



# TOWN OF PORTOLA VALLEY

April 3<sup>rd</sup> 2024

8:15 am

Edward Holland, Chair  
Angela Hey, Secretary  
Patricia Baenen, Member  
Kevin Welch, Member  
Caroline Vertongen, 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. 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/84543131786?pwd=BkMeMCoGnpu1Cn17Qsf2VibV1n3YZo.1>

**Webinar ID:** 845 4313 1786

**Passcode:** 735850

#### **To access the meeting by phone:**

1-669-900-6833 or 1-888-788-0099 (toll-free)

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

1. **CALL TO ORDER & Roll Call**
  - a. **Note: Meeting will be subject to firm adjournment at 9:15 am**
2. **ORAL COMMUNICATIONS FOR ITEMS NOT ON THE AGENDA**

Speakers' time is limited to three minutes.
3. **APPROVAL OF MINUTES:**

Approval of the minutes of the March 6th 2023 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 as available, to serve the public record.**
  - d. **Review of Activities and items connected to BPTS**
5. **PUBLIC WORKS UPDATE (Howard Young):**
  - a. **General update.**
  - b. **Crosswalk upgrades timetable for completion and budget information.**
6. **ONGOING COMMITTEE BUSINESS:**
  - a. **Discussion of the proposed amendments to Title 18 of the Portola Valley Municipal code, in relation to proposed zoning changes related to parking provision and requirements to include bicycle parking. Ref CHAPTER 18.60.080 "Common Facilities" pp 60- 65.**
  - b. **Hawthorns PAWG update, and requests for input.**

- c. Adoption of 2019 Pedestrian Safety study as Local Roadway Safety Plan, and Submission to C/CAG
- d. Windy Hill parking restrictions – Review next steps for additional, enforceable signage.
- e. Alpine Inn and Golden Oak Parking concerns
- f. Safe Routes to School Subcommittee update
- g. Alternative Transport Infrastructure Subcommittee update

**7. EVENTS:**

- a. **No upcoming events.**

**8. MATTERS ARISING:**

**9. ADJOURNMENT**

- a. The next regularly scheduled meeting date is May 1 2024

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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 Community Meeting

March 6, 2024 at 8.15 AM

At the Schoolhouse and on Zoom

## **Bicycle, Pedestrian and Traffic Safety (BPTS) Community Meeting**

### **1. Call to Order and Roll Call**

BPTS Chair Holland started the meeting at 8.17 AM

In attendance: Chair Ed Holland, BPTS members Pat Baenen, Kevin Welch, and Caroline Vertongen.

BPTS member Angela Hey was absent. In addition, Howard Young (PV Public Works Director) and Town Council liaison, Mary Hufty, were present in person.

On zoom: PV Traffic Consultant Paul Krupka, Sergeant Patrick Taylor, PV residents Kristi Corley, Rita Comes, and Karen Askey.

Recording is available via you-tube: <https://www.youtube.com/watch?v=eB2NZJwrhZA>

### **2. ORAL COMMUNICATIONS FOR ITEMS NOT ON THE AGENDA.**

Speakers' time is limited to three minutes. Besides a clarifying question from member Vertongen there were no oral communications.

### **3. APPROVAL OF MINUTES (@1.51 min)**

- Chair Holland requested the approval of the minutes of the March 6, 2024 Meeting.
- The minutes of March 6 were approved by all BPTS members.

### **4. SHERIFF'S REPORT (@ 2.17 min)**

**a. Traffic Citations, Accidents and other items of note from the Attached traffic Report -** see attached.

- Sgt Taylor confirmed:
  - 11 traffic citations mainly on Alpine/Portola Rd. and 94 Groveland
  - 7 parking citations on 115 Willowbrook and 4860 Alpine Road
  - No traffic accident in the month of January 2024.
- The reports were made available to the Chair on Tuesday night, March 5
- Member Vertongen asked if it was possible to have the reports earlier not only for the members to review and discuss during the meeting, but also for the public to review and comment.

## **b. Requests for Sheriff's Office attention pertaining to traffic and public safety**

- Questions from member Vertongen and answers by Sgt. Taylor (@ 5 min) regarding:
  - the recent burglaries
  - the contract listing 3 officers for Portola Valley, but in fact only 1 Deputy and 1 Community service officer shared with others)
  - Services listed in Exhibit A
  - Deputy Cox for the PV community and Deputy Reed for Portola Valley School District
  - Deputies for investigations
  - there is a shortage of staffing not just locally but nationwide.
- Chair Holland suggested to contact PV Town Manager Etman Sharif for further discussion (@8.16 min)
- Member Welch confirmed the meeting with Deputy Matthew Fox end of February.
- Member Vertongen was unaware the event took place and wondered how people were notified.
- Town Council Liaison Mary Hufty asked who took over for the retired Police Commissioner.
- Member Welch confirmed he took on that position and is the current resident liaison.
- Chair Holland asked Sgt. Taylor to submit the police reports 1 week before the BPTS meeting. Sgt. Taylor confirmed.

## **5. PUBLIC WORKS UPDATE**

- A. PV PW Director Young gave a general update (@10.45min):
  - winter clean up
  - many trees fell in Valley Oak and damaged trail bridges and working with Insurance
  - fields are open
  - finishing up with cleaning all water bars
  - mowing will happen in May
  - street surfacing planned in Westridge - still in bidding process
- B. Crosswalk upgrades timetable for completion and budget information (@ 12.24 min)
  - time table delayed due to some design issues
  - Solar or PG&E, but the spice box at Alpine Tennis Club seems missing
  - no parking, no speeding, no traffic issues, and no accidents by Alpine Inn and Golden Oak.
  - Member Vertongen brought up the Safe Routes to School, which include several trails that are in poor conditions, muddy, and slippery.
- PW Director Young responded (@15.29min )
  - these trails (Alpine, Sausal, Iroquis,) are affected during wet winters, but they are still usable.
  - The trail from Corte Madera to Alpine/Portola is a dirt trail.
  - Equestrians did not want PW to add rocks, but it can be brought up for discussion again
  - The Alpine trail from Corte Madera School has drainage issues. PW Director Young contacted the school district and they promised to address the issue.

## 6. ONGOING COMMITTEE BUSINESS:

- Chair Holland had requested to amend the agenda at the start of the meeting. All BPTS members had approved that request, so Chair Holland proceeded with item b

### **B. Adoption of 2019 Pedestrian Safety study as Local Roadway Safety Plan, and Submission to C/CAG (@19 min).**

-Chair Holland provided a detailed report of what happened after the C\CAG presentation on February 6, 2024. Followed by discussions with PV PW Director Young and Traffic Consultant Krupka

- they concluded that the scope of what is requested by C\CAG for the submission of a Local Road Safety Plan (LRSP) was not exactly as it was presented at the February 6th meeting.

- It would require more study, more elements, more data and the deadline is still April 2024.

- Question was presented: do we still pursue that submission? , do we find an interim way?, or do we look at pursuing our own plan?

- PV PW Director Young (@20.52 min)\_shared a 6-page document outlining and provided his comments, concerns, and process

-Traffic Consultant Krupka (@ 27 min) confirmed the statements made by BPTS Chair Holland and PV PW Director Young, confirmed and supported the generally the 5,6,7 steps that the County is going through are the same steps any agency (independent. ) has to go through

-Chair Holland (@32.30) summarized the issues, questioned the benefits vs efforts, and opened the discussion among Committee Members.

- Member Vertongen provided financial data: Town Council approved 216K for flashing beacons this year, 30 K was taken from the reserves to complete the PV traffic safety study, 100 K was paid to Traffic Consultant Krupka to implement the improvements (2018-present) yet not all have been completed. The Town paid C\CAG \$4274 for membership and \$11,737 for Congestion Relief Program fuds. The C\CAG LRSP report is more detailed and highlights more high crash sites. She questioned if the money should be used differently e.g used for repainting the crosswalks and improve the Safe Routes to School which comprise of several trails.
- Member Baenen (@35 min) expressed her concerns stating “ we are at the 11th hour trying to get this work done in a short time, which will get very expensive”. She wondered if it would balance out with the kind of possible grants we would receive. She suggested to take the C\CAG content as guidance for our own decision making process how to improve our roads in the future. The crash graphs show at instances that PV has higher bicycle crasher than the national average and we should look into that. She suggested to take the C\CAG data and used that for our own traffic safety plan.
- Member Welch (@37.16 min) does not like the timeline and restrictions on volunteers - he confirmed BPTS is on top of traffic safety. He has been as a member for 11 years, explained the reasons and efforts including the name change from Traffic Safety Committee to Bicycle, Pedestrian, Traffic Safety Committee. Member Welch praised the work done especially in the last 2-3 years. He shared the efforts made to apply for grants in the last 10 years resulting in only 1. He wondered if PV opts out of

the C\CAG program if PV would still qualify for DOT funding. He also wondered if the Town of Woodside applied for this grant.

- PW Director Young will call Woodside and report back to Chair Holland. As for C\CAG and DOT funding it not clear, but it seems increasingly required to have a Traffic Safety Plan
- Traffic Consultant Krupka (@40 min) explained the 3 different grants; 1) Federal grant (& partial State) “ The Safe Streets For All, 2) the State grant program “ Highway System Improvement Plan, and 3) grant funding through the Metropolitan Transportation System “ One Bay Area”. He confirmed all funding programs do require a Local Road Safety Plan. Mr. Krupka further explained there are 8 criteria and all entities need to cover 4 or 5 of those criteria to meet eligibility, expressing his concern about the scope of work before the April deadline
- Chair Holland ( @46min) summarized the findings, questioned the timeline, and wondered if BPTS can use the C\CAG data, then directed his questions to Town Council Liaison Hufty.
- Town Council Liaison Hufty (@ 47.26min) stated “ Vision Zero with no accidents is a very high bar” - she wondered how much our Town can perform these series of duties within the timeline. She confirmed Town Council would need a clear recommendation from BPTS. She confirmed that the Safety Element is expected to be presented this Summer, so the more BPTS can present to Town Council, the better.
- PW Director Young(@ 49 min) confirmed the process: BPTS has to review the document, fully understand what is involved and what PV is trying to accomplish, then present a comprehensive report to Town Council. He suggested to form a subcommittee in order to meet the deadline.
- Traffic Consultant Krupka (@50min) confirmed the process and concurred with previous suggestions; BPTS is charged to advise Town Council about safety and agreed that BPTS should form a subcommittee to work on a revised document - use as much information that is already prepared for the Town and available through the public domain, in order to meet the timeline.
- Member Baenen wondered if BPTS could access the public data referring to the 22 page C\CAG document and the crash sites dated March 5.
- Chair Holland (@53 min) made reference to the C\CAG data circulated at the February 6 meeting and will share that with Member Baenen.
- Member Welch confirmed that BPTS has all the data , including the TIMS report.
- After comments from member Vertongen, Chair Holland confirmed that the data is not complete, but BPTS has to use what is available. He then appointed a subcommittee including himself and Member Baenen.
- PW Director Young (@55 min) wondered if the subcommittee would then be authorized to submit its findings to Town Council because it is a policy decision.

- Chair Holland proposed to move forward with a subcommittee, review and update the report, and see what is accomplished by the next BPTS meeting in April.
- Member Vertongen requested to have the crosswalk designs on the website. The designs were presented to BPTS in June 2023. She has serious concerns about these designs, offered to discuss this directly with Traffic Consultant Krupka, and felt the public needs to have an opportunity to comment.
- PW director Young (@57min) asked to contact him directly to discuss the crosswalks. He clarified that the grant is specifically for the lighted crosswalks and cannot be re-allocated. He explained that the 100 K seen on the warrant list for traffic improvement is not just for Consultant Krupka, but also traffic studies for applicants.

#### **A. Hawthorns PAWG update, and requests for input (@58 min)**

- Member Baenen, who is also a member of the Hawthorn Public Access Working group - is interested in the C\CAG crash data because the Hawthorn project is moving along and is leaning towards a new entrance (#8) closer by Los Trancos, instead of the "historic entrance #9. She is concerned because entrance #8 is a safety concern. It is at the slope on Alpine where bicycles get a lot of speed. The Hawthorn group is proposing solutions like added signage, speed bumps, and other measures that do not belong in PV.
- Chair Holland wondered if the speed bumps are at the entrance or on Alpine Road.
- Member Baenen (@58 min) said the suggestion was very vague- a one-liner at the bottom of the page. She is concerned about all the proposed signage, beacons, traffic control measures, speed control measures, but for PV that is out of the question. They should not be adding those to our scenic corridor.
- Resident Karen Askey (@61 min) wondered how BPTS will incorporate all future development; the 150 future homes along Alpine Road and the new Hawthorn Entrance - She shared information and a link for the upcoming March 24th Hawthorn meeting. Hawthorn chose the entrance based on best natural resources, but also confirmed it is not the safest entrance. She also shared information from the February 29 meeting and said the Hawthorn group mentioned a lot of new material presented that was not on the agenda. She suggested BPTS to watch the video - the consultant has suggestions for the town to do, not necessarily done by MidPen. She also asks BPTS to add their input regarding the modifying the Alpine Trail . She recommended to submit our feedback sooner than later.
- Chair Holland thanked for the comments, information, and links, which will be shared.
- Resident Corley (@64 min) expressed her disappointment that the Town did not pursue C\CAG and OBAG funding - disappointed that PV has not submitted any grants despite the fact that she shared all funding materials. Last year there was a lot of funding available. 30% of the funds do not have to go through marginalized cities. It is for what our city needs like bike and pedestrian safety. Again she expressed her concerns for public safety at the crosswalk of Alpine Tennis. It has been 3 years and again it has been delayed. She recounted the recent bicycle accident again in front of her home by that

crosswalk. Town Council's job is safety, so she does not understand the delays. She also mentioned the decision the Hawthorn group to pick the entrance that is the least safe for bicycles. She has attended all meetings, but it is hard to share all the information with the Committee members. She encouraged all BPTS to attend the March 24th site meeting.

- Member Vertongen confirmed she submitted a public comment for the MidPen February meeting and included the C\CAG crash map. Members and resident asked if this crash map was submitted for the public meetings.
- Resident Askey (@69 min) explained that MidPen does not publish all public comments prior to the meetings and only publish these documents at the time they publish the minutes, so it is unclear what comments the Board of Directors see prior
- Chair Holland expressed his appreciation.

#### **D) Alpine Inn and Golden Oak Parking Concerns.**

-Member Vertongen asked to work with Parks and Rec regarding the parking at Alpine Inn. She had attended the last Parc and Rec meeting, but the Chair did not have an update .

-PW director Young suggested to contact the Planning Department. He also clarified that the requirement from the Fire Department was for Alpine Inn, not for the Town of PV.

- Member Vertongen requested a clarification; The emergency exit is on Town land and assumed that it would be the responsibility for the Town.
- PW Director Young repeated that the requirement from the Fire Department was for Alpine Inn, not the Town.
- Resident Corley expressed the need for an emergency exit and questioned if the rocks were removed.
- PW Director Young confirmed they were removed.

#### **C) Windy Hill parking restrictions – Review next steps for additional, enforceable signage.**

- PW Director Young stated it is on their schedule, but with the amount of work at the moment, this has been delayed.

#### **E) Safe Routes to School (SRTS) Subcommittee update**

- Member Vertongen confirmed that her "SRTS" Subcommittee partner is stepping down and leaving the Trails Committee to help the School Foundation. Member Vertongen expressed her disappointment that PV did not pursue that SRTS grant and expressed the need for full collaboration with our schools.



- PW Director Young (@75 min) then stated he had talked with the Town Attorney, who confirmed that the Town has no legal requirement to have Safe Routes to School (SRTS).
- Member Vertongen replied there is a SRTS map and PV has been using it for years.
- PW Director Young responded the map was established by someone at the school. He corrected a previous comment regarding the signs on Alpine Road and said they will be handled in priority.

**F. Alternative Transport Infrastructure Subcommittee update**

- Member Baenen reported there was no update

**G. PV Ranch Diversion signage for Lost Trancos Rd Closures**

- PW Director Young confirmed that it is on the list, but also a matter of priority at this time

**7. EVENTS:**

Member Baenen (@76 min) proposed a booth at the Town picnic after the Zots for Tots and is seeking approval. The booth would provide information for the public and opportunity to talk about bike and pedestrian safety and everything else that is going on e.g Hawthorns.

Chair Holland agreed with the comment and confirmed the proposal.

Resident Comes (@78min) understands that the Town might not have a legal requirement, but stated the Town has a moral obligation, especially with all the new housing and new buildings on Alpine Road and cars turning on Portola Road. The Town has a moral obligation as we encourage new families to move in our town. The average age is 60. BPTS should not forget the children who might not have a voice today, but will be the voice in our community in the future. She asked BPTS, Town Counsel Liaison, and PW Director Young to support SRTS for our kids.

Chair Holland agreed with the comment, regrets the lack of progress, and totally supports it.

**9. ADJOURNMENT**

Chair Holland adjourned the meeting at 9.38 AM.

The next meeting is scheduled for Wednesday, April 3<sup>rd</sup> 2024 at 8.15 AM.





# SUMMARY OF PORTOLA VALLEY

## Traffic Collisions

January 2024



N/A	N/A	N/A	N/A
Comparison to January 2023	0 DUI 1 Major 0 Minor 1 Non	2 – Alpine Rd	1 – 22106 VC – Unsafe Starting and Backing 1 – 21801 VC – Failure to Yield

Citation Number	Issued Date	Violation	Location
51070344	1/14/2024 9:48	22502 CVC MUST PKD IN DIRECT OF TRAFFIC	115 WILLOWBROOK DRIVE
51070365	1/14/2024 12:20	22502 CVC MUST PKD IN DIRECT OF TRAFFIC	4860 ALPINE ROAD
51070366	1/14/2024 12:25	22500 CVC POSTED NO PARKING	4860 ALPINE ROAD
62036466	1/15/2024 12:19	22502 (A) CVC MUST PARK WITHIN 18IN OF CURB	155 WILLOWBROOK DRIVE
62036467	1/15/2024 12:22	22509 CVC CURB WHEELS ON GRADE	115 WILLOWBROOK DRIVE
62036468	1/15/2024 12:22	5200 CVC DISPLAY OF PLATES-\$10 W/PROOF	115 WILLOWBROOK DRIVE
62036469	1/15/2024 12:26	22500 (B) CVC PARKED IN CROSSWALK	4860 ALPINE
7 Citations			