



TOWN OF PORTOLA VALLEY
Bicycle, Pedestrian and Traffic Safety
Committee Meeting
Wednesday, March 2, 2022 – 8:15 AM
Zoom Teleconference

SPECIAL VIDEOCONFERENCE MEETING AGENDA

Remote Meeting Covid-19 Advisory: On September 16, the Governor signed AB 361, amending the Ralph M. Brown Act (Brown Act) to allow legislative bodies to continue to meet virtually during the present public health emergency. AB 361 is an urgency bill which goes into effect on October 1, 2021. The bill extends the teleconference procedures authorized in Executive Order N-29-20, which expired on September 30, 2021, during the current COVID-19 pandemic and allows future teleconference procedures under limited circumstances defined in the bill. Portola Valley Town Council and commission and committee public meetings are being conducted electronically to prevent imminent risks to the health or safety of attendees. 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://us06web.zoom.us/j/89929047905?pwd=anRaVU5KUHNZDZ0xPM3NiYjBhVFJzZz09>

To access the meeting by phone, dial:

1-699-900-6833

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

*Mute/Unmute – Press *6 / Raise Hand – Press *9*

Meeting ID: 899 2904 7905

Password: 967413

1. Roll Call.
2. Review/Approval of the Minutes of the February 2nd, 2022 Meeting
3. Resident and Committee Open Comments
4. Sheriff's report:
 - a. Accidents and Citations
 - i. Request for statistical details of tickets issued.
 - b. Request for Monitoring:
 - i. Speeding
 - ii. Stop sign violations.
5. Public Works Update:
 - a. General update
6. Ongoing Committee Business
 - a. Review and discussion of Visitor Parking Study submitted by Krupka Consulting (See attached material)
 - b. Proposal and Vote to recommend adoption of measures outlined in the Visitor Parking Study
 - c. Chair update on Committee Chairs quarterly meeting
 - d. Portola Valley Housing Element (HE) update Discussion of Committee Priorities and concerns
 - e. Request for updates on the "Stanford Wedge" EIR
7. Events:
 - a. 2022 Event ideas
8. Matters Arising
9. Next meeting scheduled April 6th, 2022. Default time 8:15 AM, Via Zoom

Adjournment

TOWN OF PORTOLA VALLEY



Bicycle, Pedestrian and Traffic Safety Committee Meeting

Wednesday 2nd February 2022

8:15 AM Online with ZOOM

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

1 Call To Order

Ed Holland (chair) called the meeting to order at 8:17 am.

2 Roll Call

Ed Holland, Angela Hey, Gary Hanes and Kevin Welch attended. Patt Baenen was absent.

Craig Hughes (Town Council Liaison and Mayor), Howard Young (Public Works Director), Paul Krupka (Krupka Consulting Traffic Engineer) and Gary Nielsen (Police Commissioner) also attended. Caroline Vertongen, Maddie and other residents attended.

3 Review/ Approval of the Minutes of the December 1st, 2021, Meeting

A motion to approve the minutes of the December 1st 2021 meeting was proposed by Ed, seconded by Gary and unanimously approved. There was no January meeting – the meeting was cancelled since it lacked a quorum.

4 Resident and Committee Open Comments

Caroline Vertongen said that she had submitted an application to join the Bicycle and Pedestrian and Traffic Safety Committee.

5 Sheriff's Report

Sheriff's Sergeant Patrick (Pat) L. Taylor has replaced Sergeant Andy Hui who has been promoted. No Sheriff's office representative attended this meeting – so no accident or citation statistics were presented.

5.1 Accidents

Ed noted that a vehicle hit a telephone pole. Kevin was able to direct traffic at the scene.

A peloton (possibly the Noon Ride) rider hit a pothole on Portola Road that has since been repaired, Gary Hanes reported.

6 Public Works Update

6.1 Fire Mitigation and Cleanup

Howard reported that fire mitigation work is continuing and recently brush was cleared near Stonegate on Portola Road.

The public works department has been working on clearing fallen trees, particularly those on trails, and cleaning culverts.

6.2 Town Playing Fields

Fields have been closed during the winter so reseeded grass can grow and will open soon.

6.3 Road Resurfacing

The 2021 road resurfacing project is being closed.

Howard is starting the 2022 street resurfacing project. Howard asked that people call him if they knew of road issues that need to be addressed.

6.4 Parking Controls Associated with Windy Hill Visitors

6.4.1 Paul Krupka's Report

Traffic engineer Paul Krupka submitted a report on Windy Hill parking to Howard, who had passed it on to Ed prior to the meeting. Ed will send the report to the committee members so they can review it. They can then send comments to Ed. At the next BPTS meeting it can be reviewed so that the committee can make a recommendation to the Town Council.

6.4.2 Willowbrook/Alpine Area

Ed noted that on Alpine Road near Willowbrook there has been parking on both sides of the road. In particular, cars park opposite the small Windy Hill parking lot that is on Alpine near Willowbrook.

Gary Nielsen said there are large crowds at Windy Hill – and as Ed pointed out this is the time of year traditionally when parking is heavy. Gary reported heavy parking on Willowbrook. He said it was in effect a one-lane street when cars are parked on it. There may be a need for more red paint on the curb.

6.4.3 Portola Road

Angela had also seen cars parking in the shoulder on the curve before the Windy Hill parking sign on Portola Road.

Regarding parking on the west side of Portola Road, Ed had not seen any problems with cars parked there. Paul replied that he had not observed, on a few visits to the area, any areas for conflict on the roadway caused by cars parking on the west side of Portola Road near the Windy Hill main car park. Gary Nielsen agreed with Paul that the cars there were off the pavement.

Ed was concerned that when it gets muddy alongside the shoulder on Portola Road and cars park in the mud that they then drag dirt on to the pavement which may create a hazard for cyclists.

7 Ongoing Committee Business

7.1 Portola Valley Housing Element (HE) update

Ed attended the Ad Hoc Housing Element Committee and explained the role of the BPTS committee to attendees. Ed asked Craig if there was an agenda for future meetings. Craig said 3 more meetings were planned (ed: the dates are 2/22, 3/21 and 4/18). The agendas have yet to be created.

Gary noted that the committee had not been asked to review traffic implications for the low-income development on the former Linwood Realty lot next to Roberts. Craig said it was ministerially approved because of its purpose. It is for adults with disabilities.

Craig said the committee could make a list of considerations for the Planning Commission, particularly for developments that are ministerially approved and aren't reviewed by committees. Ed agreed this was an appropriate approach.

7.2 Request for updates on the "Stanford Wedge" EIR

Ed said he had requested information from the town. Craig said the EIR (Environmental Impact Report) is close to being ready and the draft EIR should be available for review in February. It is expected that the comment period will be 60 days. Committees will be asked to put together their comments as part of the public comment process. Then these comments will go to the ASCC and the Planning Commission.

8 Events

8.1 2022 Event Ideas

Craig said that dates for events still have to be selected by committees. Craig is the Town Council liaison for the Parks and Rec committee that most likely will have the traditional town picnic in September. Craig said the Parks & Rec committee agreed with Ed's observation that the 2021 Town Picnic was organized well, especially with regard to the Zots-to-Tots race that was supported with excellent representation from the county Sheriff's deputies.

9 Matters Arising

Ed had attended the town meeting for committee heads. Angela had attended the county/cities Bicycle and Pedestrian Advisory Committee (BPAC) that reviews grants. She noted that many towns had 10-year plans for the cycling and pedestrian developments, which Portola Valley does not have. Then they use the plans to request grants for infrastructure from the BPAC committee.

For the past two years Kevin and Gary Nielsen have been deploying the town speed trailer. Gary would like to hand the operation of the trailer over to the Sheriff's organization.

Caroline Vertongen said that she had attended the Wildfire Preparedness Committee – she urged everyone present at the meeting to look at the video (ed: the video is at <https://youtu.be/DKpGpPiqUPw>)

10 Next Meeting

The next committee meeting is scheduled for Wednesday March 2nd 2022 at the default time of 8:15 a.m., on Zoom

11 Adjournment

Ed adjourned the meeting at 8.52 a.m.

krupka.

December 9, 2021

Mr. Howard Young *by email only > HYoung@portolavalley.net*
Public Works Director
Town of Portola Valley
765 Portola Road
Portola Valley CA 94028

RE: Draft Report > Study of Portola Road & Willowbrook Drive Parking Recommendations (BPTS, August 2021)

Dear Howard:

The Town of Portola Road Valley (Town) engaged Krupka Consulting (Consultant) to study recommendations regarding parking restrictions that were advanced by the Town Bicycle, Pedestrian & Traffic Safety Committee (BPTS) at its August 4, 2021 meeting, namely Portola Road & Willowbrook Drive Parking Recommendations (BPTS Recommendations). The study was instigated by Town Council action at its September 8, 2021 meeting. This Draft Report presents the purpose, background, scope and findings of the study for your review and comments.

Purpose

The purpose of the study was to review the basis and details of the BPTS Recommendations and, by applying engineering study and judgment, establish whether needs exist and, if so, define conceptual solutions.

Background

The BPTS established a subcommittee to review weekend roadside parking activities on Portola Road, Willowbrook Drive and Alpine Road, which apparently represent Windy Hill Open Space Preserve (Windy Hill) visitors that cannot be accommodated in the Windy Hill parking lot. The Subcommittee developed the BPTS Recommendations that supported past activities regarding parking in the area and generally defined concerns and related proposed parking restrictions on the subject streets.

The BPTS Recommendations addressed parking restrictions at certain roadside areas on the subject streets under the overarching goal of increasing safety for all Town streets and trails. The BPTS Recommendations noted that the actual placement of respective traffic control devices, such as signs and curb markings, would likely require engineering design to determine specific implementation requirements.

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The BPTS approved a motion to recommend that the Town Council direct staff to engage Krupka Consulting to study the BPTS parking recommendations. The Town Council considered this item during its September 8, 2021 and approved a motion to ask staff to prepare a proposal for an engineering study and subsequently a design and implementation plan related to the BPTS recommendations. This report documents the engineering study element only, and generally describes the design and implementation aspects required.

Scope of Work

The study addressed the BPTS recommendations paraphrased below.

- Alpine Road and Willowbrook Drive Intersection
 - Prohibit parking by painting curbs red at the west curb returns, to enhance sight lines
 - Repaint red curb on the east side of Willowbrook Drive to highlight existing parking restrictions
- Willowbrook Drive Divided Road Area
 - Prohibit parking by installing red curb and appropriate signage to maintain full roadway width for vehicle and active use
- Portola Road (East Side)
 - Bridge to Willowbrook Drive
 - Prohibit parking by installing appropriate signage to avoid vehicle conflicts with users of adjacent trail and bicyclists using roadway shoulder
 - Willowbrook Drive to *Windy Hill Parking Ahead* sign
 - Prohibit parking by installing appropriate signage to avoid vehicle conflicts with bicyclists and pedestrians and enhance sight lines
 - Parking Along Road (north of *Windy Hill Parking Ahead* sign)
 - Allow parking in this segment, and extend northerly limit of the existing parking area; this would include appropriate signage advising drivers to park off pavement
 - Near Stonegate
 - Allow parking south of Stonegate Road; this would include appropriate signage advising drivers to park off pavement

It is important to reiterate that the study was limited to specific BPTS Recommendations noted above as they related to Windy Hill visitors parking cars on Town streets. The study was not intended to address other parking or traffic issues that may exist. In this light, the study may very likely stimulate other parking, traffic and circulation concerns, ideas and improvement requests, which would need to be considered by staff and the BPTS per current practice.

Consultant's work involved the following activities.

- Assessed physical and traffic factors to determine whether there are conditions not readily apparent to drivers, bicyclists and pedestrians that may indicate a need. These include stopping sight distance, roadway and shoulder width, adjacent topography, pedestrian paths, parked vehicles, driveways and intersections. The following specific efforts were involved.
 - Informal driving tours of the study area in June 2021 on two weekend days during the midday (Saturday, June 12 and Sunday, June 13).
 - Formal driving and walking tours of the study area on Saturday, October 30, 2021.
 - Reviews of BPTS Subcommittee recommendations and video log by BPTS member Angela Hey.

- Review of parking count log prepared by Gary Nielsen, and meeting with Gary on November 5, 2021.
- Reviews of California Highway Patrol collision data for years 2019, 2020 and 2021 (through September 2021).
- Discussion about visitor activity and parking at Windy Hill with Midpeninsula Regional Open Space District (MROSD) staff Alex Casbara, Tina Hugg and Chris Barresi (November 23, 2021).
- Discussion about on-street parking and enforcement near Windy Hill with Sergeant Andy Hui of the Sheriff's Office(November 23, 2021).
- Defined potential "early improvements" using engineering judgment, including improvements relating to the first two BPTS recommendations at the Alpine Road and Willowbrook Drive intersection and the Willowbrook Drive Divided Road Area (November 9, 2021)
- Collected data during the October 30 field tours, including the following.
 - Parked cars on Portola Road, Willowbrook Drive and Alpine Road (east and west of Willowbrook Drive)
 - Conducted short counts of vehicles, pedestrians and bicycles on Willowbrook Drive, Alpine Road and Portola Road.
 - Viewed sight lines and dimensions on study streets.
- Reviewed and evaluated information collected.
- Prepared draft report.

Findings

There is substantial weekend midday parking demand on Portola Road, Willowbrook Drive and Alpine Road that is primarily attributed to visitors at Windy Hill Open Space Preserve. Based on Gary Nielsen's observations, peak parking conditions typically occurred in the 10:00 hour and indicated 30 to 60 parked cars on Portola Road north of Willowbrook Drive and 60 to 90 parked cars in the Willowbrook Drive/Alpine Road area south of the Willowbrook Drive divided road area. Consultant's observations indicated similar parking locations and quantities. Neither Gary Nielsen nor Consultant observed related parking demand on Portola Road south of Willowbrook Drive.

Vehicle parking and loading/unloading activities result in typical conflicts with adjacent roadway users, including vehicles, pedestrians and bicyclists. On Willowbrook Drive and Alpine Road, pedestrians use available off-street paths and share the street with cars and bicyclists where no off-street paths exist. This generates typical conflicts, which slow traffic and impede residential driveway access. On Portola Road, pedestrians use the roadway shoulder and adjacent off-pavement area to travel to and from Windy Hill, and generally cross Portola Road as gaps in vehicle and bicycle traffic allow. Conflicts typically occur between bicyclists and pedestrians when both occupy the shoulder, and between cars executing parking maneuvers and adjacent bicyclists and vehicular traffic.

Substantial weekend midday bicycle and pedestrian traffic was noted during Consultant's driving and walking tours. Consultant's sample counts indicated 120 to 150 bicycles and 50 to 60 pedestrians per hour in both directions on Portola Road, and 10 to 20 bicycles and 20 to 30 pedestrians per hour in both directions on Willowbrook Drive.

Consultant reviewed collision records from the Statewide Integrated Traffic Records System (SWITRS), maintained by the California Highway Patrol, for years 2019 and 2020 complete and

year 2021 through September. No collisions were reported on the study area streets in 2019 and 2020. Two collisions were reported on study area streets in partial year 2021, one solo bicycle collision on Portola Road near Stonegate Road (unsafe speed) and one solo vehicle collision on Portola Road at Willowbrook Drive (hit fixed object).

Consultant observed driver sight lines in the field on Willowbrook Drive, Alpine Road (near Willowbrook Drive) and Portola Road. In the office, Consultant reviewed sight lines using Google Earth. The reviews indicated generally adequate sight lines compared to stopping distance standards of 150 feet and 250 feet for Willowbrook Drive/Alpine Road and Portola Road, respectively. *However, stopping sight distance did not meet standard on Portola Road between Willowbrook Drive and the Windy Hill Parking Ahead sign.*

These findings indicated there are certain needs related to the BPTS Recommendations. The following section summarizes Consultant's recommended conceptual solutions.

Conceptual Solutions

Based on Consultant's engineering judgment, the following improvements were completed by Public Works November 30, 2021.

- Alpine Road and Willowbrook Drive Intersection
 - West corner — paint curb red, from extension of STOP bar to 20 feet north
 - East side — repaint curb red where it presently exists
 - East corner — paint curb red from south end of existing limit around corner on Alpine Road, to bollards protecting utility box
- Willowbrook Drive Divided Road Segment
 - Paint east and west curbs red, approximately 40 feet north and south of respective ends of center island

Based on Consultant's engineering study, the following improvements should be implemented on Portola Road.

- On east side, prohibit parking between Willowbrook Drive and the *Windy Hill Parking Ahead* sign; this improvement would include roadside signs (no parking, park off pavement) in a quantity sufficient to inform drivers
- On east side, install park off pavement signs between the *Windy Hill Parking Ahead* sign and the existing parking area opposite the Windy Hill driveway
- On east side opposite the Windy Hill driveway, where parking is permitted, confirm lateral off pavement dimensions are adequate and, if so, relocate no parking sign approximately 50 feet north of the current northerly limit to allow additional room for parking; modify park off pavement signs to indicate park parallel (illegal diagonal back in parking observed by Consultant)
- On east side south of Stonegate Road, confirm horizontal dimensions are adequate and, if so, add park off pavement signs to designate limits of allowed parking, and install no parking sign (arrow right) at south limit

Consultant found no evidence of related parking on the segment of Portola Road between bridge and Willowbrook Drive and therefore does not recommend any parking restrictions there.

Estimated costs and implementation considerations for these improvements are summarized below.

Costs and Implementation

The approximate probable costs to install the Portola Road improvements include design, construction and administration as summarized below.

- Design \$3,000
 - Fieldwork to define features and dimensions
 - Layout of devices
- Construction - \$10,000
 - Roadside signs (conservative allowance of 10)
 - Sign panels (conservative allowance of 10)
- Administration \$2,500
 - Advertising and Award
 - Management and Documentation
- TOTAL \$15,500

Implementation will require the following steps as well as design and construction.

- According to the Town Attorney, Town authority to implement parking restrictions needs to be clarified and, if necessary, codified by Town Council resolution or ordinance
- Review and feedback by BPTS
- Potential consideration by ASCC
- Authorization by Town Council

I appreciate the opportunity to support you and the Town. Please call me if you have any questions or other requests.

Sincerely,
KRUPKA CONSULTING

Paul J. Krupka, P.E.
Sole Proprietor

Registered California Professional Engineer (Traffic TR1574, Civil C47497)