



TOWN OF PORTOLA VALLEY

Bicycle, Pedestrian and Traffic Safety Committee Meeting

Wednesday July 10th, 2019

8:15 AM Historic Schoolhouse

765 Portola Road, Portola Valley, CA

Bicycle, Pedestrian and Traffic Safety Committee Meeting Minutes

1. Roll Call

Ed Holland, Angela Hey, Gary Hanes and Kenny Chung attended. Deirdre McQuillan, Bob Pierce and Kevin Welch were unable to attend. Also in attendance were Craig Hughes (Town Council Representative), Gary Nielsen (Town Police Commissioner) and Howard Young (Public Works Director).

2. Oral Communications

2.1. Caroline Vertongen's Concerns

Caroline Vertongen (100 Palmer Lane):

(a) wanted to ensure that the committee received the budget it needed. She wanted to ensure the committee had adequate support from the town council.

(b) noted the summary of the 26th June 2019 town council meeting indicated that two flashing beacons were approved. She believed that to save funds, as the Conservation Committee was not initially funded, that one flash beacon was put on hold. She wanted the committee to be informed after town council meetings.

(c) was concerned about how town budgets were spent on law enforcement. She had to report problems in the town and the school to police and had not received a response from the police. She thought the town was not getting. She was concerned no citation was made outside Woodside Priory after an accident she observed there on February 7th, 2019.

(d) hadn't seen the minutes of this committee's meetings.

In response to (b) chair Ed Holland noted the committee had not received specific information on the beacons.

In response to (a) he explained that beacons were part of the town's public works budget, not that of the committee. Ed reminded Caroline that we were an advisory, recommending and listening body, but we were not an executive body. Howard and committee members noted the committee budget was spent mainly for the committee booth at events like Bike To Work Day and Town Picnics for small consumables. Howard explained how the public works department budget is first proposed, and then approved by the council.

In response to (d), Gary Hanes said that the minutes are on the town website.

2.2. Bob Pierce's Concerns

Bob Pierce wanted to the committee to look at the impact of new buildings on traffic and public safety. Howard said that traffic related to a project is part of the town's building review of plans. Howard suggested that Ed talk to Laura Russell, town planner. Ed agreed to talk with her. He also said he would talk to Craig Hughes, town council member.

Kenny asked if there was a threshold for when a traffic impact study was required. Howard noted that a traffic impact study was done for Windmill School.

3. Approve Minutes

The Minutes of the June 5th 2019 meeting were approved.

4. Sheriff's Report

4.1. Accidents and Citations

Sheriff's officer Armando, reported for the Sheriff's Office. He noted that the county is still working out use of the new ticketless machines.

- Citations - 34
 - Speeding - 8
 - Stop sign - 4
 - Parking – the report only has moving violations
 - Bicycle - 0
 - Other – mechanical, improper license plates, tinted windows
- Drinking Under the Influence (DUIs)
- Non-injury Accidents
- Injury Accidents

Ed noted that bicycles are not stopping coming down Alpine Road at the Portola Road junction and encouraged the Sheriff's deputies.

Gary Hanes asked if the electronic citations system was up-to-date – the system is still not fully working and some citations have to be corrected by hand.

Angela noticed there was a bias away from speeding, yet it was a big problem in town and asked what the officers were going to do to cite people for speeding. Armando noted that he would speak to the Traffic Sergeant about this.

5. Public Works Report

5.1. Grant Application

Howard gave the public works report. Howard is applying for a C/CAG (County/City Association of Governments of San Mateo County) Article 13 Grant to help with improvements. He asked for committee support. Ed and Angela said they would help with the proposal and the committee agreed to go ahead with the proposal. The committee agreed to support the grant proposal. The deadline is July 25th.

5.2. Budget

Howard included some recommendations from the recent Traffic Study in the town's proposed capital improvement budget. It will be reviewed at the August town council meeting.

5.3. Resurfacing

July 16th-19th is the intended schedule for slurry sealing of selected streets. Some streets are getting a chip seal then a slurry seal. Ed noted that near Portola Green Circle, there are lumps of tar in the shoulder on Portola Road. Howard said gravel had been swept from the shoulder.

5.4. West Bay Sanitary Project on Alpine

West Bay Sanitary District is still working on Alpine Road. Ed noted a smell of the sewer when cycling over inspection covers. Howard will contact West Bay Sanitary about this. Howard said it was normal to have an odor when sewage is pumped.

Some cyclists are still avoiding the shoulder since the sewer work. Ed noted it was still a bit lumpy. Kenny also noted that riders are choosing to bike in the vehicle lane, noting the white lines have still not been painted. Gary Hanes also concurred with Kenny's observations. Ed observed that the traffic flow was well-managed, with minimal disruption to people using Alpine Road.

5.5. Mowing

Trails all done, right of way mowing is still being done.

Gary noted that the foliage at the end of Westridge on Alpine is blocking the view on the right. Howard suggested people use the Town App for reporting work that needs to be done.

6. General Items

6.1. Focus for 2019

Ed noted the town budget for Bicycle, Pedestrian and Safety Traffic Study improvements has not been approved yet.

6.2. Relationship with Other Committees

Howard notified the chairs of several committees, including the ASCC (Architectural & Site Control Commission), about Paul Krupka's consulting for the Traffic Study. The draft report of the Traffic Study is on the town website and will be presented at the August Town Council Meeting (August 14th at 7 pm). Howard clarified that the town council reviews will be available at the August council meeting. ASCC member Danna Breen had some questions, noting that any items approved by the town council will be reviewed by the ASCC. Howard and Ed reported that the chairs had received information, but it was up to the chair to circulate it to their committee.

6.3. Amendments re: ADU and low-income housing

Danna is interested in safety issues for the Fire Committee. Ed asked whether the existing study be amended regarding changes to ADU policy and low-income housing sites. Angela noted the committee could consider safety, for example whether the ingress and egress to the Road Remnant near the Frog Pond Park posed safety issues, given that there are couple of corners there. She thought the committee needed to discuss safety issues long before detailed planning permission reviews.

Angela and Gary noted that ADUs don't have much impact. Kenny noted that a traffic study for a low-income housing development would need to be reviewed by the committee.

Ed noted that there was a meeting in January 2019 about the traffic impact of ADUs that considered fire safety, street addresses, planning and road access. Ed gave an open invitation to the Planning Commission to approach the BPTS committee for advice and recommendations, but he had received nothing. He stated that there appeared to be no interest from planners in consulting the committee.

Regarding ADUs, Angela noted that a vehicle is parked near the end of Echo Lane on Alpine Road, outside an ADU and there appear to be several residents with cars at the home which is on Echo Lane adjacent to Alpine Road. She wondered if it broke a town ordinance or code. Ed noted a gate had appeared at the property as well and wondered if it was to enable off-street parking.

Howard suggested calling the planning and building department if there was an individual complaint.

Ed was anxious to improve communications between planners and the BPTS committee, so Gary and Ed will be a new subcommittee to interface with the Town Planner and Planning Commission. Howard believes that comments should be sent to Laura Russell.

Danna Breen also encouraged the committee to consider traffic safety round bends. She also noted people fail to stop at Corte Madera and Alpine Road. Ed suggested the sheriff's deputies might want to watch the stop sign. The challenge for the deputies is to be able to see the limit line. Armando also said he could investigate vehicle parking problems.

Ed noted a homeless person sleeping in a car. Angela noted that Christ Church has extended a welcome to a homeless person in a car on their private land.

6.4. Windy Hill Parking

Generally, cars are parking off the shoulder, but occasionally north of the no parking sign at the side of Portola Road there are parked cars.

7. Update on Outreach, Events and Teaching Programs

7.1. Zots to Tots

Ed asked committee members to help with the town Zots-to-Tots run in September – he was not sure whether it was on the same day as the Town Picnic.

7.2. Town Picnic September 14th 3pm

Ed proposed the committee have a table at the Town Picnic with Bike Valet. The committee will also help park cars, dressed in orange vests.

8. Matters Arising:

8.1. Summer camp at the Priory

Caroline Vertongen noted that some drivers are not looking carefully when they come out of the Priory. The committee asked Armando for enforcement at the entrance to the Priory for summer camp between 8:30 am and 9:00 am.

8.2. Subcommittees

Gary and Ed will look at future traffic impacts re: housing.

Angela and Ed will work with Howard on the C/CAG proposal – July 25th submission date.

9. Next Meeting

The next meeting is on Wednesday September 7th at 8:15 a.m. in the Schoolhouse.

10. Adjournment

The meeting was adjourned by chairman, Ed Holland at 9:24 am.