

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

The final meeting of the Lake Forest Ad-Hoc Citizen Traffic Advisory Group was held April 26, 2016, at the Lake Forest City Council Chambers, 25550 Commercentre Drive, Lake Forest, California, was called to order at 7:06 p.m.

ROLL CALL: Chair: Scott Drapkin (Absent)
 Vice-Chair: John Irish
 Members: Grady Glover
 Tim Redwine (Absent)
 Donald Stoll
 Derek Wieske (Arrived 7:05 p.m.)

ALSO PRESENT: Tom Wheeler, Director of Public Works/City Engineer
 Hannah Shin-Heydorn, Director of Management Services
 David Rogers, Traffic Engineering Manager
 Amber Haston, Public Works Management Aide

PUBLIC COMMENTS:

There were no Public comments.

CONSENT CALENDAR:

ACTION: The Ad-Hoc Citizens Traffic Advisory Group approved the Consent Calendar Item 1. Item 2 was pulled for clarification.

Consent Calendar (Items 1-2)

1. APPROVAL OF MINUTES OF THE REGULAR MEETING OF THE CITIZEN TRAFFIC ADVISORY GROUP HELD ON January 26, 2016.

2. STATUS REPORT ON CTAG TRAFFIC CONCERNS LIST

Discussion ensued regarding the status of items indicated to be discussed at the April CTAG meeting. Staff confirmed that these items were included with Item 3, Presentation and Discussion Regarding Remaining CTAG Requests.

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

DISCUSSION/ACTION ITEMS:

3. PRESENTATION AND DISCUSSION REGARDING REMAINING CTAG REQUESTS

Dave Rogers, Traffic Engineering Manager, provided an overview of Member Wieske's concerns regarding Shasta Lake Road at Serrano Road. Discussion ensued concerning various recommendations to resolve the concerns with the shifted centerline on Serrano. A maintenance concern regarding the eroding slope and sidewalk on the creek side of Serrano Road arose. Staff informed the Group that they would forward this maintenance concern to the City's Public Works Maintenance Manager.

Staff recommended that a "Roadway Narrows" sign be installed for westbound Serrano approaching Shasta Lake. Staff also recommended that the City install "sharrow" pavement markings and signs to inform drivers that cyclists can use the full lane where the travel lane narrows to 14 feet through the intersection.

Dave Rogers, Traffic Engineering Manager, will continue to work with Member Wieske regarding his concerns.

Member Glover's concern was reviewed next regarding the potential addition of a warning sign for the t-intersection of northbound Commercentre at Larkspur. Dave Rogers, Traffic Engineering Manager, informed the Group that there is more than adequate sight distance for the conditions and therefore additional signage is not warranted. Staff will continue to monitor this location as development continues.

The Group reviewed Member Glover's suggestion to allow parking on Atlantic Ocean in front of the ice skating facility. Ultimately, staff found that, as currently striped, there was not enough width on the street to allow for parking. According to the City's Development Services Department, the owner of the facility needs to request the use of on-street parking through a formalized process with them. However, Dave Rogers, Traffic Engineering Manager, let the Group know that there is some on-street parking available on Barents Sea Circle, a nearby cul-de-sac directly across from the facility. Staff confirmed with the Group that this will be referred to the Development Services Department.

Dave Rogers, Traffic Engineering Manager, briefed the Group on Member Glover's request to add a free right turn lane from eastbound Ridgeline to

southbound El Toro. The right-turn volume at this t-intersection is minimal for an improvement that would cost in excess of \$750,000. Tom Wheeler, Director of Public Works/City Engineer, expressed concern with adding a high-speed merge onto a single lane highway. Staff did not recommend the project at this time, and indicated that it would be placed into the parking lot project list.

Member Wieske's concern about adding a bike path on the OCTA railroad right-of-way was reviewed. While this was considered at one time by OCTA, OCTA indicated that there is not space to add a bike lane as is, and this would require expensive bridge widening. Tom Wheeler, Director of Public Works/City Engineer, indicated that he would confer with Ron Santos, Senior Planner, on the lack of an OCTA bikeway from Lake Forest to the Great Park.

The Group also reviewed Member Wiseke's recommendation of a traffic signal at Jeronimo/Laurel Wood/Heroes Park. Dave Rogers, Traffic Engineering Manager, explained that the traffic volume at this location is well under the necessary requirements to consider a traffic signal. However, since the CTAG previously recommended conducting a traffic signal master plan review once every 2-3 years to determine if any new traffic signals should be considered, staff will add this intersection to the list.

ACTION: The Ad-Hoc Citizens Traffic Advisory Group received a presentation from the Public Works Department regarding the remaining CTAG requests and discussed and made findings and recommendations, as appropriate.

4. PRESENTATION AND DISCUSSION REGARDING COMMUNICATION WITH THE PUBLIC AND EFFORTS TO PROVIDE OPPORTUNITIES FOR PUBLIC INPUT/PARTICIPATION ON TRAFFIC AND TRANSPORTATION RELATED ISSUES

Dave Rogers, Traffic Engineering Manager, provided the Group Members with an overview of citizen outreach and participation citywide. The Group reviewed the different forms of general communication that are used for traffic and transportation issues as well as other City information.

Discussion ensued regarding the Public Works Department's communication goals related to traffic and transportation projects and improvements. The Group recommended that the Public Works Department considering using temporary or visual simulations where

feasible and appropriate to help communities experience the project before it is constructed (i.e. for traffic calming projects).

Hannah Shin-Heydorn, Director of Management Services, provided the Group an overview of the Public Information Office's current communication strategies and findings. Discussion ensued regarding the multi-pronged approach the City utilizes to reach various demographics.

The Group discussed the Ask Lake Forest (ALF) system and recommended that the City look to integrate a login with Facebook credentials or an alternate login option that does not require a username and password. Hannah Shin-Heydorn, Director of Management Services, informed the Group that this is in progress, and there is, currently, an anonymous login option.

Another recommendation was made to consider a regular column in the Leaflet that could potentially be titled "Ask the Traffic Engineer." Staff agreed to consider this column as well as to consider a Frequently Asked Questions webpage related to traffic.

A question arose regarding the City's outreach to Homeowner Associations (HOA), including the two largest in Lake Forest: Lake Forest I and Lake Forest II. Hannah Shin-Heydorn, Director of Management Services, informed the Group that for projects that specifically impact an HOA, the City will provide them with materials and information.

There was a concern regarding the feedback that the City receives regarding Capital Improvement Projects (CIP) that is important to the community. Hannah Shin-Heydorn, Director of Management Services, relayed the City's current citizen engagement efforts related to the selection of CIP's, including the Budget Workshop, which is featured in the Leaflet, and the ALF system. The tickets that are submitted via ALF are stored in a database and serve as a basis for developing CIP proposals. Other citizen engagement strategies, such as CIP specific workshops, surveys, and Facebook posts will be reviewed and considered.

Another concern was expressed regarding how comprehensive and broad the feedback is from residents. The Group encouraged the City to increase its community engagement efforts to underrepresented citizens. Discussion ensued on the City's current, available resources for increasing its efforts to reach out to the increasingly Spanish speaking communities within Lake Forest. Hannah Shin-Heydorn, Director of Management Services,

described the website's new feature of Google translation, and the City's efforts to provide translation services for targeted events and letter distributions. This outreach is expected to increase as the demographics suggest an increasing Spanish speaking population.

Another suggestion was made regarding the increased live streaming capability for all committees, including temporary groups, and online participation that allows for citywide contributions and comments.

Member Glover also mentioned a concern regarding trash coming out of the top of trucks on Saddleback Ranch Road. Tom Wheeler, Director of Public Works/City Engineer, will follow-up with the CR&R Contract Administrator to address this complaint.

The Group reached consensus on the proposed seven recommendations on communication and public outreach.

ACTION: The Ad-Hoc Citizens Traffic Advisory Group received a presentation from the Public Works Department regarding communication with the public and efforts to provide opportunities for public input/participation on traffic and transportation related issues and discussed this topic and made the following findings and recommendations:

- 1) Continue to adapt as traffic communication needs and preferences change.
- 2) Proactively provide traffic information.
- 3) Allow time for public input and/or participation on traffic related projects.
- 4) Seek consensus from the public on traffic concerns and projects.
- 5) Keep the traffic project updates flowing throughout the process.
- 6) Keep the traffic project information current, particularly on the website.
- 7) Provide ways for the public to communicate with the City on an on-going basis to express thoughts and concerns related to traffic.

5. DRAFT RECOMMENDATIONS LIST

Dave Rogers, Traffic Engineering Manager, provided the Group Members with an overview of the collective recommendations by the Group over the last seven meetings. Tom Wheeler, Director of Public Works/City Engineer, also briefed the Group on the proposed process at the upcoming City Council Meeting where each member will be recognized for their contributions.

Member Stoll expressed a concern regarding the left turn lane on Lake Forest at Serrano around four in the afternoon. Dave Rogers, Traffic Engineering Manager, will review the signal timing and follow-up with Member Stoll personally on his request.

Member Wieske suggested that the City of Lake Forest take the lead in Orange County for holding an "Open Streets" event, similar to what was held in Long Beach, California. Member Wieske proposed Ridge Route Drive for the location of this event. This event would require traffic control to only allow pedestrians and bicycles on the street for community engagement. Member Wieske encouraged the City to reach out to OCTA to receive funding, similar to MetroLink's program, to help make this event possible by 2017. City staff will present this idea to the Parks & Recreation Commission for review and consideration.

As the Group was preparing to adjourn the meeting, Member Wieske recommended the Group consider having some type of continuation of the CTAG: similar to Mission Viejo, the Planning Commission could review traffic concerns, or a separate, dedicated Traffic Commission could be formed. The four Members reached consensus on continuing some form of a regular traffic meeting to review traffic related questions and concerns.

ACTION: The Ad-Hoc Citizens Traffic Advisory Group received and filed the Draft Recommendations List, inclusive of two additional recommendations:

- 1) That City staff present the idea of an Open Streets event to the Parks & Recreation Commission.
- 2) That the City Council considers continuing a form of the Citizen Traffic Advisory Group to provide a gateway for residents to discuss traffic related concerns.

ADJOURNMENT:

The Ad-Hoc Citizen Traffic Advisory Group Adjourned the April 26 Ad-Hoc Citizen Traffic Advisory Group Meeting at 9:15 p.m.

Respectfully submitted:

APPROVED:



AMBER HASTON
PUBLIC WORKS MANAGEMENT AIDE



DAVE ROGERS
TRAFFIC ENGINEERING MANAGER