



TOWN OF PORTOLA VALLEY
Bicycle, Pedestrian and Traffic Safety
Committee Meeting
Wednesday, March 3, 2021 – 8:15 AM

Zoom Teleconference

SPECIAL VIDEOCONFERENCE MEETING AGENDA

Remote Meeting Covid-19 Advisory: On March 17, 2020, the Governor of California issued Executive Order N- 29-20, suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, Portola Valley Town Council meetings are being conducted electronically. The meeting is not available for in-person attendance.

Members of the public may attend the meeting by video or phone linked in this agenda.

To access the meeting by computer, click on the link below:

<https://zoom.us/j/97813213718?pwd=TVJhU0N6Q1JFR3ZRaFdXMTMxT0hHUT09>

To access the meeting by phone, dial:

1-699-900-6833

1-877-853-5247 (toll-free)

Meeting ID: 978 1321 3718

Password: 086901

1. Roll Call
 2. Oral Communications - Resident and Committee Open Comments
 3. Review/Approval of the Minutes of the February 3, 2021 meeting
 4. PV Donates
 - a. Invitation to read Staff Report and contribute project ideas
 5. Sheriff's report:
 - a. Accidents and Citations
 - b. Request for Monitoring:
 - i. Speeding
 - ii. Stop sign violations
 6. Public Works Update:
 7. Ongoing Committee Business
 - a. Windy Hill & Visitor parking update
 - b. Portola Terrace ("Stanford Wedge") Planning updates
 - c. Neely Winery Traffic report and Planning updates
 - d. Corte Madera School Planning – Request update on Encroachment Permit
 - e. Outreach to Forum and PV residents – Monthly message
 - f. Harassment/Abuse/Liability concerns reporting – Update on February 10 Council meeting agenda item
 8. Matters Arising
 9. Next meeting scheduled: April 7th, 2021. Default time 8:15 AM, Via Zoom
- Adjournment



TOWN OF PORTOLA VALLEY

Bicycle, Pedestrian and Traffic Safety Committee Meeting

Wednesday 3rd February 2021

8:15 AM Online with ZOOM

Bicycle, Pedestrian and Traffic Safety (BPTS) Committee Meeting Minutes

1 Call to Order/Roll Call

Chairman Ed Holland called the online Zoom meeting to order at 8:17 am.

Gary Hanes, Angela Hey, Ed Holland (Chair) and Kevin Welch attended. Patt Baenen did not attend. Also in attendance were Howard Young (Town Public Works Director), Jeremy Dennis (Town Manager), Sarah Wernikoff (Town Council Member and alternate council liaison) and Craig Hughes (Town Council member). Andy Hui represented the San Mateo County Sheriff's Office.

Residents Danna Breen, Kristi Corley, Betsy Morgenthaler and Caroline Vertongen attended. Adam Lint (Director of Facilities, Portola Valley School District) and Alex Casbara (Planner - Midpeninsula Regional Open Space District) also attended.

2 Oral Communications – Resident and Open Committee Comments

Kristi Corley wanted to ensure the flashing lights on crossing signs at Alpine and Golden Oak, near the Alpine Hills Tennis and Swimming Club, would not show in her windows. Ed said that it could be considered at the detailed engineering planning phase.

3 Approve Minutes from the January meeting

The minutes of the January 6th BPTS meeting were approved unanimously, proposed by Ed, seconded by Kevin, subject to 3 corrections:

- Ed required changes on unanimous voting for a circular driveway for 207 Westridge
- Kevin questioned the number of citations in 2020, Andy corrected the number to 176 moving citations.
- Betsy wanted clarification re: timing of traffic counts for the Neely Winery tasting room proposal

4 Resident Application for New Member

Caroline Vertongen has applied to join the committee. She said she had worked with Mayor Toben and the Public Works Director on Safe Routes to School in the past that had taken 2 years.

Ed noted she had made comments on the Traffic Safety Study and asked her why she was interested in joining the BPTS Committee. She is concerned that the records are not always publicized and wants to

make sure that the public understands what is going on. She is interested in community engagement and working with Kari Chinn (Town Communications & Community Engagement Analyst) on publicity.

Ed said he will work with the mayor, Maryann Moise Derwin, so that Caroline can be appointed to the committee by the town council.

5 Sheriff's Report

5.1 Accidents and Citations

Andy Hui reported that there were no collisions in January. There were 19 moving citations that were given mainly for expired registration tags, unlicensed drivers, speeding and stop sign violations. He and patrol officers spent time on Willowbrook and Portola Road reviewing parking. Over 70 parking citations around Portola Road and Willowbrook area were reported for January.

Betsy noted she had seen a large monster truck that appeared to be associated with someone tending to horses. She had heard loud truck noises recently, and had heard this truck early in the morning. Gary Hanes noted that he knows an individual who does horse care with such a truck.

5.2 Request for Monitoring

5.2.1 Speeding

5.2.2 Stop sign violations

Judith Murphy has seen police on bicycles at Robert's in Woodside where they are monitoring traffic at the crossroads where 84 meets Cañada Road and Mountain Home Road. Jeremy said there were some bicycle police in Portola Valley too for education, led by Captain Corpus. Jeremy said a pilot program for police on bicycles was positive so far. Jeremy also thanked Andy Hui and Captain Corpus for their continued work, especially on Upper Alpine Road.

Kristi Corley wondering if we can get more detailed numbers for January and February, in particular she would like bike collision reports. She is interested in how numbers compare with other years. She was concerned that a car leaving Ford Field could collide with a cyclist coming down Alpine Road. She proposed that the town put a stop sign for drivers to see on leaving Ford Field. A warning sign, warning of traffic on Alpine Road and the bike trail alongside it was also suggested.

6 Public Works Update

6.1 Willowbrook

In response to Howard reaching out to Willowbrook residents to see if they wanted their curb painted red to indicate No Parking, 2 residents said that they want something more substantial than paint near individual driveways. They want red curbing on the south side of Willowbrook, all the way from the junction with Alpine Road to the median, where there is an island in the middle of the road. Concern was raised that this would push parking further down Willowbrook.

Sarah Wernikoff wanted to understand the car parking issue on Willowbrook.

Town staff has placed temporary no littering signs on Westridge due to complaints.

Howard is hiring a pavement management inspector to review paving conditions.

Public works departments and crews have been working on wind and rain events. Residents can pick up sandbags from the public works department.

Angela thanked Howard and his crew for putting up signs to stop cyclists going off Alpine Trail on to Alpine Road, between the Frog Pond Park and the Portola Valley Ranch fire gate. She also thanked the crew for working on water channeling alongside Alpine Trail.

7 Ongoing Committee Business

7.1 Portola Terrace (“Stanford Wedge”) Planning updates

Jeremy said there are no further updates. Town planner, Laura Russell will provide updates later.

Kristi said she hopes Trail and BPTS committees get the traffic reports. She inquired as to what reports the committee had asked for regarding traffic, including a VMT (vehicle miles traveled) report. She thought the town should obtain a circulation report of traffic in Portola Valley prior to large density builds expected with the next RHNA (Regional Housing Needs Allocation) quotas.

Craig said no report is available for the BPTS committee to review before the EIR. Jeremy said the EIR will be released and then committees will receive information.

7.2 Neely Winery Traffic report and Planning updates

Ed wondered how traffic counts differed when comparing them during the COVID pandemic and in normal times. He will reach out to Gary Nielsen (Portola Valley’s Police Commissioner). Jeremy will ask Laura Russell. Kevin said he had some information from Gary Nielsen.

7.3 Information Only item from Town Staff – Corte Madera School Planning

Jeremy told the committee that the Portola Valley School District has applied to the town for an encroachment permit for a new entrance from the school on to Alpine Road, above Indian Crossing. The encroachment permit application is a staff level process and was submitted to town staff last Monday.

Howard has a process in place to reach out to committee chairs. He aims to minimize the impact on the town’s corridors. Jeremy noted the town is concerned with visual impact, scenic corridor, trail impact and taking citizens’ concerns to heart. He noted that town review of the school’s plans is limited to encroachment. He stated that he appreciated residents’ concerns. The town’s goal is to ensure any encroachment minimizes, to the maximum extent possible, impact on the Alpine Trail.

Approvals for school construction come from the state architect. The reasons for the new access road are:

1. for construction access
2. for permanent access for emergency activities, which is being actively discussed and scoped

Howard has received the permit application. He will review applicable town codes and the town will work with the school district. Attendees were encouraged to email Howard with any questions. There is also the opportunity for residents to speak to the school district through the board and to attend school board meetings.

Ed asked for the anticipated timeline for the project and any changes. Jeremy said the School District pre-planning of buildings indicates construction is expected in May-June. Jeremy said Howard has reached out to committee chairs.

Encroachment permit approval will depend on comments from chairs of committees for the applicant, noting conflict of interest rules, for example a committee chair might serve on the school board.

Kristi wanted more transparency. Jeremy said the info was on the Portola Valley School District website.

Sarah Wernikoff explained that the school communicates with parents and are vigilant about where children can be dropped off. When the construction is complete, there will be a closed gate at the new access point.

7.4 Windy Hill & Visitor parking update

Many cars have been parked on Portola Road. The committee will look at whether more signs to guide where people should park at its next meeting.

7.5 Outreach to Forum and PV residents – Monthly message

Angela sent a notice to Kari Chinn to post in February about traffic safety.

7.6 Harassment/Abuse/Liability concerns reporting – A request for policy and procedure to the Town, on behalf of Committee members

Jeremy is updating the committee handbook, based on the town's employee handbook. Jeremy said he thought it best to bring it to the Town Council before sharing with committees.

8 Matters Arising

Kevin said he needed more courtesy cards to place on car windshields to advise visitors to Windy Hill that they can park at the town center. Kevin wants to update the wording for the new cards and will discuss with the committee at a future meeting.

Betsy noted an attractive trail, consistent with the town's trail system and aesthetic look.

9 Next meeting

March 3rd, 2021. Default time 8:15 AM, Via Zoom

10 Adjournment

Ed adjourned the meeting at 9.27 am.



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: January 27, 2021

RE: Donation Program for Small-Scale Town Projects (formerly PV Donates)

RECOMMENDATION

Staff recommends that the Town Council consider the implementation of a donation program to fund small-scale Town projects.

BACKGROUND

The Town's incorporation was made possible by the countless hours and resources volunteers made to implementing a vision of a community where public service and financial support was central. Residents have donated millions of dollars to fund community-benefitting projects, such as the acquisition of open space, reconstruction of Town Center, and other town-defining endeavors.

Providing different ways for residents to participate in the public process is key to the continued success of the Town, and the projects the Town Council, the committees, and residents alike support.

DISCUSSION

The Town does not currently have a program that allows residents to fund/support small-scale projects. While staff, for the purposes of this staff report, did not attempt to define what a "small-scale project" is, staff did create a list of potential projects that such a program could support (Attachment 1).

A program like this exists in many other cities today, typically in the form of a Parks and Recreation program that funds benches, tree plantings, and other such small projects. Donated funds are typically tax deductible, and are supported by some type of acknowledgement that requires further discussion.¹

Staff believes that many residents would support discreet programs in their areas of interest (trails, fields, sustainability demonstration projects, bicycles, and children/youth) through modest donations.

¹ While programs in other cities support branding opportunities (naming facilities and events, for example), the staff strongly recommends that no such opportunities be included as part of any future program.

Such projects should be initially developed by the Town's committees, and could be supported by Council and staff recommendations. The appropriate committee would review resident recommendations.

Staff requests that the Town Council provide feedback on this nascent idea, with additional review by committees as part of the next round of development. Questions for the Council include:

- Should there be a range of funds that could be donated?
- Does the Council wish to discuss recognition of donations at this meeting or a future meeting?
- Are there types of projects that you would want included in this program? Any that should not be included?
- Should such a program be bound by an annual work plan, or be on an ad-hoc basis, as ideas come up?
- Should there be a match to the program from Town funds?

FISCAL IMPACT

There is no fiscal impact in receiving this staff report and providing guidance. Should such a program be created, there will be modest support from staff/contractors to ensure that any adopted program is implemented and projects are completed.

ATTACHMENT

1. Ideas for consideration

ATTACHMENT #1Donation Program for Small-Scale Town Projects

- Plantings in Right of Way
 - Flowers
 - Seeding
 - Open space improvements
 - Tree donation
- Trail improvements
 - Adopt a Trail
 - Minor work
 - Drainage
 - Grading
 - Fences
 - Tree removal
- Sustainability measures
 - Small-scale demonstration projects, such as rain catchment barrels
 - Climate Fund
- Public Infrastructure
 - Adopt a catch basin
 - Adopt a Public Tree – maintenance
 - Beautification of Village Square, Triangle Park
 - Public Fence Repair/Replacement
 - Tree removal – Fire safety (may be part of Wildfire Preparedness Committee program), or removal of invasive plants and trees
 - Trash Clean-up
- Special Events
 - Holiday Food/Toy Drives
 - Music (Concerts/PV Palooza), Town Picnic, Zots to Tots
- Historic Resources
 - Support for acquisition, cataloging and access
- Parks and Recreation – Support the fields and facilities
- Emergency Preparedness