



Midpeninsula Regional  
Open Space District

R-23-69  
Meeting 23-16  
June 21, 2023

## AGENDA ITEM 1

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Hawthorns Area Plan — Public Access Working Group Interviews for Interest Area Representatives

### GENERAL MANAGER'S RECOMMENDATION *den*

Interview ten candidates identified by the Hawthorns Area Ad Hoc Committee and select six individuals to fill the Interest Area Representative seats on the Hawthorns Area Public Access Working Group.

### DISCUSSION

On April 26, 2023, the Midpeninsula Regional Open Space District (District) Board of Directors (Board) approved the formation and composition of the Hawthorns Area Public Access Working Group (PAWG, Working Group) (R-23-44). The Working Group includes seven (7) Ward Stakeholders, one appointed by each Board Director, and six (6) Interest Area Representatives to be selected through an open application process. The Board also approved the formation of an Ad Hoc Committee to review Interest Area Representative applications and select the top 10 applicants for interviews with the Board. The recruitment period for the six Interest Area Representatives opened on May 1, 2023 and continued through June 11, 2023. District staff held a virtual community meeting on May 15, 2023 to provide information on the Working Group and the process for applying to one of six Interest Area Representative seats.

The application for the Interest Area Representatives was made available both on the project website at [openspace.org/hawthorns](https://openspace.org/hawthorns) and at the District's Administrative Office located at 5050 El Camino Real in Los Altos. District staff also widely distributed flyers (see Attachment 1) about the open recruitment through the District's social media platforms (LinkedIn, Instagram and Facebook), e-newsletters, tabling events, and emails sent to the interested parties lists, Portola Valley Ad Hoc Committee, residents, regional partners, and stakeholders. To further promote the open recruitment, District staff also visited local businesses and community hubs and posted flyers at Robert's Market, Portola Valley Library, and The Sequoias Portola Valley. Additionally, the flyers were displayed on the District's signboards at the trailheads of Windy Hill, Thornewood, and Coal Creek Open Space Preserves.

The application period closed on June 11, 2023, and the District received twenty-one (21) applications. The Board Ad Hoc Committee reviewed the applications and selected ten candidates to be interviewed at this June 21, 2023 Special Board Meeting. Based on the process approved by the Board on April 26, 2023 (R-23-44), the Board will interview the ten candidates and select six to fill the Interest Area Representative seats.

Interviews will last approximately 15 minutes per applicant and consist of several questions that have been previously reviewed and confirmed by the Ad Hoc Committee. Immediately following the interview process, the Board will formally vote on the applicants by ballot. The balloting process for selecting the six Interest Area Representatives will be as follows:

1. The District Clerk will provide Board members with ballots listing all ten applicants.
2. Each Board member will rank all ten applicants in order of preference, and the District Clerk will tabulate the results.
3. The Board will select the six applicants receiving the highest rankings. In the event of a tie, the District Clerk will facilitate another round of voting. Each Board member will have the same number of votes as unfilled seats. The District Clerk will then tabulate the results.
4. If any ties remain, the General Counsel will draw lots from among those applicants receiving tied votes in order to fill the remaining Interest Area Representative seat(s).

The Board will appoint all members of the Working Group, including the six Interest Area Representatives, at a regular Board meeting on June 28, 2023. The Working Group is expected to begin meeting in July 2023 and conduct its work over a period of 12 to 18 months.

## **FISCAL IMPACT**

There is no fiscal impact associated with the recommendation. There are minimal costs associated with initiating the Working Group. Staff time and facilitation services will be needed to support the ongoing coordination, public noticing, and meetings with the Working Group. For Fiscal Year 2023-24 (FY24), all project funds are budgeted under the Measure AA Capital Fund. A budget adjustment will be made during FY24 to shift some of these funds to the General Fund and a Vision Plan number given that incorporates the PAWG facilitation work, as these expenses are not eligible for Measure AA reimbursement.

## **PRIOR BOARD AND COMMITTEE REVIEW**

- **May 18, 2021:** The Planning and Natural Resources Committee (PNR) received an informational presentation on the proposed planning and public engagement process for the Hawthorns Area Plan and provided input and guidance. ([R-21-65](#), [meeting minutes](#))
- **August 24, 2021:** PNR reviewed the proposed draft vision and goals for the Hawthorns Area Plan and provided input and guidance. ([R-21-112](#), [meeting minutes](#))
- **November 16, 2021:** PNR reviewed the revised vision and goals and draft Public Access Working Group strategy and provided further refinements. PNR unanimously recommended forwarding the refined vision and goal statements to the full Board for consideration. ([R-21-156](#), [meeting minutes](#))
- **March 1, 2022:** PNR reviewed the proposed planning and public engagement process to develop the Hawthorns Area Plan. ([R-22-29](#), [meeting minutes](#))
- **March 23, 2022:** Board reviewed and approved the vision and goals. ([R-22-45](#), [meeting minutes](#))
- **July 13, 2022:** Board approved an award of contract with Parisi Transportation Consulting to provide transportation planning services for the Hawthorns Area Plan ([R-22-81](#), [meeting minutes](#))

- **March 21, 2023:** PNR reviewed the Existing Conditions/Opportunities and Constraints Report, Existing Transportation Conditions Technical Memo, Public Access Framework, and the Public Access Working Group composition and formation strategy. ([R-23-35](#), [meeting minutes](#))
- **April 26, 2023:** Board reviewed and approved the Existing Conditions/Opportunities and Constraints Report, Existing Transportation Conditions Technical Memo, Public Access Framework, and the Public Access Working Group composition as well as recruitment and formation strategy. ([R-23-44](#))

## **PUBLIC NOTICE**

Public notice was provided as required by the Brown Act. Notice was also provided to each applicant.

## **CEQA COMPLIANCE**

This item is not a project subject to the California Environmental Quality Act (CEQA). Environmental review is anticipated to occur in a future fiscal year, pending Board selection of a Preferred Alternative for the Hawthorns Area Plan as the CEQA Project Description.

## **NEXT STEPS**

Following selection of the six Interest Area Representatives, the General Manager will present a complete roster of all Working Group members to the Board on June 28, 2023 for appointment. Pending the group's availability, the Working Group is expected to begin meeting in July 2023 and conduct its work over a period of 12 to 18 months. Staff will confirm the date of the first Working Group meeting with the group, currently planned for July 28, 2023, and provide a tentative meeting schedule for the duration of the Working Group.

Responsible Department Head:  
Jane Mark, AICP, Planning Department

Prepared by/ Contact Persons:  
Tina Hugg, Senior Planner, Planning Department  
Ashley Mac, Planner III, Planning Department

## **ATTACHMENTS**

1. Recruitment flyer



## Midpen Hawthorns Area of Windy Hill Open Space Preserve Seeking Candidates for Public Access Working Group

**Are you passionate about open space preservation and recreation?**

**Are you interested in shaping ecologically sensitive public access to the Hawthorns Area of Windy Hill Open Space Preserve?**

**Do you enjoy participating in working groups and have the compacity to join 5 – 7 in-person meetings every 6 - 8 weeks starting this summer?**

**Open Recruitment**  
**May 1 - June 11, 2023**  
**Virtual Q & A**  
**May 15, 2023**

The Hawthorns Area of Windy Hill Open Space Preserve is a 79-acre property located within the Town of Portola Valley and owned by the Midpeninsula Regional Open Space District (Midpen). The property is currently closed to the public.

Midpen is looking for Interested Area Representatives to join the Hawthorns Public Access Working Group. Working group members will collaborate with Midpen staff, District Ward Stakeholders, and elected official liaisons on a plan to introduce ecologically sensitive public access to the site in a manner consistent with Midpen vision and goals.

The Working Group would evaluate the following public access components:

- Parking area and driveway location(s)
- Trailhead location(s) and internal trail system
- Trail connections with surrounding Town trails and pathways
- Opportunities for regional trail connections
- Proposed trail uses within the Hawthorns Area



**For more information,  
please visit  
[www.openspace.org/  
hawthorns](http://www.openspace.org/hawthorns) or access  
the application using  
the QR code below.**

