the basement without the geologic reports. She is concerned about dampness in the basement. She agrees the storage space issues should be discussed. She suggested the massing be brought down. She said the first-floor square footage area should be brought down. She would rather see a proper second floor than calling it an attic space and then changing it into habitable later to avoid the maximum floor area issue. She was not supportive of trying to disguise living space as storage space.

Chair Koch said she respects the program and the work going into making it a spacious, livable first floor. She understood why they needed to go down to the basement and said they did a good job. She was supportive of the setback interpretations. She liked that the exterior appearance was different from the previously approved two lots. She said the ASCC can't deal with the building code. She was supportive of the project.

Vice Chair Breen said she found the precedent arguments compelling about the attic space, but that is not the ASCC's purview. Commissioner Ross agreed that part of it is up to staff and the applicant to apply precedent or not. He said if they can't work it out, ASCC won't see it again. Commissioner Ross said if they can work it out, he could support the project.

Mr. Warr said he understands that they have to deal with the code issues with staff and is confident they can be worked through. He said there were references to massaging or reducing the massing. He shared some ideas about that. He said next time he will bring renderings to share with the Commission. Mr. Warr said he appreciated the comments and support, and the opportunity to work with staff to work through some of these issues. He said the issues of setbacks and floor areas should be easy to work out. He explained how he is intending to use some built-in exceptions in the ordinance.

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(2) Annual Election of ASCC Chair and Vice Chair

Commissioner Ross moved to elect Dana Breen as Chair of the ASCC. Seconded by Commissioner Wilson; the motion carried 4-0.

Chair Breen moved to elect Dave Ross as Vice Chair of the ASCC. Seconded by Commissioner Koch; the motion carried 4-0.

(3) Commission Reports

Chair Koch reviewed landscape plan revisions for 100 Canyon. She also approved a proposed exterior lighting fixture at the Priory dining hall.

Planning & Building Director Russell said they've been trying to get someone to look at 199 Mapache. Chair Koch agreed to stay after the meeting to look at it.

Vice Chair Breen needs someone to go with her to meet with the Westridge Architecture Site Commission, rather than putting them on the ASCC agenda. Commissioner Wilson volunteered.

Vice Chair Breen asked regarding the status of the Priory sites where additional oak trees were planted after she and Commissioner Ross sited their trees along the Priory trail. Planning & Building Director Russell said the most recent information she has is that the three property owners were going in together to make an application to change their PUD for their fencing

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requirements, which will go through the ASCC and the Planning Commission. Vice Chair Breen said the house that planted the trees should come back with a revised landscape plan. She said they need to defend that because that changes the feeling of the land for all residents. She said those trees will grow up into the view of the western hills. She said she and Commissioner Ross were very careful about siting the trees, and the applicants then planted five 60-inch box oak trees. Commissioner Ross said it raises fundamental questions about what constraints there are on people after they receive their final inspections to change the landscaping. He said the ordinances don't really address that situation. He said it seems like the spirit gets broken when right after something like that is worked through, the property owner then does what they wanted to do originally even though it was denied approval. Planning & Building Director Russell said the PUD language may provide some opportunity to bring them back to talk to the ASCC. She will talk to Town Attorney Silver, but is not sure if they have the authority to force the property owners to come before the Commission. She said they have in the Planning work program to strengthen the conditions of approval.

Planning & Building Director Russell said they have a site in town for which they are receiving a fair number of complaints about construction staging parking on the trail. She said they've been working with the applicants, but they are having trouble enforcing compliance from the subcontractors and are trying to get the general contractor to help. She said at their special meeting on construction staging, it was suggested that it may be appropriate to put temporary "no parking" signs next to trails when there is a problem. Planning & Building Director Russell asked for some ASCC feedback about what would be acceptable in that regard. Commissioner Ross said the signs should be very obvious and impossible to miss, knowing they are temporary. He said he is more concerned about permanent features, potential damage to the trees, and obstructing the trails.

Mr. Warr said almost every Friday, Saturday, and Sunday that it is not raining, the Windy Hill overflow parking onto Portola Road and Willowbrook equals more cars than the current parking lot actually holds. He said the Town needs to say something about their conditional use permit, either to provide more parking or figure out a way to limit it. He said he's written to the representative on the Open Space Board and has not received any acknowledgement in two months. Vice Chair Breen said she has asked the Planning Commission for two years to work on the CUP with MidPen about the parking on Portola Road. She said the parking lot could be redesigned to put another 15 cars there. Mr. Warr said 15 cars would be nice, but it's not even a start. He said he's happy that the open space is popular and the people are very nice, but there is no place for them to park.

Planning & Building Director Russell reminded the Commission about the Special Planning Commission meeting regarding the EIR Scoping for Stanford on Thursday.

(4) Staff Report

a. Designate ASCC Members for Staff Discretionary Review of ADUs for 2020

Commissioner Wilson volunteered for January, February, and March; Chair Koch for April, May, and June; Commissioner Ross for July, August, and September; and Vice Chair Breen for October, November, and December.

(5) News Digest: Planning Issues of the Day

DRAFT MINUTES

Staff shared an article of interest with the Commissioners – “Are Charter Cities Subject to California’s Housing Laws?”

APPROVAL OF MINUTES**(6) ASCC Meeting of January 13, 2020**

Commissioner Ross moved to approve the January 13, 2020, minutes as amended. Seconded by Commissioner Wilson, the motion passed 3-0, with Chair Breen abstaining.

ADJOURNMENT [8:26 p.m.]

DRAFT