

MINUTES OF A SPECIAL MEETING OF THE LAKE FOREST
AD-HOC CITIZEN TRAFFIC ADVISORY GROUP

The meeting of the Lake Forest Ad-Hoc Citizen Traffic Advisory Group which was held January 26, 2016, at the Lake Forest City Council Chambers, 25550 Commercentre Drive, Lake Forest, California was called to order at 7:00 p.m.

ROLL CALL: Chair: Scott Drapkin (Arrived 7:15 p.m.)
Vice-Chair: John Irish
Members: Mark Armando
Grady Glover
Tim Redwine
Donald Stoll
Derek Wieske

ALSO PRESENT: Tom Wheeler, Director of Public Works/City Engineer
Carlo Tomaino, Assistant to the City Manager
David Rogers, Traffic Engineering Manager
Doug Anderson, Traffic Engineering Consultant

PUBLIC COMMENTS:

There were no Public comments.

CONSENT CALENDAR:

ACTION: The Ad-Hoc Citizens Traffic Advisory Group approved the Consent Calendar Item 3. Item 1 and 2 were pulled for minor modifications.

Consent Calendar (Items 1-3)

1. APPROVAL OF MINUTES OF THE REGULAR MEETING OF THE CITIZEN TRAFFIC ADVISORY GROUP HELD ON December 22, 2015.

There was consensus among the Group Members to make two revisions: modify the time the meeting was called to order and revise Item 3's reference to the discussion about Trabuco and Lake Forest.

ACTION: The Ad-Hoc Citizens Traffic Advisory Group approved the minutes, inclusive of the two determined revisions to the time the meeting was called to order and Item 3.

2. STATUS REPORT ON CTAG TRAFFIC CONCERNS LIST

Discussion ensued regarding various additional concerns among the Group Members not reflected on the CTAG Traffic Concerns List. The Group Members reached consensus to add a total of 8 items to the CTAG Traffic Concerns List:

- 1) Review the need for a T-Intersection sign for northbound Commercentre at Larkspur.
- 2) Review the large box trucks that are parking on Pittsford south of Lake Forest since the street is narrow.
- 3) Review the possibility of adding on-street parking for the Lake Forest Ice Palace on Atlantic Ocean.
- 4) Inspect the Barker Ranch Dog Park's drain near the drinking fountain due to continual standing water.
- 5) Review a possible capital project to construct a free right lane for eastbound Ridgeline at El Toro.
- 6) Review the signal timing and operation for the northbound left turn for Dimension at Commercentre.
- 7) Provide the status of OCTA's proposed bike path on the railroad tracks.
- 8) Review the possibility of adding a traffic signal at Jeronimo and Laurelwood/Heroes Park exit.

Dave Rogers, Traffic Engineering Manager, informed the Group Members that Item 4 would be referred to the City's Public Works Maintenance Manager for further review.

ACTION: The Ad-Hoc Citizens Traffic Advisory Group discussed the status of the items on the list of traffic concerns and approved the list, inclusive of 8 items.

3. UPDATED WORK PLAN AND PRELIMINARY RECOMMENDATIONS LIST

Tom Wheeler, Director of Public Works/City Engineer, suggested that the Group Members review the list so the recommendations could be discussed in detail at the upcoming February meeting.

DISCUSSION/ACTION ITEMS:

4. PRESENTATION AND DISCUSSION REGARDING TRAFFIC ENGINEERING AND RELATED TOPICS

Dave Rogers, Traffic Engineering Manager, provided the Group Members with an overview of traffic engineering, including the on-going activities performed in the Traffic Engineering Division, such as studies and reviewing and responding to requests for service. The presentation also included the typical day to day activities, including reviewing the City's Ask Lake Forest (ALF) system that logs and tracks requests for service, field reviews, consultant and contractor activity on behalf of the City, development review and the types of typical requests for service the City receives. The Group Members also received information regarding warrants or justifications and national, state and local standards used to evaluate the need for traffic controls, such as traffic signals and stop signs, as well as the importance in having uniform and consistent traffic controls.

Dave Rogers, Traffic Engineering Manager, also explained to the Group Members the importance of regularly reviewing traffic collision patterns and trends for the City. He went on to explain that the City does not currently have enough resources to complete this comprehensive review on a city-wide basis. The Group Members discussed the importance of this on-going activity. Consensus was reached among the Group Members on three recommendations related to traffic collision review:

- 1) That the City procures a Traffic Collision Analysis Program, inclusive of GIS compatibility.
- 2) That City staff collect as many individual collision reports as possible to help with the analysis of collision patterns and trends.
- 3) That the City maintains individual, digital collision records for a minimum period of 5 years in accordance with the City's records retention schedule.

Dave Rogers, Traffic Engineering Manager, discussed the City's process of reviewing traffic conditions near schools and discussions with representatives of the school district. Discussion ensued regarding the need to prepare school route plans to help parents and students that walk to school so they can select the most appropriate route. The Group Members reached consensus on the below recommendations:

- 1) That the City works with the SVUSD and OCSD to develop school route plans for each of the public schools in the City.
- 2) That City staff review traffic conditions at all schools on an annual basis since traffic patterns can change over time. This includes staff reviews during peak periods and discussions with school personnel.

The Group Members reviewed another component of traffic engineering: a Traffic Signal Master Plan. Discussion ensued regarding the need to review traffic conditions at locations on a regular basis to help identify potential issues that may need further review. Questions arose among the Group Members on the type of information that would be gathered as well as how it would be analyzed. The Group Members expressed reservations on the potential installation of new traffic signals. City staff responded to this reservation by informing the Group Members that other less restrictive measures are always considered and evaluated before new traffic signals are considered.

The Group Members suggested that the public be notified when new signals are being installed or considered for installation. City staff advised that this will be included as part of the upcoming meeting on Community Input.

The Group Members reached consensus on the proposed recommendation that the City conduct a Traffic Signal Master Plan review on a regular 2 to 3 year cycle to determine if any new traffic signals should be considered for installation.

Discussion ensued among the Group Members about traffic sign reflectivity reviews. Staff advised the Group Members of the importance of having acceptable levels of reflectivity on the traffic control signs throughout the City and conducting regular reviews of reflectivity to make sure the City meets current standards.

Upon further discussion, the Group Members recommended that the City continue to conduct traffic control sign retro reflectivity reviews as necessary to comply with applicable standard and that the City continue to provide funding to complete the sign replacements.

Dave Rogers, Traffic Engineering Manager, presented the Group Members with an overview of specific traffic engineering related discussion requests that the Group Members requested as part of the first CTAG meeting in August 2015. Due to the considerable number of components to traffic

engineering, the Group Members agreed to postpone the discussion of protected permissive left turn phasing (PPLTP) to the upcoming February meeting.

Another specific CTAG request discussed was the use of roundabouts. Discussion ensued among the Group Members to expand the use of roundabouts to more than new developments. The Group Members amended the proposed recommendation to include the possible use of roundabouts at existing locations that may be considered for other types of traffic controls, such as all way stops.

The Group Members reached consensus on the following recommendation: That the City consider the potential use of roundabouts in new developments and at existing locations that may be considered for other types of traffic controls, such as all way stops.

While the intersection of Shasta Lake and Serrano was initially brought up for discussion, the Group Members decided to also postpone this discussion until the upcoming February meeting so that additional information and background could be gathered and included for the Group's review.

City staff provided information to the Group Members about the sight distance at the intersection of Lake Forest and Sterling. City staff explained that the intersection does meet the minimum sight distance requirements. The Group Members directed staff to continue to work with the homeowner's association to remove some landscaping that may enhance the sight distance.

City staff also provided the Group Members with information on the turn restrictions for the driveways for the shopping center on the northeast corner of Trabuco and El Toro. The Group Members agreed with staff's recommendation that they contact the property owner and ask them to install appropriate "no left turn" signs for the driveway exits.

Discussion ensued on another specific traffic engineering item regarding El Toro High School traffic. The Group Members received some background from Group Member Stoll on the changes that have occurred in the last couple of years. The Group Members recommended that City staff review the expressed concerns as part of the recommended future annual school review process.

The Group Members discussed the possible modification of the existing tunnel under the bridge to accommodate the Serrano Creek Trail users. Discussion ensued on whether this project would be a City or County lead effort since this particular area is a part of the County trail. The Group members recommended City staff ask the County to take the lead on a feasibility study on this project.

Dave Rogers, Traffic Engineering Manager, provided information on the intersection of Trabuco and Lake Forest. The Group Members expressed concern that the number 3 eastbound lane on Lake Forest ends just east of Trabuco and that the lane is shorter than a typical right turn acceleration lane. The Group Members noted that the drivers turning right from northbound Trabuco to Lake Forest have the option to wait for the green light or to turn into any of the lanes when traffic permits.

The Group Members reviewed the preliminary recommendations list and directed City staff to add the above recommendations to the full list of recommendations for City Council that will be reviewed at the upcoming February meeting.

ACTION: The Ad-Hoc Citizen Traffic Advisory Group received a presentation from the Public Works Department regarding general municipal traffic engineering and other related traffic engineering topics; and discussed and made the following findings and recommendations, as appropriate:

- 1) That the City procures a Traffic Collision Analysis Program, inclusive of GIS compatibility.
- 2) That City staff collect as many individual collision reports as possible to help with the analysis of collision patterns and trends.
- 3) That the City maintains individual, digital collision records for a minimum period of 5 years in accordance with the City's records retention schedule.
- 4) That the City works with the SVUSD and OCSD to develop school route plans for each of the public schools in the City.
- 5) That City staff review traffic conditions at all schools on an annual basis since traffic patterns can change over time. This includes staff reviews during peak periods and discussions with school personnel.

- 6) That the City conduct a Traffic Signal Master Plan review on a regular 2 to 3 year cycle to determine if any new traffic signals should be considered for installation.
- 7) That the City continue to conduct traffic control sign retro reflectivity reviews as necessary to comply with applicable standard and continue to provide funding to complete the sign replacements.
- 8) That the City consider the potential use of roundabouts in new developments and at existing locations that may be considered for other types of traffic controls, such as all way stops.

ADJOURNMENT:

The Ad-Hoc Citizen Traffic Advisory Group Adjourned the January 26 Ad-Hoc Citizen Traffic Advisory Group Meeting at 9:51 p.m.

Respectfully submitted:

APPROVED:



AMBER HASTON
PUBLIC WORKS MANAGEMENT AIDE



DAVE ROGERS
TRAFFIC ENGINEERING MANAGER