



TOWN OF PORTOLA VALLEY

Bicycle, Pedestrian and Traffic Safety Committee Meeting

Wednesday 6^h May2020

8:15 AM Online with ZOOM – usually at the Schoolhouse

765 Portola Road, Portola Valley, CA 94028

Bicycle, Pedestrian and Traffic Safety Committee Meeting Minutes

1 Call to Order/Roll Call

Chairman Ed Holland called the meeting to order. Town clerk Sharon Hanlon was the ZOOM online host – and present during this online meeting of the BPTS committee, so attendance was online for all.

Gary Hanes, Angela Hey, Ed Holland (Chair) and Kevin Welch attended. Also in attendance were Howard Young (Town Public Works Director), Craig Hughes (town council) and San Mateo County Sheriff's representative Andy Hui. Other online attendees included Caroline Vertongen (Palmer Lane) and traffic consultant Paul Krupka.

Bob Pierce has resigned and Sharon had sent him a letter thanking him for his participation in the committee. Ed will check if Kevin Chung is still an active member.

2 Oral Communications – Resident and Open Committee Comments

Caroline Vertongen had sent a letter to Ed Holland disputing the contents of the March 4th BPTS meeting minutes – she said her name had been omitted from the mentioned attendees. She wants residents' comments reported in more detail. She was disappointed the names of all residents attending and speaking were not listed on the minutes for discussion on Paul Krupka's proposals.

She was disappointed that the committee did not report that the ASCC meeting on February 10th did not like flashing beacons. She said the flashing beacons had problems in other cities. She believed that lights on road crossing signs violated the lighting codes of Portola Valley. She noted the Priority crossing lights on Portola Road, which go across the road in the pavement, were out for 2 years and she preferred the flags there. She said flags seem to work, so sees no need for lighted signs.

She also noted from the minutes of March 4th, that San Mateo County Sheriff's office reported that 12% of traffic citations are from Portola Valley constituents. She was surprised 88% of citations were from nonresidents.

She voiced concern that the minutes are not always on the town website and wants to look at the published minutes to see what town constituents have expressed over the years. She wants to ensure that residents views are considered by the Bicycle, Pedestrian and Traffic Safety Committee.

Ed will circulate her letter to committee. Sharon Hanlon was asked to circulate any comments from the public with the minutes prior to a meeting. Sharon said the standard procedure was to send residents' comments to the committee chair to bring up at a public meeting, so as to avoid discussion outside a public meeting which would violate the Brown Act.

3 Approve Minutes from the March 4th 2020 meeting

The minutes of the March 4th 2020 meeting were discussed but will be reviewed, based on Caroline's comments before they can be approved. Ed noted that they were minutes and therefore not the entire meeting details.

4 Sheriff's Report

4.1 Accidents and Citations

Sergeant Andy Hui had been absent from some meetings so reported that there were the following number of citations, updating earlier reports:

- February
 - 36 citations, 10 stop sign violations, 31% were town residents
- March
 - 25 citations, 10 stop sign violations (6 were cyclists), 4 speeding citations, 24% were Portola Valley residents, 1 accident - damage to property
- April
 - COVID-19 shelter-in-place restrictions meant there were no citations because Sheriff's Deputies are focusing on campaigns to educate the public about County orders to slow the spread of the virus. Also, there were no accidents.

4.2 Request for Monitoring

The Sheriff's Deputies have been monitoring the roadways for illegal parking. County COVID-19 mitigation orders (e.g. limiting travel distance to 5 miles, unless essential) originally applied San Mateo County residents, so they didn't apply to visitors from outside the County. Now the latest County order applies to visitors who visit from outside the county, as well as residents.

Ed asked if there were new schedules for the Sheriff's services due to COVID-19. Andy said the usual coverage is provided for the town. Extra coverage would be a budget item for the town. Ed noted that with fewer vehicles on the road, cyclists were not stopping at the Portola and Alpine Road junction.

Angela asked who monitored cyclists on trails. Howard said it was a trust system and had been approached before. A volunteer from the Trails Committee reported at weekends.

Kevin noted that in the last quarter the proportion of citations given to Portola Valley residents was about 20%. Gary asked what percentage of the cars on local roads belonged to residents. This is unknown. Angela asked if you could correlate license plate reading with DMV data – but Andy reported that this is not the purpose of the license plate readers, it is not done and there would be legal issues with doing this.

Craig asked if the Sheriff's deputies were going into parks and rest areas like the town picnic tables. He thought deputies might enjoy the trails. However, Andy said they need to be able to be close to their cars to respond to emergencies.

Some gathering is happening at construction sites.

Andy Hui said no warnings, re: county COVID-19 related order, have been issued in Portola Valley, and over 800 have been issued in the County. Craig also wanted to know if the Sheriff's officers were walking the trails. He thought it might be good to have deputies talking to the public as they did at the farmer's market.

Howard suggested reach out to the chair of the Trails committee.

5 Public Works Update

5.1 Pedestrian Safety

The Pedestrian Safety Study is currently on hold until the town knows how its budget has been affected by COVID-19.

The 9 locations that were to be striped and incorporated into the paving project are listed on the town website. The council decided to postpone the paving and restriping.

5.2 Facility maintenance

Facilities are still open so town employees have continued with maintenance.

5.3 Fire Mitigation

The town has a partnership with Woodside Fire District to reduce the risk of fire. On Thursdays and Fridays they work on Westridge and Grove.

5.4 Park and Recreation

The town has started mowing sports fields and park areas again. They will keep the fields in practice condition -not play condition – slightly longer grass.

5.5 Radar Speed Traffic Survey and Town Budget

The speed survey that has to be held every 5 years is on hold. Howard will ask authorities what extensions are available, given lower volume of traffic, and possibly faster average speeds, because of the COVID-19 travel restrictions.

Craig noted that the Traffic Survey is on hold as the town reviews the budget impact of the COVID-19 pandemic. The council has asked the town to roll over last year's budget and then between July and September, the town will look at the impact of tax collection. So road resurfacing has been delayed until the budget impact of COVID-19 is known. Some restricted funds may be spent on road maintenance in the current fiscal year.

Craig agreed that a speed survey now might show faster speeds than normal, as there are fewer cars than normal on Alpine and Portola Roads.

5.6 Utility Work

Tree trimming by utilities to mitigate fire risk continues. Emergency telephone work was underway at Westridge and Alpine for AT&T.

5.7 COVID-19 Impact and Parking

Windy Hill and its car parks were closed. Temporary no parking signs were also put on the roads near the car parks. Parking is monitored by Sheriff's deputies and the town's public works department. For the first couple of weeks, Sheriff's deputies focused on educating the public to the new restrictions on parking.

Town staff have helped reduce community spread. They have turned over picnic tables and put out no parking signs.

5.8 May 17th Public Works Week- Postponed

Last year had the public works department had a booth at the Farmers' Market – this year it may be moved to later in the year when the market operates normally.

6 Ongoing Committee Business

6.1 Annual Report to Town Council

It will be presented online. Sharon Hanlon suggested the committee prioritize projects. Ed will focus on priorities and circulate a draft individually to members.

6.2 Discussion of Committee Budget and Projected Projects in anticipation of decreased Town funding

There were no further comments.

6.3 Ted Selker Letter of Support for Improvement in Bicycle Facilities

Mr Selker contacted Ed with a draft letter and he will forward this to town staff and the town council.

6.4 Neely Winery Development

6.4.1 Request guidance from Town on the need for a traffic/parking impact assessment

Craig said traffic impact typically comes under a Conditional Use Permit. Craig has discussed the Neely Winery proposal with the Planning Director, ASCC, Trails Committee. Craig stated there is no established process for traffic issues around planning applications to be reviewed the BPTS committee. He is anxious to avoid any delays to planning applications. He suggested giving the planning commission any issues to review based on BPTS committee concerns or public comments addressed to the committee. Craig suggested a subcommittee of the BPTS committee might consider how to work with the Planning Commission going forward. Kevin and Ed will form the subcommittee.

6.5 Stanford Wedge Development

Ed suggested we use the same committee, formed to dialog with the Planning Commission, for the Stanford Wedge. Craig noted the timescale is different from the Neely Winery. It is a much later project.

6.6 General Parking Monitor

6.6.1 Closure of Windy Hill

Windy Hill main parking lot opened Monday May 4th. Council approved no parking signs remain at Willowbrook and Alpine. The Sequoias trail alongside of the Sequoias (from Windy Hill Spring Ridge Trail to Willowbrook) is closed. Town staff are monitoring cars that park in the vicinity of Alpine and Willowbrook.

Kevin asked if the barricades are coming down. The town first needs to see if there is a rush in parking.

Angela asked if there was weekend monitoring to assess whether bikes are on prohibited trails. The Trails Committee used to have a trails committee volunteer watch trails at weekends. Angela volunteered to observe trail traffic on weekends.

6.6.2 Displaced Visitor Opportunistic Parking Locations – Issues

Kevin noted that near Willowbrook and Portola Road there's the potential for overcrowding with cyclists being close to parked cars at this pinch point.

Craig noted there are fewer cars on the road and cyclists are moving further into the road to avoid being in the slipstream of another cyclist. Ed agreed.

7 Matters Arising

No matters arising.

8 Next Meeting

The next meeting is on Wednesday June 3rd at 8:15 a.m. most likely online.

9 Adjournment

The meeting was adjourned by Ed at 9:40 a.m.