

**TOWN OF PORTOLA VALLEY**  
**Bicycle, Pedestrian and Traffic Safety**  
**Committee Meeting**  
**Wednesday May 3, 2023**  
**8:15AM**

Edward Holland, Chair  
Angela Hey, Secretary  
Patricia Baenen, Member  
Gary Hanes, Member  
Kevin Welch, Member

**REGULAR MEETING**  
**HISTORIC SCHOOLHOUSE – 765 PORTOLA ROAD - PORTOLA VALLEY, CA**

**REMOTE MEETING ADVISORY:** On March 1, 2023, all committees in Portola Valley will return to conducting in-person meetings. A Zoom link will be provided for members of the public to participate remotely; however, the Town cannot guarantee there will be no technical issues with the software during the meeting. For best public participation results, attending the meeting in-person is advised.

**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 Town Clerk at (650) 851-1700 or by email at [towncenter@portolavalley.net](mailto:towncenter@portolavalley.net). Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

**VIRTUAL PARTICIPATION VIA ZOOM**

**To access the meeting by computer:**

<https://us06web.zoom.us/j/82018822938?pwd=QVhxUGpuMIJ4Q2o3Q1B1c0ZTU29qUT09>

**Webinar ID: 820 1882 2938**

**Passcode: 407283**

**To access the meeting by phone:**

1. **CALL TO ORDER & ROLL CALL**
2. **ORAL COMMUNICATIONS FOR ITEMS NOT ON THE AGENDA**  
*Speakers' time is limited to three minutes.*
3. **APPROVAL OF MINUTES:**
  - a. **Discussion and vote to approve the minutes of the April 5th Meeting**
4. **SHERIFF'S REPORT:**
  - a. Traffic Citations, Accidents and other items of note from the Attached traffic Report
  - b. Requests for Sheriff's Office attention pertaining to traffic and public safety
  - c. Previous Sheriff's reports are attached, to serve the public record.
5. **PUBLIC WORKS UPDATE:**
  - a. Review of Activities and items connected to BPTS
6. **Discussion of Budget items for consideration. Discuss and propose amounts for categories including:**
  - a. Communication and outreach
  - b. Event publicity
  - c. Small event consumables
7. **ONGOING COMMITTEE BUSINESS**
  - a. Reconnection with Safe Routes (Trails and Paths Committee, School District). Proposal to designate an active BPTS member for this Effort
  - d. Update from The Alternative Transportation and Infrastructure Subcommittee
8. **EVENTS:**

- a. Bike to Wherever Day 18 May. Discussion of possible event.

**9. MATTERS ARISING:**

**10. ADJOURNMENT**

The next regularly scheduled meeting date is June 7th 2023

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**Land Acknowledgement:**

The Town of Portola Valley acknowledges the colonial history of this land we dwell upon—the unceded territory of the Ramaytush (rah-my-toosh) Ohlone, Tamien Nation, and Muwekma (mah-WEK-mah) Ohlone, who endured a human and cultural genocide that included removal from their lands and their sacred relationship to the land. Portola Valley recognizes that we profit from the commodification of land seized from indigenous peoples and now bear the ecological consequences. We seek to understand the impact of these legacies on all beings and to find ways to make repair.

TOWN OF PORTOLA VALLEY



Bicycle, Pedestrian and Traffic Safety Committee Meeting

Wednesday 5<sup>th</sup> April 2023

8:15 AM Historic Schoolhouse and on Zoom

765 Portola Road, Portola Valley, CA 94028

With 2<sup>nd</sup> remote location 295 Raven Ridge Road, Big White,  
Beaverdell, British Columbia, Canada

## **Bicycle, Pedestrian and Traffic Safety Committee Meeting Minutes**

### CALL TO ORDER & ROLL CALL

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

In attendance were Ed Holland, Kevin Welch. Angela Hey was on Zoom in Canada, having followed the guidelines for a member to attend at an accessible remote location, with public notification, according to the town's guidelines following the Brown Act. Caroline Vertongen, a new committee member, attended on Zoom, but was not considered part of the quorum as her venue did not meet the aforementioned town guidelines.

In the schoolhouse, Howard Young (acting town manager and town public works director) and council member Mary Hufty attended. The town's police commissioner Gary Nielsen and Sergeant Patrick Taylor, representing San Mateo County Sheriff's Department attended online. Kristi Corley and Rita Comes joined later online.

### ORAL COMMUNICATIONS FOR ITEMS NOT ON THE AGENDA

Ed noted that the last meeting was on YouTube. No official notice was given to the committee and no consent from the committee was given to publish video online. Ed was uneasy and concerned about privacy, especially as they town committee videos are published worldwide on the Internet on YouTube.

Angela noted that normally on Zoom when a meeting is recorded on YouTube it notifies participants and wondered why this was not done for town meetings. She felt it was a good idea to have online videos as it helps clarify the minutes, which are publicly available as the meeting is a public meeting. Kevin thought we should be forewarned.

Ed was most concerned that the recordings were widely available, rather than that the meeting was recorded for residents. Howard noted that the recordings could be obtained from the town hall.

### APPROVAL OF MINUTES

Ed proposed a motion to approve the minutes from the March 1st 2023 BPTS committee meeting and Kevin seconded, they were unanimously approved. Kevin noted that clarification was needed as only 2 crossings were expected to get rapid-flashing beacons – both on Alpine Road – at Corte Madera School

and at the Alpine Hills Tennis Club. February minutes were voted on at an earlier meeting subject to corrections. They will be reviewed and corrected by Angela.

## **SHERIFF'S REPORT**

Sergeant Patrick Taylor gave the police report.

### **1.1. Review of Citations**

No accidents consistent in February, consistent with 2022. In February, there were 7 moving and 8 parking citations, reflecting a reduction in traffic because of the weather. Ed said he would forward the police report to committee members so they can be incorporated in the minutes.

### **1.2. Request for Officer Coverage/Attention**

Angela asked whether falling trees had caused problems for the Sheriff's officers. Patrick said there were many fallen trees.

An uptick in traffic and poor driver behavior was observed by Ed. In particular, poor behavior at Stop signs and speeds in excess of the posted speed limits were a couple of his concerns. He welcomed police addressing these issues. Gary Nielsen also said if anyone had areas of concern to let him know and he could pass information on to Patrick.

Kevin asked about the 3ft limit for passing cyclists. Sometimes cyclists are 3 abreast and are outside the shoulder making it difficult for vehicles in the flow lane. Vehicles are forced over the double yellow line risking them facing oncoming traffic. Kevin asked whether the officers look for the 3ft rule. Patrick says they look for violations of that code, but it cannot be enforced unless in front of a law enforcement officer. Kevin is concerned about the cyclists. Patrick stated that he reaches out to bicycle clubs, asking cyclists to be aware of traffic that they are impeding. Cyclists that impede traffic can be pulled over. A vehicle passing bicycles that goes over the double yellow line could also be violating the code. Patrick will send out a pamphlet to the committee with the vehicle code. Angela suggested briefing the Noon Ride riders who daily set off from Old Page Mill Road.

## **PUBLIC WORKS UPDATE**

### **1.3. General update**

Howard had a request for a speed trailer on Valley Oak – when Los Trancos is closed – the emergency access gate was opened on Los Trancos, so vehicles go through Valley Oak and there was concern about speeding. The gate was opened twice in the last storm – two people asked the town to put out the trailer – hard to put a trailer there. Ed suggested putting the speed trailer on Alpine Road between Indian Crossing and Portola Road.

A Vista Verde resident had asked that signs to be put up to direct them through the emergency access gate. Howard said this is difficult because of his small staff. He suggested that committee members or Vista Verde put out signs.

Still working on Alpine Inn parking – there are no major issues on nearby roads.

### **1.4. Storms**

Storms caused several slides and trees down. First the roads were assessed and the trails committee will help with trails. Howard is looking at FEMA for reimbursement. The town placed mud that had been removed from slides at Ford Field. Ed thanked Howard for his work. There was a slide on Grove – Public

Works committee members Kevin, Bob Boyle and Alex Doherty (chair) helped, coming out in the middle of the night.

Between Costa Mesa and 280 on Alpine Road in unincorporated San Mateo County, a tree fell and killed a driver. The trees are on Stanford land and San Mateo County issued an encroachment permit to Stanford to remove the trees in unincorporated.

### **1.5. Sports Fields**

Fields are open, many towns have not opened. New portable toilet at Ford Field. Kevin asked whether the debris would be removed from Ford Field as Little League will start. Howard said it will be removed once it is dry – a contractor has been identified. End of May beginning of June is when the Little League starts up. Ed noted there has been leniency for parking and Howard has talked with Sgt Patrick Taylor saying that there might be parking overflow on Alpine Road. Patrick said all the patrol teams had been notified to be lenient.

### **1.6. Road Resurfacing**

Road resurfacing is planned for Westridge from Cervantes East to Alpine Rd – federally funded project.

Potholes on Alpine will be addressed when dry. MROSD – Hawthorns project were contacted about drainage – natural percolation – drainage ditch was rerouted by tilling – they corrected it – heavy rainfall.

Still assessing the trails.

### **1.7. Budget**

Howard reminded the committee it was budget time.

### **1.8. Ford Field Crime**

Howard had an inquiry about crime in the Ford Field parking. There was only one recorded accident in the last 7 years. Howard talked to the Little League organizers about warning people about break-ins during busy events – town hasn't seen broken glass there. Howard has also spoken with Sergeant Patrick Taylor about it.

### **1.9. Parking**

Request for update on Parking signage At Portola Rd in the Vicinity of Windy Hill access.

The Trails Committee and town are concerned about people parking on trails. If one sees parking on trails use PVConnect. Ed asked for locations – Fawn Lane is one location. Howard has visited the contractors and notifies them before construction.

Sheriff's contract is coming up – send ideas to Gary Nielsen.

### **1.10.**

### **Removal of Redwood Tree**

Tree has been removed on Brookside and Portola Road. Stump still has to be ground. Remaining plantings are near the stump and need to talk to the homeowner about them. Howard is expecting feedback from the homeowner. Kevin and Angela agreed that the line-of-sight has improved.

### **1.11.**

### **Crossing Flags**

Kevin asked about the crossing flags. They need to be updated. Ed can post on PVForum asking people to make them. Kevin said a study was effective. In Japan children put their arms up.

1.12.

### Resident's Questions- Sheriff's Meeting

Kristi Corley was unable to attend the Sheriff's Meeting as she was traveling. She wants to know hot spots in the area where crime is committed. She noted that Atherton, Woodside and other jurisdictions have contracted with Flock Safety for automated license plate readers (ALPRs). She stated that Woodside has 22 Flock ALPRs, Los Altos Hills 38, and other cities like Santa Clara and Atherton also use Flock. She wanted to know if Portola Valley planned to add Flock ALPRs, in addition to the older trailer. She claimed Portola Valley had 3. Golden Oak is known to be a hot spot, near where she lives. Ed asked her to bring this up with the town council as it goes beyond traffic safety. She asked that the meetings with the Sheriff be on Zoom. She was worried about water runoff (already addressed at the meeting before she attended). She was wondered if there were alternative places to dump mud, other than Ford Field. She claims that there were multiple crimes at Ford Field, after a conversation with the president of Little League. She is worried about flags missing at crosswalks. Howard said that the design for the rapid flashing beacons is scheduled for the summer.

Caroline Vertongen was hoping for a report from Sergeant Taylor on the Sheriff's Meeting. She also noted that the crossing flags were also a project of Corte Madera School. She would like to email some ideas for the police with Gary Nielsen. She is concerned about the 3ft rule and that the shoulders are cleaned well. She asked about street cleaning and when there is a schedule. She wondered if there should be a bike rack at the schoolhouse.

Gary Nielsen said that when cars come through Valley Oak, maybe a willing resident would let the town park the speed trailer, minus it's towing vehicle, in their driveway.

Angela said she sees the street cleaning truck frequently and that based on cycling around the area that the shoulders in Portola Valley are some of the cleanest around. She noted it has gone round in circles, repeating its cleaning at Indian Crossing and Alpine Road. Howard said the main streets are swept twice a month and other streets once a quarter – the schedule is on the town website.

Howard noted that the inspection covers for the telephone vault on Alpine near Westridge are in the way of cyclists, who veer into the flow lane. Howard will reach out to the telephone contractors to get the covers level.

Kristi suggested that developers pay a fee for cleaning streets, rather than residents. Howard said that if there is a specific project then report it via PVConnect. She is concerned about debris left by contractors at Corte Madera School. She has photos.

### DISCUSSION OF COMMITTEE BUDGET NEEDS

Ed asked for items for the budget. Please send ideas to Ed. Howard suggested a litter clean up day used to be organized by the BPTS committee and residents.

### ONGOING COMMITTEE BUSINESS:

1.13.

### Request to the town for information on plans to review/update the Circulation Element of the General Plan.

Ed asked Mary if there were plans to discuss the Circulation Element. The General Plan discussion group will look at Circulation – everything is behind schedule – the Housing Element hasn't been finished yet.

1.14.  
Transport and Infrastructure

Update From Subcommittee on Alternative

Angela said there had been no further work. She asked Howard whether Paul Krupka had looked at signage for cyclists at Portola Road and Alpine Road junction.

Caroline asked about roundabouts. Angela noted she had stayed between Camas and Washougal on Highway 14 in WA where two small towns had implemented roundabouts with flat areas at the edge so emergency vehicles can pass easily. She believes there should be a serious public works initiative to look at roundabouts as the traffic will not slow without physical devices. Howard said something like that has to be brought to the town council. Kevin says that we need to be able to evacuate quickly and emergency vehicles need to be able to get through quickly. Rita Comes said that Ladera is looking at a roundabout at La Mesa and conducting a study. Kristi noted that there was an Alpine Road study in 2017 done by San Mateo County. Kristi suggested that a roundabout be drivable in the middle. She said the current general plan says work with other jurisdictions. She suggested working with the county.

1.15. Committee Structure Review

Craig Taylor and Sarah Wernikoff are looking for input about different committee structures. Send comments to them or Ed. Regarding the Brown Act. Ed says a required committee must be a Brown Act committee because members are appointed by the town council.

## EVENTS

Request for notification of and event ideas for 2023

- Bike to/From Work Day – Bike to Work Day May 18<sup>th</sup>, Bike to Wherever Days May 18, 19 or 20
- Earth Day – April 20<sup>th</sup> – no plans for the town
- Town Picnic/Zots to Tots – September 23rd

## MATTERS ARISING

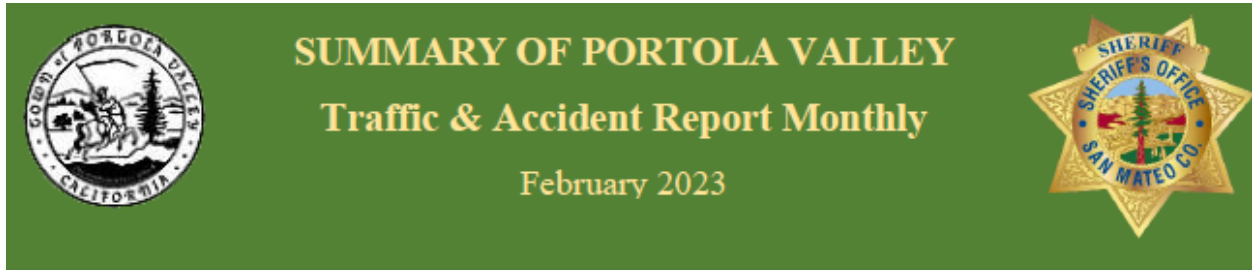
Angela said the county is looking at mountain bike routes. Howard says look online at the trails map. Angela said this was infeasible. Ed noted there were town residents that ride on trails that forbid bikes. Angela suggested it might be part of the circulation element. Howard noted that easements for private property are dictated from title documents.

This meeting is on <https://www.youtube.com/watch?v=2QRqwyJl1SU&t=179s>

## ADJOURNMENT

Ed adjourned the meeting at 9:20 am. The next regularly scheduled meeting date is May 3rd 2023

A. Appendix A Traffic Accident Reports for February



Moving Citations	7
Parking Citations	8
Bicycle Citations	0
Traffic Stops	NA
Accident Reports	0
Accidents - Non-Injury	0
Accidents - Minor Injury	0
Accidents - Major Injury	0
DUI	0





## SUMMARY OF PORTOLA VALLEY

### Traffic Collisions

February 2023



NO ACCIDENTS	FOR	FEBRUARY	2023
NA	NA	NA	NA
Comparison to February 2022	0 DUI 0 Major 0 Minor 0 Non	NA	NA



## SUMMARY OF PORTOLA VALLEY

### Traffic & Accident Report Yearly 2023



	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC	TOTAL
<b>Citations</b>	<b>10</b>	<b>7</b>											<b>17</b>
Parking	5	8											13
<b>Total Citations</b>	<b>15</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30</b>
Bicycle	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Accidents</b>													
Accidents - Non-Injury	1	0											1
Accidents - Minor-Injury	0	0											0
Accidents - Major-Injury	1	0											1
<b>Total Accidents</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
<b>Total Bicycle Accidents</b>	<b>2</b>	<b>0</b>											<b>2</b>

## B. Appendix B- Vehicle Code Brochure

### 21656 CVC

On a two-lane highway where passing is unsafe because of traffic in the opposite direction or other conditions, any vehicle proceeding upon the highway at a speed less than the normal speed of traffic moving in the same direction at that time, behind which five or more vehicles are formed in a line, shall turn off the roadway at the nearest place designated as a turnout by signs erected by the authority having jurisdiction over the highway, or wherever sufficient area for a safe turnout exists, in order for the vehicles following it to proceed.



### 21760(a) CVC

This section shall be known and may be cited as the Three Feet Safety Act.

### 21760(b) CVC

The driver of a motor vehicle overtaking and passing a bicycle that is proceeding in the same direction on a highway shall pass in compliance with the requirements of this article applicable to overtaking and passing a vehicle, and shall do so at a safe distance that does not interfere with the safe operation of the overtaken bicycle, having due regard for the size and speed of the motor vehicle and the bicycle, traffic conditions, weather, visibility, and the surface and width of the highway.

### 21760(c) CVC

A driver of a motor vehicle shall not overtake or pass a bicycle proceeding in the same direction on a highway at a distance of less than three feet between any part of the motor vehicle and any part of the bicycle or its operator.

### 21760(d) CVC

If the driver of a motor vehicle is unable to comply with subdivision (c), due to traffic or roadway conditions, the driver shall slow to a speed that is reasonable and prudent, and may pass only when doing so would not endanger the safety of the operator of the bicycle, taking into account the size, speed of the motor vehicle, and the surface and width of the highway.

### 21966 CVC

No pedestrian shall proceed along a bicycle path or lane where there is an adjacent adequate pedestrian facility.

### 22400(a) CVC

No person shall drive upon a highway at such slow speed as to impede or block the normal and reasonable movement of traffic, unless the reduced speed is necessary for safe operation, because of grade, or in compliance with law.



### 27400(a) CVC

A person operating a motor vehicle or bicycle may not wear a headset covering, earplugs in, or earphone covering, resting on, or inserted in both ears.



### SAN MATEO COUNTY SHERIFF'S OFFICE

Headquarters Patrol  
400 County Center  
Redwood City, CA 94063

If you have any questions please contact our non-emergency number:

**(650) 363-4911**

## SAN MATEO COUNTY SHERIFF'S OFFICE



CALIFORNIA VEHICLE CODE SECTIONS RELATED TO

# BICYCLE SAFETY



## CALIFORNIA VEHICLE CODE SECTIONS RELATED TO

# BICYCLE SAFETY

### 21200(a) CVC

A person riding a bicycle upon a highway has all the rights and is subject to all provisions applicable to the driver of a vehicle.

This includes all turning, signaling, right of way, stopping, and cell phone laws.

### 21200.5 CVC

DUI on a bicycle.

### 21201 CVC

Equipment provisions.

### 21202 (a) CVC

Any person operating a bicycle upon a roadway at a speed less than the normal speed of traffic moving in the same direction at that time shall ride as close as practicable to the right-hand curb or edge of the roadway except under the following situations:

- 1) When overtaking and passing another bicyclist proceeding in the same direction.
- 2) When preparing for a left turn at an intersection or into a private road or driveway.
- 3) When reasonable necessary to avoid conditions that make it unsafe to continue along the right-hand curb or edge.
- 4) When approaching a place where a right turn is authorized.



### 21208(a) CVC

whenever a bicycle lane has been established on a roadway pursuant to 21207 CVC, any person operating a bicycle upon a roadway at a speed less than the normal speed of traffic moving in the same direction shall ride within the bicycle lane, except that the person may move out of the lane under the following situations:

- 1) When overtaking and passing another bicycle, vehicle, or pedestrian within the lane or about to enter the lane if the overtaking and passing cannot be done safely within the lane.
- 2) When preparing for a left turn at an intersection or into a private road or driveway.
- 3) When reasonable necessary to leave the bicycle lane to avoid debris or other hazardous conditions.
- 4) When approaching a place where a right turn is authorized.



### 21208(b) CVC

No person operating a bicycle shall leave a bicycle lane until the movement can be made with reasonable safety and then only after giving an appropriate signal in the manner provided in 22100 CVC in the event any vehicle may be affected by the movement.



### 21212(a) CVC

A person under the age of 18 shall not operate a bicycle, nonmotorized scooter, or a skateboard, nor shall they wear in-line roller skates unless that person is wearing a properly fitted and fastened bicycle helmet that meets the standards of either the American Society for Testing and Materials (ASTM) or the United States Consumer Product Safety Commission (CPSC). This requirement also applies to a person who rides upon a bicycle while in a restraining seat that is attached to the bicycle or in a trailer towed by the bicycle.



### 21213(a) CVC

A person under 16 years of age shall not operate a Class 3 electric bicycle.

- A Class 1 bicycle is a "Low speed pedal-assisted electric bicycle" capable of 20 MPH max speed.
- A Class 2 bicycle is a "Low speed throttle-assisted electric bicycle" capable of 20 MPH max speed.
- A Class 3 bicycle is a "speed pedal-assisted electric bicycle" capable of 28 MPH max speed. Class 3 bicycles are usually equipped with a speedometer.







# SUMMARY OF PORTOLA VALLEY

## Traffic Collisions

February 2023



NO ACCIDENTS	FOR	FEBRUARY	2023
NA	NA	NA	NA
Comparison to February 2022	0 DUI 0 Major 0 Minor 0 Non	NA	NA



# SUMMARY OF PORTOLA VALLEY

## Traffic Collisions

March 2023



NO ACCIDENTS	FOR	FEBRUARY	2023
NA	NA	NA	NA
Comparison to March 2022	0 DUI 0 Major 0 Minor 1 Non	Alpine Rd	1 – 22107 VC – Unsafe Turn



# SUMMARY OF PORTOLA VALLEY

## Traffic & Accident Report Monthly

February 2023



<b>Moving Citations</b>	<b>7</b>
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<b>Parking Citations</b>	<b>8</b>
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<b>Bicycle Citations</b>	<b>0</b>
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<b>Traffic Stops</b>	<b>NA</b>
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<b>Accident Reports</b>	<b>0</b>
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Accidents - Non-Injury	0
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Accidents - Minor Injury	0
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Accidents - Major Injury	0
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<b>DUI</b>	<b>0</b>
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# SUMMARY OF PORTOLA VALLEY

## Traffic & Accident Report Monthly

February 2023



<b>Moving Citations</b>	<b>6</b>
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<b>Parking Citations</b>	<b>13</b>
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<b>Bicycle Citations</b>	<b>2</b>
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<b>Traffic Stops</b>	<b>NA</b>
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<b>Accident Reports</b>	<b>0</b>
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Accidents - Non-Injury	0
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Accidents - Minor Injury	0
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Accidents - Major Injury	0
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<b>DUI</b>	<b>0</b>
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