



Midpeninsula Regional
Open Space District

**MIDPENINSULA REGIONAL OPEN SPACE DISTRICT
PLANNING AND NATURAL RESOURCES COMMITTEE**

Administrative Office
5050 El Camino Real
Los Altos, CA 94022

Tuesday, March 21, 2023

DRAFT MINUTES

CALL TO ORDER

Director Cyr called the meeting of the Planning and Natural Resources Committee to order at 1:00 p.m.

ROLL CALL

Members present: Jed Cyr, Craig Gleason

Members absent: Karen Holman

Staff present: General Manager Ana M. Ruiz, General Counsel Hilary Stevenson, Assistant General Manager Susanna Chan, Assistant General Manager Brian Malone, Chief Financial Officer/Director of Administrative Services Stefan Jaskulak, District Clerk Maria Soria, Planning Manager Jane Mark, Senior Planner Tina Hugg, Planner II/ Resource Management Specialist I Arianna Nuri, Planner III Ashley Mac

ADOPTION OF AGENDA

Motion: Director Gleason moved, and Director Cyr seconded the motion to adopt the agenda.

ROLL CALL VOTE: 2-0-0 (Director Holman absent.)

ORAL COMMUNICATIONS

Acting Deputy District Clerk Loana Lumina-Hsu reported there were no public speakers for this item.

COMMITTEE BUSINESS

1. Select Committee Chair for 2023 Calendar Year

Public comment opened at 1:02 p.m.

Ms. Lumina-Hsu reported there were no public speakers for this item.

Public comment closed at 1:02 p.m.

Motion: Director Gleason moved, and Director Cyr seconded the motion to select Director Cyr as Committee Chair for Calendar Year 2023.

ROLL CALL VOTE: 2-0-0 (Director Holman absent.)

2. Approve the December 13, 2022 Planning and Natural Resources Committee Meeting Minutes.

Public comment opened at 1:03 p.m.

Ms. Lumina-Hsu reported there were no public speakers for this item.

Public comment closed at 1:03 p.m.

Motion: Director Cyr moved, and Director Gleason seconded the motion to approve the December 13, 2022 Planning and Natural Resources Committee meeting minutes.

ROLL CALL VOTE: 2-0-0 (Director Holman absent.)

3. Hawthorns Area Plan - Review of Technical Reports and Public Access Working Group structure and recruitment process (R-23-35)

Director Holman joined the meeting at 1:09 p.m.

Senior Planner Tina Hugg and Planner II/Resource Management Specialist I Arianna Nuri provided the staff presentation on the Hawthorns Area Plan, reviewing the technical reports and the proposed structure and recruitment process for a Public Access Working Group (PAWG).

Ms. Nuri presented the project goals and objectives previously approved by the Board and described the purpose of the proposed PAWG.

Chair Cyr opened the item to questions from the public who were in-person and present in the audience.

Public comment opened at 1:14 p.m.

Olga Bright asked the definition of cultural in the presentation.

Ms. Nuri provided a definition of cultural resources as items that include non-natural components of the property such as those with archeological or historical significance.

Public comment closed at 1:15 p.m.

Ms. Nuri continued the staff presentation on the existing conditions and opportunities and constraints report, including public access, local and regional connectivity, historic and cultural resources, and operations and maintenance. Ms. Nuri also presented the transportation study objectives, data collection and background review, and the existing transportation conditions memo, including traffic volume, existing multimodal access, and line of sight assessments.

Director Cyr requested and received information on the access to the driveways on Alpine Road and Los Trancos Road.

Ms. Hugg explained additional analysis will need to be completed for the driveway.

Director Gleason requested explanation of the public access analysis for the Los Trancos Road driveway.

Ms. Nuri explained that the Los Trancos Road driveway is not appropriate for general public use, but other uses such as emergency or maintenance may be appropriate.

Director Gleason requested clarification on bicycle accidents related to the automobile right-of-way as discussed in the traffic study list of accidents.

Ms. Hugg confirmed that for the bicycle accidents related to the automobile's right-of-way, they were related to automobiles having the right-of-way.

Director Holman asked if the Town of Portola Valley provided comments on the access off Alpine Road.

Ms. Nuri confirmed the District is in discussions with the Town of Portola Valley as part of the stakeholder and public engagement.

General Manager Ana Ruiz explained the traffic study results for Alpine Road and Los Trancos Road were recently received and there are ongoing discussions with the Town of Portola Valley. The findings will need to be discussed with the Town given the scenic designation of Alpine Road.

Ms. Hugg confirmed the Town of Portola Valley has not raised any issues thus far.

Ms. Nuri continued the staff presentation on the public access framework, including considerations related to the protection of natural resources, cultural resources, and aesthetic resources, as well as important factors required for public access and operations and maintenance.

Public comment opened at 1:39 p.m.

Jerry Wittenuer spoke in support of the project as an equestrian trail rider.

Public comment closed at 1:40 p.m.

Ms. Hugg continued the staff presentation on the Hawthorns Public Access Working Group purpose, composition, and proposed working format. The composition will include representation from the County of San Mateo, County of Santa Clara, thematic working group members, board liaison, town liaison, and meeting facilitator.

Director Holman inquired why one board liaison for the Hawthorns PAWG is proposed compared to two board liaisons for the La Honda PAWG.

Ms. Hugg explained the Hawthorns project covers a smaller area than the La Honda project and staff scaled down the representation. Additionally, the Hawthorns PAWG will include representation from the Town of Portola Valley.

Director Holman expressed gratitude in the explanation of the Hawthorns project area coverage and Town of Portola Valley representation.

Ms. Hugg continued the staff presentation on the ward stakeholder recruitment process.

Director Holman suggested each director submit a candidate and the Board of Directors would review all submissions to select the best qualified candidates.

Director Cyr commented constituents in wards further away from the Hawthorns site may not have as much stakeholder interest compared to constituents who live closer to the Hawthorns site. Director Cyr agreed with the suggested inclusion of constituent representation from all wards to provide a diverse point of view.

Director Cyr expressed support for the same format with a larger working group, with the Board selecting a representative from their ward.

Director Gleason suggested Director selection of a constituent with a higher stakeholder interest even if not residing within the Director's ward.

Ms. Ruiz stated the property is smaller in terms of acreage but there are elements that are attractive to members of the public not living in the area, including it is accessible via roads and highways, and the grades are gentle and less strenuous.

Director Holman agreed the property is attractive and explained the location is in an urbanized area of the Hawthorns property.

Director Holman suggested staff present the process and explain the two options to the full Board.

Ms. Hugg requested Committee confirmation for the options to present to the full Board for the ward representatives: (1) Each Director submits a candidate to be automatically appointed to the ward stakeholder working group; or (2) Each Director proposes a candidate, and the Board reviews the seven candidates and selects a certain number of stakeholders to be appointed to the ward stakeholder group.

Ms. Ruiz provided additional information on the La Honda PAWG on the deliberate intent to have both local and broader geographical voices represented in working group to ensure robust deliberations that include a wide array of perspectives.

Ms. Hugg confirmed the proposed intent is to have representation of both local and broader geographical perspectives in the working group, hence the ward representatives.

Director Gleason expressed concern finding a person to nominate who resides further away from the Hawthorns project site. Director Gleason mentioned constituent proximity.

Director Cyr expressed concern with balancing representation amongst local community members and those who can represent the broader District.

Director Holman requested staff present the revised proposal that incorporates Committee feedback.

Ms. Hugg confirmed the revised ward stakeholder recruitment process proposal, with Committee feedback, is as follows:

1. Each Director selects one person and the person is automatically appointed to the PAWG.*
* Question for the full Board's consideration: Does the person need to represent the Ward or is this at each Director's discretion?
2. Each director nominates a representative and the full Board interviews and/or reviews an application/interest form and selects the top four candidates.*
* Question for the full Board's consideration: Does the person need to represent the Ward or is this at each Director's discretion?

Director Holman supported an application or interest form process over interviews.

Director Cyr stated the full Board would appreciate having input on the process.

Ms. Hugg continued the staff presentation on the working group member recruitment process, including the application, virtual informational meetings, public outreach efforts, and candidate selection for interviews.

Candidate Selection for Interviews

Scenario 1: Less than or Equal to 10 Application

- The full Board would review all applications and interview all applications (*approx. 15 min per interview*).

Scenario 2: More than 10 Applications

- **Option A:** Staff would review the application and recommend the top ten applicants to interview with the full Board.
- **Option B:** Each Board Director would review the applications and select the top ten applicants to interview with the full Board.
- **Option C:** The Board would approve the formation of an Ad Hoc Committee to review the applications and select the top ten applicants to interview with the full Board.

Director Gleason expressed support for *Scenario 2: Option A*.

Director Holman requested and received information on the process of application review and legibility.

Ms. Hugg explained current applications do not have limits on sections.

Director Holman suggested illegible applications are discarded; the applications state applications not clearly readable will be discarded; and page limitations, including font size. Director Holman stated applicants should focus on qualification and experience that marries the task at-hand.

Ms. Hugg stated staff will take the Director suggestions and check the online form for character and word limits, and staff will have a format that captures the limit and legibility.

Director Cyr expressed agreement with Director Holman's suggestions.

Director Gleason asked if the application can be exclusively online.

Ms. Hugg explained the District will offer a hard-copy application form for diversity, equity, and inclusivity, and previously applicants did mail an application for the La Honda PAWG.

Director Holman expressed support for *Scenario 2: Option B or Option C*, as it is representative process.

Director Cyr asked how many applications were reviewed of La Honda PAWG.

Ms. Hugg stated La Honda PAWG received eleven applicants with two selected as stakeholders and the Board selected nine.

Ms. Ruiz and Ms. Hugg explained there is a higher level of interest in the Hawthorns project.

Ms. Ruiz states the neighborhood meeting had 60 attendees.

Director Holman requested applications include verbiage on how to obtain assistance with completing the application, and on expected level of commitment for the PAWG (number and hours of meetings).

Directors Cyr, Gleason, and Holman discussed the best options to forward to the Board and the threshold of applications. Director Holman suggested Option B for a lower number of applications and Option C for above the threshold.

Directors Cyr, Gleason, and Holman agreed to forward to the full Board *Scenario 2: Options B and C*, with *Scenario 2: Option C* having a conditional formation of an Ad Hoc Committee if the applications reach above a threshold.

General Counsel Hilary Stevenson stated previously the Board of Directors authorized the General Manager to call the formation of the Ad Hoc Committee when the time is right.

Director Cyr expressed agreement with Ms. Stevenson.

Ms. Stevenson reminded the Committee that the Board President has the ability to select the Ad Hoc Committee members.

Ms. Hugg confirmed forwarding *Scenario 1* and *Scenario 2: Options B and C*, with *Scenario 2: Option C* having a conditional formation of an Ad Hoc Committee if the applications reach above a threshold.

Ms. Hugg continued the staff presentation explaining the interview and appointment process, candidate interviews, and working group appointments. Following Working Group Formation, Ms. Hugg explained the operations of the working group, tentative meeting schedule, and meeting objectives. Ms. Hugg explained the inclusion of Town of Portola Valley staff in the process thus far.

Director Holman requested and received additional information on the Town of Portola Valley Ad hoc and interface with the District's process.

Ms. Hugg provided additional information on the Town of Portola Valley's ten committees and six of the key committees each have one representative aggregated into an Ad Hoc Committee. Staff will meet with the Town of Portola Valley Ad Hoc Committee. Ms. Hugg explained the presentations of materials will be materials previously presented to the District's Planning and Natural Resources Committee or Board.

Director Holman asked if the meetings were public.

Ms. Hugg confirmed the meetings are not public.

Director Holman asked and received clarification on the Town of Portola Valley Ad Hoc Committee input.

Ms. Hugg explained the Town of Portola Valley Ad Hoc Committee is part of the engagement process and will be invited to the District working group meetings.

Director Holman asked, and Ms. Hugg confirmed, the Town of Portola Valley Ad Hoc Committee members are appointed and thus could not serve on the District's Hawthorns working group.

Director Holman asked, and Ms. Hugg confirmed, Town of Portola Valley Ad Hoc Committee members would be able to provide feedback during the District's Hawthorns working group meetings.

Director Gleason asked, and Ms. Hugg confirmed, the Town of Portola Valley Ad Hoc Committee is for the Hawthorns area.

Director Holman asked if the Town of Portola Valley Ad Hoc Committee reports to the Town of Portola Valley Board and Commissions for feedback, and how will the District receive information and feedback.

Ms. Hugg explained the Town of Portola Valley Ad Hoc Committee members would take updates back to their committees. The Town of Portola Valley Ad Hoc Committee will send alternates if the primary representative is unable to attend. The exact logistics and coordination with the Town of Portola Valley is in development.

Director Holman requested clarification if there will be work product from Town of Portola Valley Ad Hoc Committee for presentation and utilization by the PAWG.

Ms. Hugg explained that feedback from the Town of Portola Valley Ad Hoc Committee and the District's Hawthorns PAWG will be included in staff reports and received by the Board of Directors.

Director Gleason asked clarification of formal representative of the Town of Portola Valley Ad Hoc Committee on the District's Hawthorns PAWG.

Ms. Hugg explained the Town of Portola Valley Ad Hoc Committee is a conduit to the Town of Portola Valley committees and the Town of Portola Valley Ad Hoc Committee will provide feedback at the District's PAWG meetings. The Town liaison is the official Town of Portola Valley representative on the District's Hawthorns PAWG and is a Town of Portola Valley Council member. Ms. Hugg stated the Town of Portola Valley Town Manager felt this was the most effective way to share information and gather feedback from the various Town of Portola Valley committees.

Director Cyr expressed support for inclusion of the Town of Portola Valley Ad Hoc Committee in the District's Hawthorns process.

Public comment opened at 2:54 p.m.

Bonnie Crater stated she serves on the Town of Portola Valley Nature and Science Committee and spoke on her attendance on the District's process thus far. Ms. Crater explained the Nature and Science Committee is interested in building a modest nature center on the property. Ms. Crater expressed appreciation for the staff report.

Dave Evans asked the committee for the selection criteria of applicants (local family, mountain bikers, etc.) and the various perspectives that applicants can bring to the working group. Mr. Evans suggested setting criteria to represent a wide view point.

Kristi Corley stated she did not see the Planning and Natural Resources Committee meeting on the Town of Portola Valley calendars and requested the District meetings be listed on the town calendar so attendees can provide comments. Ms. Corley asked for the District's Town contact. She requested project planning keep housing sites and residences of Alpine Road in mind. She is not aware of the Town of Portola Valley Ad Hoc Committee formation. She spoke in support of open space, bike and pedestrian safety, and trails.

In response to public comments, Ms. Hugg explained the District communicated with Town Manager Jeremy Dennis, and activities and events with Town Clerk Melissa Thurman. However due to Town of Portola Valley staffing changes, the current contact is now the Interim Town Manager Corie Stocker. Staff will discuss with the Town on how best to notify Town citizens about future meetings. Ms. Hugg explained the application criteria is mentioned in Attachments 5 and 6 of the agenda report. Ms. Hugg explained the Town of Portola Valley Ad Hoc Committees are the Town Meetings and will share feedback received today to Town of Portola Valley staff. Staff noted Alpine Road is in the scenic corridor, which is included in the existing conditions and opportunities and constraints analysis report. The Town of Portola Valley Ad Hoc Committee representation includes Open Space; Nature and Science; Historic Resources; Trails and Paths; Conservation; Bicycle, Pedestrian, and Traffic Safety; and Parks and Recreation. The Town of Portola Valley Ad Hoc Committee was formed by the Town Manager.

Ms. Ruiz reminded members of the public can view the packet with attachments on the District's website.

Ms. Hugg stated there is a Hawthorns Area Plan project website with additional information.

Public comment closed at 3:06 p.m.

Chair Cyr called for a recess at 3:08 p.m.

Chair Cyr resumed the meeting at 3:14 p.m. All committee members were present.

Ms. Hugg continued the staff presentation for conclusion and next steps.

Director Holman asked for an explanation on the interface between the public access working group and the site planning for the historic complex, and the timing of the historic complex.

Ms. Hugg explained that the PAWG will look at trail connections to the historic complex and that trails to the historic complex will likely be phased.

Director Holman requested clarification on Phase II.

Ms. Hugg explained Phase I is the Hawthorns Area Plan and Phase II is the connection to the complex.

Ms. Ruiz explained the current status of investigations regarding the Hawthorns Historic Area, including the completion of a structural assessment for each building and various disposition options with costs estimates for all 13 buildings. Staff is currently reviewing the information and is preparing to solicit input on the various options from the Town of Portola Valley staff. All of this information will be brought to the Board of Directors for consideration.

Director Holman inquired on the timing.

Ms. Ruiz stated the goal is to bring forward the information to the Town of Portola Valley in Fall 2023, and, unless there are additional studies, bring the information to the Board by end of 2023.

Director Holman asked about the potential partner.

Ms. Ruiz explained that a potential partner is interested in potential public programming for the site.

Ms. Hugg continued the staff presentation with the next steps and stated staff will bring the Committee's forwarded recommendations to the Board on April 26, 2023.

Director Holman expressed confidence in staff based on the success of the La Honda Public Working Group.

Director Gleason expressed appreciation for the staff presentation and explanations.

Motion: Director Cyr moved, and Director Gleason seconded the motion to approve the motion to

1. Forward, with any final modifications as directed by the Planning and Natural Resources Committee, the following technical reports to the full Board of Directors for review and acceptance:
 - a. Hawthorns Area Existing Conditions/Opportunities and Constraints Report
 - b. Hawthorns Area Existing Transportation Conditions Technical Memo
 - c. Hawthorns Area Public Access Framework
2. Forward, with any final modifications as directed by the Planning and Natural Resources Committee, the Hawthorns Area Public Access Working Group composition, recruitment, and formation strategy to the full Board of Directors for review and approval.

ROLL CALL VOTE: 3-0-0

ADJOURNMENT

Chair Cyr adjourned the meeting of the Planning and Natural Resources Committee at 3:25 p.m.

Loana Lumina-Hsu
Acting Deputy District Clerk