

**AGENDA
RANCHO PALOS VERDES TRAFFIC SAFETY COMMISSION (TSC)
SPECIAL MEETING
MONDAY, JULY 28, 2008
CITY HALL COMMUNITY ROOM
30940 HAWTHORNE BLVD, RANCHO PALOS VERDES, CA 90275**

7:00 P.M. CALL TO ORDER

ROLL CALL

FLAG SALUTE

CHAIR'S COMMUNICATION

APPROVAL OF AGENDA

SHERIFF'S STATUS REPORT

PUBLIC COMMENTS

This section of the agenda is for audience comments for items **not** on the agenda.

OLD BUSINESS

1- TRAFFIC SAFETY COMMISSION (TSC) MISSION STATEMENT AND WORK PLAN

RECOMMENDATION

1. Review and discuss the draft Mission Statement for the Traffic Safety Commission and forward recommendations to the City Council regarding the proposed language.
2. Review and discuss the draft FY08-09 Work Plan for the Traffic Safety Commission and forward recommendations to the City Council regarding the scope and description of the proposed elements.
3. Forward a recommendation to the City Council regarding the potential for a reduction in the size of the Traffic Safety Commission.
4. Forward a recommendation to the City Council regarding the frequency of Traffic Safety Commission meetings.

2- ON-STREET PARKING OF OVERSIZED VEHICLES

RECOMMENDATION

1. Review the attached draft ordinance containing corrections as requested by the Traffic Safety Commission and modifications suggested by the City Attorney for consistency

with the previously approved ordinance and to verify the modifications made are consistent with previous recommendations.

2. Consider other actions as may be determined by the TSC

3- MIRALESTE DRIVE STRIPING - REVISED PLAN

RECOMMENDATION

Approve the attached REVISED striping plan for Miraleste Drive between Palos Verdes Drive East and RPV city limit.

NEW BUSINESS

NONE

INFORMATIONAL ITEMS

- 1- **PVDE BICYCLE SIGNS (DRAFT STAFF REPORT TO BE PRESENTED AT THE CC MEETING OF AUGUST 5, 2008).**

RECOMMENDATION

Receive and file.

APPROVAL OF MINUTES

RECOMMENDATION

Approval of minutes of the TSC meeting on February 25 and June 16, 2008.

ADJOURNMENT: Adjourn to Tuesday, July 29, 2008 at 7:00 P.M. at Hesse Park for a City Council/Traffic Safety Commission Joint Workshop.

American with Disabilities Act: In compliance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the City Clerk's Office at 310-544-5208 at least 48 hours prior to the meeting.

Note: Staff reports are available for inspection at City Hall, 30940 Hawthorne Boulevard during regular business hours 7:30 A.M. to 5:30 P.M. Monday – Thursday and 7:30 A.M. to 4:30 P.M. on Friday. The agenda and staff reports can also be viewed at Hesse Community Park, 29301 Hawthorne Boulevard during regular business hours: Monday – Friday from 9:00 A.M. until dusk; Saturday and Sunday from 10:00 A.M until dusk.

Materials related to an item on this agenda submitted to the City Council after distribution of the agenda packet are available for public inspection at the front counter of the lobby on the City Hall Administration building at 30940 Hawthorne Boulevard, Rancho Palos Verdes during normal business hours.

You can also view the agenda and staff reports at the City's website <http://www.palosverdes.com/RPV>



MEMORANDUM

TO: TRAFFIC SAFETY COMMISSION MEMBERS
FROM: JIM BELL, DIRECTOR OF PUBLIC WORKS
BY: SIAMAK MOTAHARI, SENIOR ENGINEER
DATE: JULY 28, 2008
SUBJECT: TRAFFIC SAFETY COMMISSION (TSC) MISSION STATEMENT AND WORK PLAN

RECOMMENDATION

1. Review and discuss the draft Mission Statement for the Traffic Safety Commission and forward recommendations to the City Council regarding the proposed language.
2. Review and discuss the draft FY08-09 Work Plan for the Traffic Safety Commission and forward recommendations to the City Council regarding the scope and description of the proposed elements.
3. Forward a recommendation to the City Council regarding the potential for a reduction in the size of the Traffic Safety Commission.
4. Forward a recommendation to the City Council regarding the frequency of Traffic Safety Commission meetings.

BACKGROUND

In its February 2008 Organizational Assessment report to the Rancho Palos Verdes City Council, Management Partners made several recommendations regarding the City's Committees and Commissions. These recommendations were made due to the significant staff and budgetary resources used to support these advisory boards. The Committee and Commission section of the Management Partners report is attached as Exhibit A for the TSC's review.

On March 24, 2008, Management Partners, Inc. presented its findings and recommendations to the City Council during a public workshop. On the topic of advisory committees, and after considerable discussion by Council, the observations from Management Partners prompted Mayor Pro Tem Clark to make a motion that the City take a temporary “time-out” from the regular conduct of meetings of the Emergency Preparedness Committee, the Equestrian Committee, the Finance Advisory Committee and the Traffic Safety Commission, in order for:

- Staff to prepare first draft work plans for each committee and commission to consider that would tie in with Council goals;
- Incorporating an opportunity for each committee to provide quarterly updates to Council on their recommendations and accomplishments;
- Staff to develop a training program for the advisory bodies, and;
- Staff to prepare a cost/benefit summary for each committee, including recommendations on committee/commission size and support staff time.

The City Council emphasized that the advisory boards should play a central role in developing their work plans and recommendations on the size of membership and frequency of meetings. Therefore, at the June 3, 2008 City Council meeting, the City manager presented a Staff Report that informed the Council that Staff was scheduling meetings with each of the four advisory boards during the month of June to discuss and revise as needed the first draft work plans. The resulting draft work plans are intended to include the following elements:

- Mission Statement
- List of Work Plan Tasks with roles assigned and time tables
- Commission membership – size of advisory board
- Frequency of Meetings – dates for regular meetings and quarterly updates to Council; and,
- Staff support and funding allocations

On July 1, 2008, the City Council received a status report from the City Manager on the various advisory boards’ progress on the assignment and took action on some the items presented. Council deferred any action regarding the Traffic Safety Commission until after its next meeting scheduled for July 28, 2008. However, the City Council did provide staff with preliminary direction that the size of the Traffic Safety Commission should be reduced to be five members, consistent with its direction that evening regarding the other three advisory boards. On July 15, 2008, the City Council adopted resolutions establishing the mission statements and work plans for the Equestrian Committee, Finance Advisory Committee and Emergency Preparedness Committee. Within these resolutions, the Council also reduced the size of all three advisory boards to five (5) members and defined the frequency of their meetings.

DISCUSSION

Elements of the Draft Work Plan

As described in the recent June 3, 2008 Staff Report from the City Manager to the City Council, the focus in putting together a work plan for each advisory board has been on setting forth recommendations on a structure and purpose for each advisory board that can provide discussion points, first for the committees and then for the City Council to consider. As described in the June 3rd report, the elements of the final product are to include:

- Mission Statement
- List of Work Plan Tasks with roles assigned, timelines, staff support and funding allocations
- Commission Membership – size of Commission
- Frequency of Meetings – dates for meetings and quarterly updates to the Council

Traffic Safety Commission's Review Role

The Council emphasized that the advisory boards should play a central role in developing its work plans and providing input regarding the size of membership and frequency of meetings. To assist the TSC in formulating its recommendation to City Council, Staff offered a draft mission statement and FY 08-09 work plan as a starting point for the TSC's discussion at workshop of June 16, 2008. The work plan document, which has been modified by comments from TSC members, has been designed to provide an outline of topics to be discussed over the next fiscal year. Although the Commission may develop content that is different from the draft language presented below, Staff requests that the Commission maintain the proposed format for consistency with other Commissions' and Committees' work products. The feedback received will be forwarded to the City Council at the August 5, 2008 City Council meeting.

Draft Mission Statement

The following draft Mission Statement was proposed by staff and presented at the TSC workshop on June 16, 2008:

TRAFFIC SAFETY COMMISSION MISSION STATEMENT

Provide community input by advising the City Council on neighborhood traffic issues, development proposals and special projects as assigned by the City Council. Review and advise on neighborhood traffic calming guidelines and proposed projects, and collaboratively work with staff to address residents' requests for improving livability and drivability of neighborhood streets in Rancho Palos Verdes.

Traffic Safety Commission is being asked at this time to provide input to the City Council regarding the proposed Mission Statement and to offer any modifications to the content

and language that it feels are appropriate.

Also presented below for the Commission's reference is the vision statement staff developed for the City's overall traffic program:

CITY OF RANCHO PALOS VERDES TRAFFIC PROGRAM VISION

Provide secure, safe, reliable and cost effective traffic system that: promotes neighborhood sustainability, safe routes to schools, convenient access, and institutes user friendly roadways; promotes bicycling, walking, use of equestrian trails, supports public transportation and other transportation means sensitive to the environment, and when it does not compromise safety, preserves rural character of the roads which compliments scenic coastal beauty; educates and encourages responsible driving behavior and supports emergency response.

Draft Work Plan

The following Draft TSC Work Plan for FY 08-09 was proposed by staff and modified by TSC at the workshop held on June 16, 2008:

- 1- Following CC review of the PVDE preliminary study and direction to staff to proceed with a comprehensive study, the TSC, in coordination with staff, will hold a Public Forum to get input from the neighborhoods accessed by PVDE.
- 2- When requested by the Planning Department, TSC will review the final Marymount College Expansion EIR, hold a Public Forum, receive any further comments from the public and the Commissioners, and will submit those comments to the Planning Commission.
- 3- TSC will assign each Commissioner to coordinate with one or two schools in this fiscal year to hand out information and speak to parents and students regarding safe and responsible driving behavior around schools. It is recommended that the Sheriff be invited also. There are 11 schools in RPV.
- 4- TSC will participate in a joint workshop with the City Council to review the proposed neighborhood Traffic Calming Program (NTCP) and receive direction.
- 5- TSC will hold a Public Forum and receive comments from the public with regard to how businesses and residents will be affected by a large condominium development being constructed at the City's border with San Pedro. Furthermore, the TSC will provide advise to the City Counsel on how the City might be able to influence the City of Los Angeles' Planning Department and Planning Commission on what can be tolerated by our residents and businesses.

The Traffic Safety Commission is being asked at this time to provide any further input or

refinement to the City Council regarding the proposed FY 08-08 Work Plan.

Commission Membership – Size of the Commission

On December 7, 2004, the City Council established the Traffic Safety Commission via Resolution No. 2004 -101, which stipulated that the Commission shall consist of seven (7) members. At a recent Mayor's Breakfast attended by the Chairs of the various City advisory boards, Mayor Pro Tem Clark brought up the idea of possibly downsizing the membership of the City committees to 5 members. Additionally, as detailed in Recommendation 48, (Exhibit A) Management Partners recommended that the City should evaluate the size of each advisory board. Therefore, as discussed above in the Background section of this report, the City Council adopted resolutions on July 15, 2008 reducing the size of the Equestrian Committee, Finance Advisory Committee and Emergency Preparedness Committees to five members. Previous to these actions, Council provided staff with preliminary direction on July 1st that the size of the Traffic Safety Commission should be reduced from seven (7) to be five (5) members.

The Traffic Safety Commission is being asked at this time to provide input to the City Council regarding the proposal to reduce the size of the Commission.

Frequency of Commission Meetings

At the same Mayor's Breakfast referenced above, Mayor Pro Tem Clark also brought up the idea of possibly reducing the frequency of advisory board meetings. Additionally, as detailed in Recommendation 48, (Exhibit A) Management Partners recommended that the City should evaluate the frequency of meetings for each advisory board. On July 15, 2008, Council adopted resolutions that modified the meeting frequency for three of the City's advisory boards as follows:

1. Equestrian Committee: Bimonthly meetings.
2. Finance Advisory Committee: Four meetings a year, with additional meetings authorized if necessary.
3. Emergency Preparedness Committee: Monthly meeting, with authorization to staff for the cancellation of unnecessary meetings with the concurrence of the Committee Chair.

The Traffic Safety Commission is being asked at this time to provide input to the City Council regarding the frequency of TSC meetings.

ADDITIONAL INFORMATION

Below is a description of the roles of the City Council, Advisory Boards and Staff that may provide helpful background information to the Commission in formulating its Mission Statement and Work Plan recommendations to City Council:

City Council

The five-member City Council is the legislative and policy body for the City, charged with providing overall leadership by enacting laws and allocating City resources for programs, services and activities. The City Council appoints members to serve on this Commission and assigns the commission special assignments to research, discuss, and provide comments and recommendations to the Council.

Advisory Boards

Advisory Boards are a structured way for individual citizens to share their opinions and perspectives, and to formulate comments and recommendations in a focused, small group structure. The primary purpose of advisory boards is to provide judicious advice, from a citizen perspective, to the City Council. Advisory Boards activities includes the review of traffic impact on residents, hearing public testimony, and reviewing staff reports and recommendations regarding such impacts – all of which is intended so that the committee is prepared to discuss, formulate, and forward well-developed, thoughtful comments and recommendations to the City Council in a timely manner. All appointees to the advisory board should act at the direction of the whole or the majority of the City Council and not upon the request or direction of an individual member of the Council.

Staff

The City Manager has assigned staff liaisons to each Commission/ Committee to maintain communication between the Commission/Committee, City Council and City Manager. Staff works under the direction of the City Manager. Reports prepared by Staff are generally for the ultimate review and action of the City Council subsequent to the Commission's review and comment. Staff is responsible for the work product that the Commission reviews and administration of their activities including, but not limited to the following:

- Ensuring that meeting notifications and consistent recordkeeping occurs.
- Serving as a communication link between the Commission, City administration, departments, and the City Council, as appropriate.
- Providing professional guidance, issue analysis and recommendations.
- Assisting the Commission with report preparation, and correspondence in keeping with the Commission's Council-approved work plan.
- Making sure the intent of the advisory Commission is not lost after the Commission acts to make a comment or recommendation, and that it is conveyed accurately to the City Council in a timely manner.
- Assisting the advisory Commission in staying focused on the task and agenda.
- Ensuring compliance of the Commission's actions with the Brown Act.
- Presenting advisory Commission comments and recommendations to the City Council, if requested to do so by either the Commission or the City Council.
- Maintaining a positive working relationship with the Chair and Commission members.

Attachments:

1. Organizational Assessment Excerpts
2. Correspondence



MEMORANDUM

RANCHO PALOS VERDES

TO: TRAFFIC SAFETY COMMISSION
FROM: JIM BELL, DIRECTOR OF PUBLIC WORKS
BY: RON DRAGOO, SENIOR ENGINEER
DATE: JULY 28, 2008
SUBJECT: ON-STREET PARKING OF OVERSIZED VEHICLES

RECOMMENDATION

1. Review the attached draft ordinance containing corrections as requested by the Traffic Safety Commission and modifications suggested by the City Attorney for consistency with the previously approved ordinance and to verify the modifications made are consistent with previous recommendations.
2. Consider other actions as may be determined by the TSC

BACKGROUND

At the February 25, 2008 Traffic Safety Commission meeting, the Commission acted by requiring the Draft On-Street Parking of Oversized Vehicles Ordinance be changed. The action taken, as recorded in the February 25, 2008 draft minutes, is presented below for clarity:

Commissioner Wright moved that corrections one through three listed below, recommended in the Motion as moved by Commissioner Bilezerian and seconded by Commissioner Wright, be incorporated into the On-Street Parking of Oversized Vehicle draft Ordinance XXX:

1. **Change Section 10.XX.040, Permit Process, paragraph C to read: “No more than one hundred forty (140) permits shall be issued during any calendar year to an single owner-occupied property.”**
2. **Change Section 10.XX.040, Permit Process, paragraph H to “A permit fee, established by the City Council ~~for each permit~~ shall be required for each permit.”**
3. **Change Section 10.XX.040, Permit Process, Paragraph C, to read “No more than one hundred forty (140) permits shall be issued during any calendar year to a single property-owner address.”**

Commissioner Wright further moved that Staff prepare a report incorporating those corrections, and bring it back for the Traffic Safety Commission's consideration, seconded by Commissioner Wells.

DISCUSSION

The revised ordinance was reviewed by the City Attorney who had comments which were included in this draft that make the draft ordinance consistent and legally enforceable and is attached as Attachment 1. The Staff Report including the draft ordinance that was presented to the TSC at the February 25, 2008 meeting is attached as Attachment 2 so Commissioners can accurately compare the previous draft with this draft.

ALTERNATIVES

1. Consider other actions as may be determined.

Attachments: 1. 7-28-2008 - Draft On-Street Parking of Oversized Vehicles Ordinance
 2. 2-25-2008 - Staff Report, On-Street Parking of Oversized Vehicles
 3. Correspondence

MEMORANDUM



RANCHO PALOS VERDES

TO: TRAFFIC SAFETY COMMISSION
FROM: JIM BELL, DIRECTOR OF PUBLIC WORKS
BY: SIAMAK MOTAHARI, SENIOR ENGINEER
JOANNE ITAGAKI, WILLDAN, SENIOR DESIGN
MANAGER
DATE: JULY 28, 2008
SUBJECT: MIRALESTE DRIVE - REVISED STRIPING PLANS

RECOMMENDATION

Approve the attached REVISED striping plan for Miraleste Drive between Palos Verdes Drive East and RPV city limit.

BACKGROUND

At the request of several residents, Staff evaluated the need to restripe Miraleste Drive to enhance motorist awareness of the lane assignments. Original plans were presented and approved by the Commission at the TSC meeting on February 25, 2008. Among other things, these plans called for removal of the right edge line Raised Pavement Markers to comply with the latest edition of California Manual on Uniform Traffic Control Devices (MUTCD) -the staff report is attached for your reference. While the TSC approved the plans, some comments were made by the Commissioners with respect to the need to get input from the residents regarding the history of the right edge line RPM's. Staff sent a notice to the residents and obtained valuable information in that regard. Based on the residents input, it became evident that the RPM's were installed to address the problem with some drivers using the right side of the road for speeding and passing. Staff was told that through a grass root effort initiated by the residents, these RPM's were approved and placed about 40 years ago to discourage this unsafe driving maneuver. Based upon this information staff decided to revise the plans and keep the right edge and diagonal RPM's in place.

DISCUSSION

The revised plans prepared by Willdan, the City's new consulting traffic engineer, call for a 12 ft lane in each direction with a yellow left edge line and a right edge line supplemented by the existing RPM's. The existing travel lanes vary in width from 16 to 17 feet. The revised plans provide for a standard 12 foot travel lane throughout the length of the roadway. Traffic engineering studies have shown that narrower lanes generally slow down the speed of traffic. The revised plans also add diagonal RPM's on the right hand side of

Miraleste Drive. Currently, the diagonal RPM's are at a spacing of approximately 100 feet apart. The revised plans will add another diagonal between existing diagonals for a spacing of approximately 50 feet apart. The additional diagonal RPM's will further discourage drivers in using the right side of the roadway for speeding and passing. Because of the history of drivers behavior on this street, staff has determined that the right edge RPM's should remain in place to supplement the right edge line to be installed as part of the revised plans. This document will remain on file for future reference.

ALTERNATIVES

1. Consider other actions as may be determined.

Attachments:

- 1- Miraleste Drive Striping -Revised Plans (5 sheets)
- 2- Miraleste Dr. staff report of 2-25-08

DRAFT



City of RANCHO PALOS VERDES

MEMORANDUM

TO: HONORABLE MAYOR & CITY COUNCIL MEMBERS
FROM: JAMES BELL, DIRECTOR OF PUBLIC WORKS
DATE: August 5, 2008
SUBJECT: PALOS VERDES DRIVE EAST (PVDE) BICYCLE
SIGNS

REVIEWED:

PROJECT MANAGER: SIAMAK MOTAHARI, SENIOR ENGINEER
JOANNE ITAGAKI, WILLDAN ENGINEERING
SENIOR DESIGN MANAGER

RECOMMENDATIONS

- 1- Approve removal of the existing 'Not Suitable for Bicycles' signs on PVDE
- 2- Approve placement of '**Winding Road**', '**Share the Road**' and '**Slow Bikes Keep Right**' signs on PVDE at locations determined by the City's Consulting Traffic Engineer.

FISCAL IMPACT

The cost of changing the signage has minimal fiscal impact to the City and will be covered through the Street Maintenance fund.

BACKGROUND

DRAFT

Several years ago the City installed a few road signs on PVDE reading 'Not Suitable For Bicycles'. The City's intention was to advise bicycle riders to use caution while using this road that is winding, steep and narrow in some areas. This sign is non-standard and in many instances is perceived by some motorists as an instruction to bicycle riders not to use this road. Additionally we have had numerous reports from motorists that complain about slow bicyclists riding in groups.

DISCUSSION

The City Attorney has advised staff to use standard signs that are compliant with the California Vehicle Code. The City's consulting traffic engineer concurs with this recommendation.

Palos Verdes Drive East is typical of many steep, narrow and winding roads that exist in many areas for which standard signs have been designed. The traffic Engineer has recommended use of 'Winding Road', "Share the Road" and 'Slow Bikes Keep Right' signs on this road. These **warning signs** will advise the public about the condition of the road and will remind them to respect the rights of all persons using the road with lawful means of transportation.

The 'Winding Road' and 'Share the Road' signs are standard signs recognized in the California Manual of Uniform Traffic Control Devices (CA MUTCD) and the Federal Highway Administration's Standard Highway Signs. These signs inform and warn both motorists and bicyclists of roadway conditions. The 'Share the Road' sign in particular advises motorist of the possibility of bicyclist using the roadway. The California Vehicle Code Section 21200 states:

21200. (a) Every person riding a bicycle upon a highway has all the rights and is subject to all the provisions applicable to the driver of a vehicle by this division, including, but not limited to, provisions concerning driving under the influence of alcoholic beverages or drugs, and by Division 10 (commencing with Section 20000), Section 27400, Division 16.7 (commencing with Section 39000), Division 17 (commencing with Section 40000.1), and Division 18 (commencing with Section 42000), except those provisions which by their very nature can have no application.

The recommended 'Slow Bikes Keep Right' sign is a modified version of "Slow Traffic Keep Right" sign. The 'Slow Bikes Keep Right' sign is intended as a reminder to bicyclists of the legal responsibility to move to the right-hand edge of the roadway if they are traveling more slowly than the normal speed of traffic. The proposed sign will be diamond shape with black lettering on a yellow background, which is consistent with standard warning signs.

The 'Slow Bikes Keep Right' sign is based on the following:

DRAFT

A. The California Vehicle Code Section 21202 states:

21202. (a) Any person operating a bicycle upon a roadway at a speed less than the normal speed of traffic moving in the same direction at that time shall ride as close as practicable to the right-hand curb or edge of the roadway except under any of the following situations:

(1) When overtaking and passing another bicycle or vehicle proceeding in the same direction.

(2) When preparing for a left turn at an intersection or into a private road or driveway.

(3) When reasonably necessary to avoid conditions (including, but not limited to, fixed or moving objects, vehicles, bicycles, pedestrians, animals, surface hazards, or substandard width lanes) that make it unsafe to continue along the right-hand curb or edge, subject to the provisions of Section 21656. For purposes of this section, a "substandard width lane" is a lane that is too narrow for a bicycle and a vehicle to travel safely side by side within the lane.

(4) When approaching a place where a right turn is authorized.

(b) Any person operating a bicycle upon a roadway of a highway, which highway carries traffic in one direction only and has two or more marked traffic lanes, may ride as near the left-hand curb or edge of that roadway as practicable.

Amended Sec. 4, Ch. 674, Stats. 1996. Effective January 1, 1997.

- B.** The roadway is winding and narrow in some areas.
- C.** The roadway is shared by vehicles, bicycles and equestrians.

DRAFT

- D.** Bicycles are likely to travel at a slower speed than vehicles especially in uphill sections of the roadway.

Staff submitted the above information to the Traffic Safety Commission as 'Receive and File' at their meeting of July 28, 2008.

CONCLUSIONS

By approving the recommendations the new signs will advise motorists and bicycle riders with a clear message and limit probable misinterpretations of the messages.

Suggested Signs

