
**CITY OF DANA POINT
TRAFFIC IMPROVEMENT SUBCOMMITTEE
APPROVED ACTION MINUTES**

Wednesday, December 20, 2017
3:00 p.m.

City Hall
33282 Golden Lantern
Council Chambers
Dana Point, CA 92629

CALL TO ORDER

The meeting was called to order at 3:07 PM

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Subcommittee Chairperson Boughen.

ROLL CALL Chairperson Luke Boughen, Bob Elders, Jeff Howell, Diana Orlando, Jennifer Rosales

There were 4 members in attendance: Boughen, Elders, Howell and Rosales. Subcommittee Member Rosales was an excused absence.

A. PUBLIC COMMENTS

Any person wishing to address the Subcommittee during the Public Comments section or on an Agenda item is asked to complete a "Request to Speak" form. The completed form is to be submitted to City staff prior to the Agenda item being called and discussed.

In order to conduct a timely meeting, there will be a three-minute limit per person for the Public Comments portion of the Agenda. State law prohibits the Subcommittee from taking action on a specific item unless it appears on the posted Agenda.

If anyone has handouts to distribute to the Subcommittee, please follow proper procedure and hand them to the City staff. The City staff will see that they are distributed.

B. CONSENT CALENDAR

Item 1: Approval of Action Minutes from October 18, 2017 Traffic Improvement Subcommittee Meeting

Motion was made by Subcommittee Member Howell to approve the October 18, 2017 Action Minutes; Seconded by Subcommittee Member Orlando. ***Motion passed. (Ayes-4; Noes-0).***

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C. NEW BUSINESS

Item 2: Parking and Circulation Oversight Task Force – Designation of Subcommittee Member to Participate

Update was provided by Matthew Sinacori. Subcommittee Chairperson Boughen expressed interest in and volunteered to be designated to participate in the Parking and Circulation Oversight Task Force.

A motion was made by Subcommittee Member Elders and seconded by Subcommittee Member Howell to designate Subcommittee Chairperson Boughen to represent the Traffic Improvement Subcommittee on the Parking and Circulation Oversight Task Force. ***Motion passed. (Ayes-4; Noes-0).***

D. PUBLIC HEARINGS

There were no Public Hearings.

E. PUBLIC MEETINGS

There were no Public Meetings.

F. OLD BUSINESS

There was no old business to discuss.

G. STAFF REPORTS

Item 3: Preliminary Briefing on Niguel Road Temporary Reclassification/Striping Layout

Matthew Sinacori provided a pre-briefing presentation on the Niguel Road Temporary Reclassification/Striping Layout and indicated that a notice would be sent out to affected residents in early January and the item would be presented to the Subcommittee at the next meeting in January. ***No action required.***

Matthew Sinacori indicated that beginning with the next meeting in January, all Subcommittee Meetings will now be recorded. ***Lauren Kehiayan to provide Subcommittee Members with a brief overview of new procedures 15 minutes prior to next meeting start time.***

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Matthew Sinacori provided an update to Subcommittee Members regarding the City's new Motor Unit officer. He indicated the officer's schedule and requested that Subcommittee Members notify him of any areas that might need additional enforcement. ***No action required.***

H. SUBCOMMITTEE COMMENTS

Briefly discussed meeting time; may consider moving start time to 4pm to allow Subcommittee Member Rosales to attend. ***No official action taken.***

I. ADJOURNMENT

The Subcommittee meeting adjourned at 3:45 PM.

The next regular meeting of the Traffic Improvement Subcommittee was tentatively set for Wednesday, January 17, 2018.