



**AGENDA SUMMARY
TRAFFIC COMMISSION SPECIAL MEETING
MONDAY, OCTOBER 17, 2016
6:00 P.M.
SOUTH COUNTY REGIONAL CENTER
800 W. BRANCH STREET, ARROYO GRANDE**

1. CALL TO ORDER

2. ROLL CALL

3. FLAG SALUTE

4. COMMUNITY COMMENTS AND SUGGESTIONS

This public comment period is an invitation to members of the community to present issues, thoughts, or suggestions on matters not scheduled on this agenda. Comments should be limited to those matters that are within the jurisdiction of the Parks and Recreation Commission. The Brown Act restricts the Commission from taking formal action on matters not published on the agenda.

5. CONSENT AGENDA

5.a. APPROVAL OF MINUTES

Recommended Action: Approve the minutes of the July 25, 2016 meeting.

Documents:

[TC 2016-10-17_5a Draft Minutes.pdf](#)

6. BUSINESS ITEMS

6.a. CONSIDERATION OF TRAFFIC CALMING ON SIERRA DRIVE

Recommended Action: It is recommended that the Traffic Commission:

- Receive public input regarding vehicular traffic on Sierra Drive;
- Direct staff to conduct an engineering study of the intersection of Sierra Drive and Hillcrest Drive (west) to determine if an all-way stop is warranted;
- Direct staff to obtain vehicle speed information;
- Direct staff to increase enforcement if warranted; and
- Direct staff to return to the Traffic Commission with the results of this work effort.

Documents:

[TC 2016-10-17_6a Traffic Calming Sierra Drive.pdf](#)

6.b. CONSIDERATION OF ADDITIONAL PARKING RESTRICTION ADJACENT TO 125 NORTH MASON STREET DRIVEWAY

Recommended Action: It is recommended that the Traffic Commission direct staff to restrict parking 20 feet on the north side of an existing driveway for the property located at 125 North Mason Street.

Documents:

6.c. CONSIDERATION OF ADDITIONAL PARKING RESTRICTION ADJACENT TO 194 AND 198 SOUTH ELM STREET DRIVEWAYS

Recommended Action: It is recommended that the Traffic Commission:

- Direct staff to restrict parking between the driveways of 194 and 198 South Elm Street and 20 feet on the north side of the driveway for the property located at 194 South Elm Street; and
- Direct staff to conduct an engineering study of South Elm Street between East Grand Avenue and Ash Street to evaluate the feasibility of a "road diet" lane reconfiguration.

Documents:

[TC 2016-10-17_6c 194 and 198 South Elm Street Driveways.pdf](#)

6.d. CONSIDERATION OF RELOCATION OF MAILBOX AND ADDITIONAL PARKING RESTRICTION ADJACENT TO 509 GAYNFAIR TERRACE DRIVEWAY

Recommended Action: It is recommended that the Traffic Commission take no action regarding additional parking restriction adjacent to the driveway for the property located at 509 Gaynfair Terrace.

Documents:

[TC 2016-10-17_6d 509 Gaynfair Terrace Driveway.pdf](#)

6.e. CONSIDERATION OF TRAFFIC COMMISSION APPOINTMENT TO THE COMMUNITY SERVICE GRANT PANEL

Recommended Action: It is recommended that the Traffic Commission appoint one Committee Member and one alternate to serve as a representative on the Community Service Grant Panel.

Documents:

[TC 2016-10-17_6e CSGP.pdf](#)

7. DISCUSSION ITEMS

8. COMMISSION COMMUNICATIONS

Correspondence/Comments as presented by the Commission.

9. ADJOURNMENT

All staff reports or other written documentation, including any supplemental material distributed to a majority of the Traffic Commission within 72 hours of a regular meeting, relating to each item of business on the agenda are available for public inspection during regular business hours in the Community Development Department, 300 East Branch Street, Arroyo Grande. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. To make a request for disability-related modification or accommodation, contact the Legislative and Information Services Department at 805-473-5414 as soon as possible and at least 48 hours prior to the meeting date.

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DRAFT

ACTION MINUTES

MEETING OF THE TRAFFIC COMMISSION MONDAY, JULY 25, 2016 COUNCIL CHAMBERS, 215 E. BRANCH STREET ARROYO GRANDE, CA

1. CALL TO ORDER

Chair Ross called the meeting to order at 6:04 p.m.

2. ROLL CALL

Traffic Commissioners: Commissioners Susan Henslin; Kenneth Price; Ken Sage; Jim Carson; and Steven Ross were present.

Staff present: Matt Horn, City Engineer; Teresa McClish, Director of Community Development; Matt Downing, Planning Manager; Debbie Weichinger, Administrative Secretary were present.

Consultant Present: John Rickenbach, JFR Consulting and Nate Stong, Omni Means.
Applicant Team: Andy Mangano, MFI Limited and Carol Florence, Oasis Associates.

3. PLEDGE OF ALLEGIANCE

Commissioner Carson led the pledge of allegiance.

4. COMMUNITY COMMENTS AND SUGGESTIONS

Chair Ross opened the community comments and suggestions. Hearing no public comment, Chair Ross closed the community comments and suggestions.

5. CONSENT AGENDA

None

6. BUSINESS ITEMS

6.a CONSIDERATION OF THE EAST CHERRY AVENUE SPECIFIC PLAN PROJECT

Community Developer Director introduced the Consultants and applicants to the Commission.

Mr. Rickenbach presented the staff report and recommended that the Commission review the proposed East Cherry Avenue Specific Plan and provide comments for the purpose of advising the Planning Commission and City Council. In particular, the Commission is asked to provide input on issues related to circulation design within Subarea 2, which includes the residential portion of the Specific Plan, as well as access provisions for Subarea 1, which envisions a hotel and restaurant.

Mr. Rickenbach and Mr. Stong responded to questions from the Commission regarding Subarea 1 parking for the hotel, and ingress/egress access to Traffic Way.

Mr. Rickenbach, Mr. Mangano, Ms. Florence, and Community Development Director McClish responded to questions from the Commission regarding Subarea 2, including specifications for a two car garage; trash storage and trash pickup; parking on street B; access for the garbage trucks; concern with sidewalks being impeded by mail boxes and fire hydrants; protected bike lanes, parking for construction workers; bulb outs on East Cherry Avenue; and full access Road "A" to Alley "A".

Mr. Horn responded to questions from the Commission regarding the speed limit coming off the freeway and a traffic signal at Cherry and Traffic Way to handle pedestrian crossing.

Carol Florence presented the East Cherry Specific Plan Subarea 1, 2, and 3. She explained Subarea 3 belonging to the Japanese Welfare Association; responded to questions regarding abandonment of the well in Subarea 1; said the garbage containers will be placed in the alley and the garbage trucks will go down the alley; there will be no parking in the alley; there will be two car garages and an HOA. They met with the neighborhood in January 2015 and there was a lot of analysis of East Cherry Avenue and stated they listened to the neighbors on how they wanted the street to look and function.

Chair Ross opened the meeting for public comment.

Lynn Titus, Lierly Lane, expressed concern with agricultural trucks traveling downing East Cherry Lane; and on-street parking; suggested "No Parking" on Traffic Way between East Cherry and Allen Street.

Colleen Martin, Olive Street, expressed concern with the location of the trash area; the commercial area being under parked; suggested "No Parking" on Traffic Way adjacent to the 5 Cities Swim School; the crosswalk to the donut shop needs to be considered with the new signal; said vehicles will be parked out on the street if the garages are not big enough; the alley should be widen so that one can park parallel of the garage door; and stated it will be difficult to make a left from Traffic Way into the gas station and proposed hotel.

Patty Welch, stated that vehicles need to be parked in garages and expressed concern with shared parking; concern with the guest parking for the homes; and trash pickup.

Robert Johnson, East Cherry, presented illustrations along with a letter dated July 25, 2016 from the East Cherry Avenue Neighborhood Committee to the Commission expressing his concerns with the East Cherry Avenue Specific Plan, EIR Predraft Proposal, including street right of ways along East Cherry Avenue, Traffic Way, and South Traffic Way.

Hearing no further public comment, Chair Ross closed the public comment.

Commissioner Sage provided the following comments regarding the proposed project: the issue about widths of Alley A with the access to the garage deserve more review; the Home Owners' Association can encourage things but will be unable to enforce people to park in their garage; and he likes the shared parking but is concern with safety protection for people crossing the street.

Commissioner Price provided the following comments regarding the proposed project: concern with no signal at East Cherry Avenue and Traffic Way for safety issue of pedestrians, bicyclist and vehicles; suggested installing i.e. flashing lights or speed bumps, to slow traffic coming from the Traffic Way off ramp; and suggested for safety a shared bike lane one direction and Class II bike lane on the other side on East Cherry Avenue (??).

Commissioner Henslin provided the following comments regarding the proposed project: the project has to be feasible and the City needs housing. Referring to the EIR she expressed concern with Subarea 1 with the businesses agreeing to the shared parking and people crossing Traffic Way; concern with the unscheduled and unfunded possible roundabout at East Grand and Traffic Way, asked how will the City establish a traffic mitigation and this needs to be looked at; supports the signal at Traffic Way and Fair Oaks Avenue; with regard to development agreement suggested looking at a letter of credit concurrent with the final map recording; concern that the EIR did not pay attention to the southbound Fair Oaks exit to Orchard, Fair Oaks Avenue and California Street; does not support a roundabout at Fair Oaks due to safety i.e. students running across the street, traffic, produce trucks, and traffic backed up on the ramp/101; and is concern with the additional overall traffic the project will create, along with funding.

Commissioner Carson provided the following comments regarding the proposed project: shared parking should not be a requirement for approval; Subarea 1 needs 121 parking spaces and that is what it should have; the Planning Commission and City Council should revisit the parking standards for future development; the City should have a realistic standard for a two car garage and require this development to meet that standard; this would be the time to widen Cherry Avenue; the trash pickup needs to be resolved before going to Planning Commission; it is unenforceable to make people park in their garage; would like the Planning Commission to have information on mail boxes and fire hydrant locations and hope they do not intrude on the sidewalks; the Planning Commission should look at the concept of approving a private alley as opposed to a public street due to enforcement.

Commissioner Ross provided the following comments regarding the proposed project: overall the project has a tremendous genesis to it; people will be parking in front of houses on Cherry Avenue and there will parking on Interior Road "B" in front of their front yard; there will probably be two parking spots in front of each resident; the parking has been accommodated on the street side; a signal at Cherry and Traffic Way is not feasible due to not meeting the warrants and it would be too close to any existing or proposed light at Fair Oaks Avenue; the shared parking will be most likely between the hotel and the restaurant as most of the time the 100 rooms will not be filled at the hotel every night so there will be approximately 50 parking spaces available for the shared parking as opposed to other areas in town; a speed bump cannot be installed on Traffic Way as it is a major collector street and against the Ordinance; referred to parking in the alley and that type of development he said there are many instances of this kind of the development in the City; supports no tandem garages; for safety purposes the hotel needs two methods of ingress and egress areas; concern with funding different traffic mitigations that we do not know what they will be; does not feel traffic will be impacted from this project at the Fair Oaks off ramp; rarely sees agricultural trucks traveling Branch Mill to East Cherry; and likes the project and it addresses several concerns the City has with housing and affordable housing required by State Law.

In response to a question from Commissioner Price, Mr. Mangano said the homes will be approximately 1,500 square feet and going south will be larger. The homes will start at approximately \$500,000 to \$650,000 and stated they want the proposed project to be a family neighborhood. He said the HOA are given the tools to enforce rules and regulations. He added, if the City wanted they will have a traffic signal installed at Traffic Way and East Cherry; they will have two bike lanes; and regarding the garages, they are committed to a design that the City and neighborhood would like.

Community Development Director McClish summarized the following items of concern identified by the Commission: ensure that garage sizes and parking dimensions will accommodate larger vehicles; a trash exhibit needs to be included; would like to review bike lane configuration and consideration of a protected bike lane; clarification of the access to Subarea 1 the alley parking will be addressed in front of the garages; CC&R's will be clarified; Subarea 1 will not have shared parking and will have to park itself; and the EIR, impacts especially as it pertains to Fair Oaks southbound off ramp.

Commissioner Carson added to the above list that the Planning Commission and City Council should revisit parking standards for future developments; and that sidewalks to be clear of trash cans, mailboxes and fire hydrants; and shared parking should not be a requirement and the developer should meet the numbers.

ACTION: Commissioner Carson moved that the Traffic Commission recommend to the Planning Commission and City Council for their consideration the items listed above summarized by the Community Development Director.

Commissioner Carson restated his motion.

ACTION: Commissioner Carson moved that the Traffic Commission approve the staff report as presented and offer for consideration to the Planning Commission and City Council the items brought forward by the Traffic Commission and the items listed above summarized by the Community Development Director. The motion was seconded by Commissioner Ross and the motion passed on the following roll call vote:

AYES: Carson, Ross, Sage, Price, Henslin
NOES: None
ABSENT: None

7. DISCUSSION ITEMS

Select Commission Member for Halcyon Road Complete Street Project Stakeholders Group

Commissioner Price volunteered as the primary representative and Commissioner Henslin volunteered to be an alternate for the Halcyon Road Complete Street project Stakeholders Group.

8. COMMISSION COMMUNICATIONS

None

Community Development Director McClish stated that the Parking Study is soon to be underway by a Consultant.

9. ADJOURNMENT

Chair Ross adjourned the meeting at 8:25 p.m.

ATTEST:

**Debbie Weichinger
Administrative Secretary**

(Approved at TC Mtg:)



MEMORANDUM

TO: TRAFFIC COMMISSION

FROM: TERESA MCCLISH, COMMUNITY DEVELOPMENT DIRECTOR

BY: JIM GARING, INTERIM CITY ENGINEER

SUBJECT: CONSIDERATION OF TRAFFIC CALMING ON SIERRA DRIVE

DATE: OCTOBER 17, 2016

RECOMMENDATION:

It is recommended that the Traffic Commission:

- Receive public input regarding vehicular traffic on Sierra Drive;
- Direct staff to conduct an engineering study of the intersection of Sierra Drive and Hillcrest Drive (west) to determine if an all-way stop is warranted;
- Direct staff to obtain vehicle speed information;
- Direct staff to increase enforcement if warranted; and
- Direct staff to return to the Traffic Commission with the results of this work effort.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

Staff time will be required to obtain vehicle speed information, complete analysis of the speed data, increase enforcement efforts, and prepare future staff reports. This work effort is estimated at 20 staff hours.

BACKGROUND:

On July 22, 2016 the City received a petition from residents on Sierra Drive stating a problem with speeding vehicles and suggesting speed bumps or other measures be implemented to slow drivers down.

Sierra Drive is a two-way local residential street connecting N. Oak Park Boulevard to Hillcrest Drive. Sierra Drive is generally 20 feet in width between N. Oak Park Boulevard and approximately 400 feet west of Robles Place at which point it becomes generally 22-feet wide to its terminus at Hillcrest Drive. Curbs along the down-slope edge are present in some locations to control drainage and are primarily constructed of asphalt. Sierra drive is winding with moderate grades which together or separately result in limited sight distance of the road ahead.

The roadway is not signed or marked to prohibit parking. Although the roadway is narrow and a parked vehicle results in the need for through vehicles to pass separately, this does not appear to be an issue on this low-volume street and may in fact result in slowing traffic. During a staff site visit on August 30, 2016 at 10:15 a.m., a few vehicles

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were observed parked on the 22-foot wide segment of roadway between 400 feet west of Robles Place and Hillcrest Drive (east of Robles Place). No vehicles were observed parked on the 20-foot wide segment.

The speed limit on Sierra Drive is not posted, therefore the default or prima facie speed limit for this residential neighborhood is 25 mph.

The collision data for Sierra Drive for the period 2010 to present was reviewed and one (1) collision was reported along the entire length. The non-injury collision occurred near the intersection of Hillcrest Drive (east) at Sierra Drive.

ANALYSIS OF ISSUES:

Due to the horizontal and vertical curves along Sierra Drive, there are locations where stopping sight distance may not be provided for the 25 mph prima facie speed limit. Per Caltrans Highway Design Manual (HDM) Table 201.1, the stopping sight distance for 25 mph is 150 feet. Based on staff's initial review of the entire length of Sierra Drive, the following locations were observed to have potentially insufficient stopping sight distance for a speed of 25 mph:

Location 1: Intersection of Sierra Drive at Hillcrest Drive (west)

Location 2: Horizontal Curve at 1470 Sierra Drive

Location 3: Crest Vertical Curve at 1411 Sierra Drive

Location 1: The intersection of Hillcrest Drive (west) and Sierra Drive may meet the following warrant for installation of an all-way stop:

Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop.¹

As shown on **Figures 1 and 2**, the sight distance for vehicles stopped on Hillcrest Drive looking north is limited to approximately 115 feet. Per Caltrans HDM Table 405.1, the corner sight distance for 25 mph should be 275 feet. The HDM also states that "where restrictive conditions exist...the minimum value for corner sight distance at both signalized and unsignalized intersections shall be equal to the stopping sight distance..." Due to the fact that the existing sight distance is less than the stopping sight distance of 150 feet, the installation of an all-way stop at this intersection would appear to be warranted. Staff recommends further analysis and documentation in an engineering and traffic study.

¹ Manual on Uniform Traffic Control Devices (MUTCD), California 2014 Edition, Section 2B.07

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Figure 1: Intersection Sight Distance of Hillcrest Drive (west) at Sierra Drive Intersection



Figure 2: View from Hillcrest Drive (west) looking north on Sierra Drive (Location 1)

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Location 2: At the horizontal curve near 1470 Sierra Drive, the sight distance is limited to approximately 100 feet (see **Figure 3**). The corresponding stopping sight distance speed for this distance is 15 mph. Due to the absence of collision history at this location, staff recommends no action.



Figure 3: Looking east near 1470 Sierra Drive (Location 2)

Location 3: At the crest vertical curve near 1411 Sierra Drive, the sight distance (to an object 0.5 feet in height) is limited to approximately 135 feet (see **Figure 4**). The corresponding stopping sight distance speed for this distance is 22 mph. Due to the absence of collision history at this location, staff recommends no action.



Figure 4: Looking east near 1411 Sierra Drive (Location 3)

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Due to the initial complaint of speeding vehicles, staff recommends speed data be obtained to determine if initiation of neighborhood traffic calming may be warranted. The City Council adopted Neighborhood Traffic Calming Guidelines on April 12, 2016 by Resolution No. 2016-4718. The guidelines describe a process of Education, Enforcement and finally Engineering.

Education

The education component typically is completed using a neighborhood meeting in which residents can share concerns and help identify the problem. Additionally, education can also include physical improvements such as speed limit signs, revised roadway striping, and speed feedback indicators such as permanently mounted signs or temporarily placed trailers to better identify what drivers should be doing.

Enforcement

After the education phase is complete, enforcement activities are typically implemented. In this phase, the drivers should now be well informed and compliance is now achieved through monetary penalties in the form of traffic tickets. Enforcement work is highly effective to calm traffic speeds when officers are present to enforce. Since it is not feasible to devote officers to one area for a prolonged duration, lasting results will vary.

Engineering

The last course of action is Engineering. This phase would incorporate physical changes to roadway geometry which might include speed humps and/or signage.

Staff recommends receiving public input and based on need as well as public input begin speed data collection and increased enforcement if warranted.

ALTERNATIVES:

The following alternatives are provided for the Commission's consideration:

- Approve staff's recommendation;
- Do not approve staff's recommendation;
- Provide alternate direction

PUBLIC NOTICE AND COMMENT:

The agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

Attachments:

1. Signed Neighborhood Petition, July 22, 2016
2. October 10, 2017 Letter received from John and Barbara Collins

We have problems with people speeding on Sierra Dr. This road is a two lane road, narrow, winding and we have cars parking along the road, which makes it more dangerous. We also have people that walk around the hill almost every day. We need something to slow these drivers down. I suggest speed bumps.

Thank You

Henry Bernard 1480 Sierra dr.



Name	Address	Date
Guy Sturgell	Sierra	7-22-16
WAXEN NEX	SIERRA	7-22-16
Lucile M Crowell	SIERRA	7/22/16
Tommi Stone	sierra Dr 2g	22 July 16
DON ICE	SIERRA DR. NE	7/22/2016
Andrey Shosain	Sierra Dr	7/22/16
Ann Swan	SIERRA DR.	7/22/16
Lillian Fitz	Sierra Dr.	7-22-16
Alan Schwartz	SIERRA DR.	7/22/16
Greg Thonson	Sierra Dr	7-22-16
Bob	SIERRA DR	7/22/16
Cyey Oakley	SIERRA DR.	7-22-16
Alfred O L Colson	Sierra Dr	7/22/16
Sharon Timberman	Sierra DR	7/22/16
Thomas Murray	Sierra Drive	7/27/16
Loren Rogers	Sierra Dr	7/28/16

To Alate

30 Aug

October 10, 2016

Dear Mr. Garing,

Subject: Traffic and Parking Issues Sierra Drive

We have lived at 1370 Sierra Drive since 1967 making us the most senior residence of the street; now in our 80's, we have enjoyed the atmosphere and consideration of our neighbors for almost fifty years. However, recently we have become concerned about the noise, appearance, traffic and unsafety factor.

The following are specific concerns we have noted:

Sierra Drive is very narrow. If a car is parked on the street, two cars cannot normally travel in opposing lanes. The non-residential traffic increase has compounded the problem.

We are located just below the crest of the hill that makes visibility limited, and with unsafe speed drivers an accident is almost inevitable.

There has been a substantial increase in the number of vehicles parked on Sierra and Robles Road recently including commercial vehicles.

Garbage trucks and the city street cleaners have difficult navigating the street.

Our driveway inclines into our garage, so when backing out into the street we must be mindful of the right, left and potential rear parked car before safely moving. A guest did hit a car parked across the street.

We sustained a \$500 repair to a mirror as a garbage container was left far out in narrow Sierra Drive.

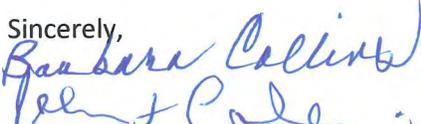
Some homes have their own parking area for extra vehicles. However, in one instances it appears it is more for car(s) storage-like parking.

Besides the inability to navigate normal two-way driving, we have unsightly, noisy (including at night) trucks more suited for the dunes parked in front of our homes.

We have taken great pride in the upkeep of our home and yard over the years, including replacing our lawn with drought tolerant plants, so to see what has happened to Sierra Drive is indeed very disturbing.

As we look up and down our street we wonder what will happen to the quality of the homes, but more important the immediate safety of the residence of this once special street.

Sincerely,



John and Barbara Collins

489-4163



MEMORANDUM

TO: TRAFFIC COMMISSION

FROM: TERESA MCCLISH, COMMUNITY DEVELOPMENT DIRECTOR

BY: JIM GARING, ACTING CITY ENGINEER

**SUBJECT: CONSIDERATION OF ADDITIONAL PARKING RESTRICTION
ADJACENT TO 125 NORTH MASON STREET DRIVEWAY**

DATE: OCTOBER 17, 2016

RECOMMENDATION:

It is recommended that the Traffic Commission direct staff to restrict parking 20 feet on the north side of an existing driveway for the property located at 125 North Mason Street.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

A minor amount of funding and staff time will be required to complete this work. The total cost is estimated to be less than \$100 in materials and require less than 1 hour of staff time to complete.

BACKGROUND:

On July 22, 2016 the City received a request to restrict parking for 20 feet on the uphill side of from the driveway serving 125 N. Mason Street, citing restricted visibility when backing out of the driveway when parked vehicles are present adjacent to the driveway. The affected party stated the reduced visibility resulted in a collision with a vehicle travelling south on Mason Street recently when backing out.

N. Mason Street is a collector street connecting Le Point Street to E. Branch Street, becoming S. Mason Street south of E. Branch Street. N. Mason Street is generally 32 feet in width measured between curb faces. Parking is allowed on the west side of the street only.

On March 23, 2015, the Traffic Commission recommended marking of red curbing along the east side of N. Mason Street (see **Figure 1**). On September 8, 2015, the City Council approved establishing a No Parking Zone on the east side of N. Mason Street from E. Branch Street to Le Point Street moving the striped centerline to provide 20-feet in width in the southbound direction, consisting of an 11-foot wide travel lane and 9 feet for on-street parking.

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Figure 1: Location of Red Curb Approved by the Traffic Commission on March 23, 2015

ANALYSIS OF ISSUES:

A retaining wall on the property adjoining the north side of the subject driveway and landscaping on the property of 125 N. Mason Street is within the area required to be kept clear as defined by City Engineering Standard 7410 (see **Figure 2**). The wall is approximately 4.5 feet in height above the street grade, and the bougainvillea plant is approximately 8 feet in height (see **Figures 3, 4 and 5**). Although the landscaping could be trimmed, the retaining wall is integral to the adjoining property's site and foundation grade. It does not therefore appear feasible to meet City Standard 7410 for this area to be clear of objects within the space between 2-feet and 8-feet above the street grade.

Staff's recommendation is to allow an additional parking restriction of twenty feet on the north side of the subject driveway due to the obscured sight lines of the adjoining retaining wall.

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NORTH MASON STREET DRIVEWAY
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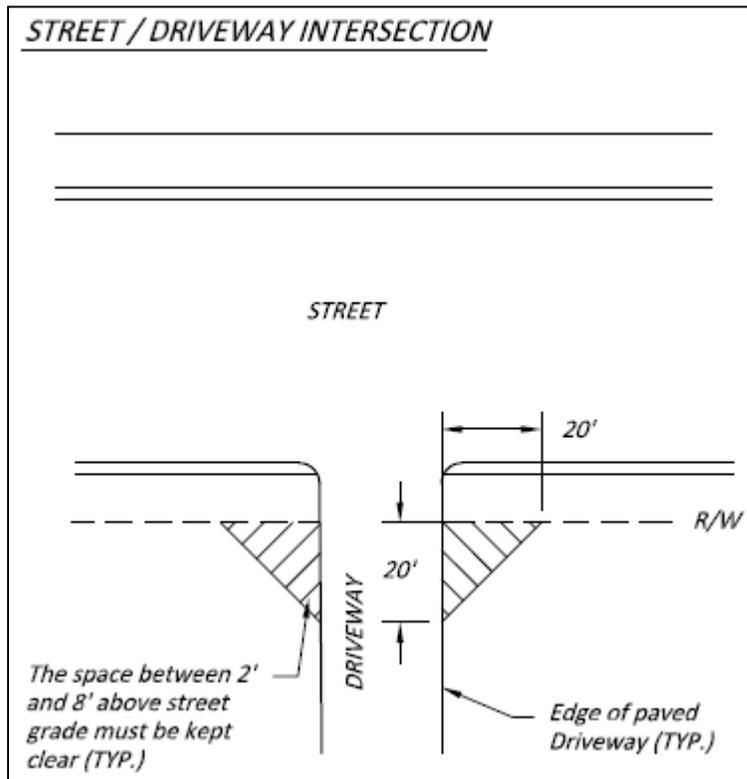


Figure 2: City Standard 7410 - Sight Distance Requirements at Driveways



Figure 3: 125 N. Mason St (on left) looking West. 246 Le Point Street on right.

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Figure 4: Looking north at subject driveway



Figure 5: Looking south at subject driveway

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ALTERNATIVES:

The following alternatives are provided for the Commission's consideration:

- Approve staff's recommendation;
- Do not approve staff's recommendation;
- Provide alternate direction

PUBLIC NOTICE AND COMMENT:

The Agenda for this meeting was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

Attachments:

Request Details, July 22, 2016

REQUEST DETAILS

Description

The city has exacerbated an existing hazardous condition in using my driveway at 125 N. Mason St., by painting the east side of N. Mason St. red, forcing all cars and trucks to park on the west side of the street, in front of my house. With the City parking lot access increasing traffic down Mason St. it is IMPOSSIBLE to see up the hill coming out of my driveway. After many close calls, I was hit coming out of my drive, by a truck coming west off Le Point onto Mason St, going south. Police report filed. There is ZERO visibility for me carefully backing out, or for all the many cars flying around two corners in south bound lane. I now have to park on the street instead of using my driveway for myself and my guests in order to be safe. Please paint 20 feet of curb up the hill from 125 N. Mason St. RED to allow me some measure of safety. This problem will only get worse when the hotel is built on Le Point/Tally Ho.

Your Information

Name

Marsha Blackburn

Fax Number

Email Address

marshab@blackburndesign.net

Preferred Contact Method

email

To Make So As



MEMORANDUM

TO: TRAFFIC COMMISSION

FROM: TERESA MCCLISH, COMMUNITY DEVELOPMENT DIRECTOR

BY: JIM GARING, ACTING CITY ENGINEER

**SUBJECT: CONSIDERATION OF ADDITIONAL PARKING RESTRICTION
ADJACENT TO 194 AND 198 SOUTH ELM STREET DRIVEWAYS**

DATE: OCTOBER 17, 2016

RECOMMENDATION:

It is recommended that the Traffic Commission:

- Direct staff to restrict parking between the driveways of 194 and 198 South Elm Street and 20 feet on the north side of the driveway for the property located at 194 South Elm Street; and
- Direct staff to conduct an engineering study of South Elm Street between East Grand Avenue and Ash Street to evaluate the feasibility of a "road diet" lane reconfiguration.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

A minor amount of funding and staff time will be required to complete the curb painting work. The cost is estimated to be less than \$100 in materials and require less than 1 hour of staff time to complete. The feasibility study would require the assistance of a traffic engineering consultant, and is estimated to cost \$5,000.

BACKGROUND:

Between August 26 and August 30, 2016 the City received four letters from residents and owners of the apartment buildings located at 194 and 198 South Elm Street requesting prohibition of on-street parking, citing restricted visibility when pulling out of the driveway when parked vehicles are present adjacent to the driveway. The attached letters include photographs of a collision which was stated to have occurred due to reduced visibility while pulling out of the driveway of 198 South Elm Street.

South Elm Street is classified as "Highway/Arterial" in the City's General Plan Circulation Element, and provides north/south connectivity between E. Grand Avenue and State Route 1 to the south. Between East Grand Avenue and The Pike, South Elm Street is generally 64 feet in width measured between curb faces and is an undivided four lane roadway with on-street parking allowed on both sides of the street, no bicycle lanes and sidewalks on both sides of the street. The average daily traffic (ADT) between East Grand Avenue and Ash Street is approximately 8,000 vehicles per day.

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Figure 1: Location of Red Curb Requested by the Owners and Residents of 194 & 198 Elm Street

ANALYSIS OF ISSUES:

As can be seen in **Figures 1 2 and 3**, the horizontal alignment of South Elm Street is such that vehicles pulling out of either subject driveway are looking back along the curve of the road.

CONSIDERATION OF ADDITIONAL PARKING RESTRICTION ADJACENT TO 194 & 198 SOUTH ELM STREET DRIVEWAYS
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Figure 2: View looking North from 194 Elm Street Driveway



Figure 3: View looking North from 198 Elm Street Driveway

Staff's recommendation for a near-term solution is to allow an additional parking restriction of twenty feet on the north side of each of the subject driveways due to the obscured sight lines caused by on-street parking combined with the adverse horizontal alignment of the roadway.

Given that on-street parking is allowed adjacent to other driveways along the corridor, and the recommendation action by the Commission would set a precedent for removal of additional on-street parking, staff recommends a long-term solution be evaluated.

CONSIDERATION OF ADDITIONAL PARKING RESTRICTION ADJACENT TO 194 & 198 SOUTH ELM STREET DRIVEWAYS
OCTOBER 17, 2016
PAGE 4

One option that staff recommends evaluating is a "road diet" which would reduce the number of lanes on South Elm Street between East Grand Avenue and Ash Street from two in each direction with no center turn lane to one in each direction plus center turn lane (See **Figure 4**). The added width could be used for bicycle lanes, landscaped medians (which provide opportunity for pedestrian refuge areas), curb extensions, etc. On-street parking could remain both before and the reconfiguration.

This type of conversion provides several safety benefits. There are fewer points of conflict for left-turning vehicles either from the main roadway or from side streets or driveways, left-turning vehicles are no longer required to stop in the through lane to wait for a gap in opposing traffic (which can result in erratic maneuvers from vehicles behind braking or changing lanes suddenly), sight lines are increased from side streets and driveways, and bicyclists can be provided with exclusive lanes. Of particular importance to the subject of this report, the sight lines from vehicles exiting driveways would be improved due to the nearest vehicular lane being moved 6 feet further away. In addition to the sight line increase, the ability of the vehicle pulling out of the driveway to edge further out without encroaching into the potential path of a moving vehicle allows for additional visibility prior to pulling out completely.

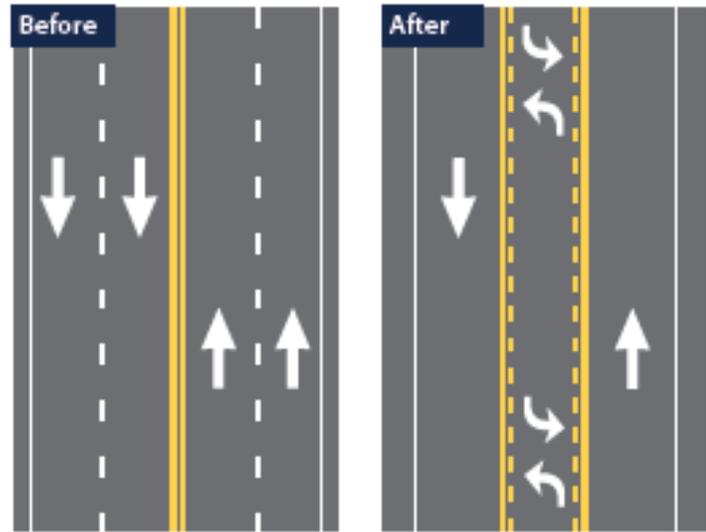


Figure 4: Road Diet with 4 to 3 Conversion

This type of reconfiguration was done on South Elm Street between Ash Street and Farroll Avenue in **2009**, and was also performed a few years ago in the City of San Luis Obispo on South Street between Higuera Street and Broad Street (see **Figure 5**). South Street has an ADT of nearly 15,000 vehicles per day.

Roadway Capacity: As can be seen in Table 1, the existing roadway configuration (four-lane arterial with no left turn lane (LTL)) has capacity for up to 27,000 ADT at Level of Service (LOS) "C". The capacity of the roadway far exceeds the current demand of approximately 8,000 veh/day. If the roadway were converted to a two-lane arterial with left-turn lane, the



Figure 5: South Street in San Luis Obispo after Road Diet Conversion

CONSIDERATION OF ADDITIONAL PARKING RESTRICTION ADJACENT TO 194 & 198 SOUTH ELM STREET DRIVEWAYS
OCTOBER 17, 2016
PAGE 5

roadway would still be expected to function at LOS C up to 16,000 veh/day. A road diet on South Elm Street would appear to be feasible from a daily traffic capacity standpoint.

TABLE 1
DAILY ROADWAY CAPACITIES BY FACILITY TYPE

Roadway Type	Average Daily Traffic (ADT) – Total of Both Directions				
	A	B	C	D	E
Six-Lane Freeway	42,000	64,800	92,400	111,600	120,000
Four-Lane Freeway	28,000	43,200	61,600	74,400	80,000
Six-Lane Divided Expressway	35,500	42,200	46,200	55,800	60,000
Four-Lane Divided Expressway	23,667	28,133	30,800	37,200	40,000
Four-Lane Divided Arterial	22,000	25,000	29,000	32,500	36,000
Four-Lane Arterial (w/L TL)	22,000	25,000	29,000	32,500	36,000
Four-Lane Arterial (No LTL)	18,000	21,000	24,000	27,000	30,000
Tefft Street (Mary to Oakglen)*	15,000	17,000	20,000	22,000	24,000
Two-Lane Divided Arterial	11,000	12,500	14,500	16,000	18,000
Two-Lane Arterial (w/LTL)	11,000	12,500	14,500	16,000	18,000
Two-Lane Arterial (No LTL)	9,000	10,500	12,000	13,500	15,000
Two-Lane Roundabout Arterial	14,300	16,250	18,850	20,800	23,400
Four-Lane Collector	12,000	15,000	18,000	21,000	24,000
Two-Lane Collector	6,000	7,500	9,000	10,500	12,000
Two-Lane Local	1,000	2,000	3,000	4,000	5,000

Source: San Luis Obispo South County Circulation Study, Omni-Means 2016

Consistency with City Policy: The City's Bicycle Master Plan (update adopted in 2012) calls for Class II bicycle lanes as shown in the Figure 6 below. Note the existing Class II bike lanes south of Ash Street, created through the 2009 road diet of that segment.

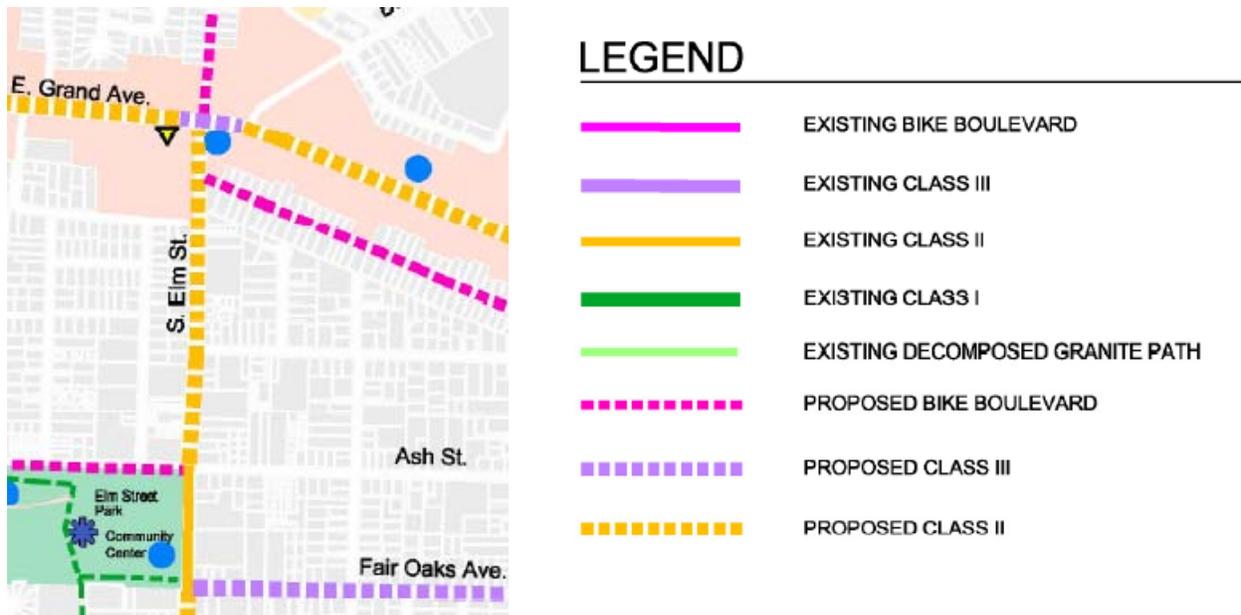


Figure 6: Excerpt of City's Bicycle Master Plan

**CONSIDERATION OF ADDITIONAL PARKING RESTRICTION ADJACENT TO 194 &
198 SOUTH ELM STREET DRIVEWAYS
OCTOBER 17, 2016
PAGE 6**

An engineering study is recommended to determine the feasibility of a road diet including expected operating characteristics on roadway segments and at intersections including the intersection of East Grand Avenue, provide recommendations regarding bicycle lanes and on-street parking, recommended lane widths, and locations and lengths of exclusive left-turn lanes. The Federal Highway Administration (FHWA) has published a thorough information guide on road diets which can be viewed at the following link: http://safety.fhwa.dot.gov/road_diets/info_guide/.

ALTERNATIVES:

The following alternatives are provided for the Commission's consideration:

- Approve staff's recommendation;
- Do not approve staff's recommendation;
- Provide alternate direction

PUBLIC NOTICE AND COMMENT:

The Agenda for this meeting was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

Attachments:

Four letters of request, dated August 26 through August 30, 2016

Arroyo Grande Traffic Commission
City Council Chambers
215 E. Branch St.
Arroyo Grande, CA 93420

The Smyth Family
198 S Elm Apt D
Arroyo Grande, CA 93420

August 26, 2016

Dear Traffic Commission,

My family and I would like to voice our concerns about the curb between our driveway at 198 S. Elm St. and the neighboring driveway. Elm St. is busy most of the day, but especially when we leave for work and arrive home after work. When attempting to exit our driveway and there is a car parked in the spot I am referring to it is very difficult to see the oncoming traffic. By the time you can see the oncoming traffic you are already in the middle of the street. This makes me and my family extremely nervous when pulling out of our driveway.

Recently one of our neighbors got into an accident due to a large truck parked on the curb. By painting the curb red, my neighbor would have been able to see the traffic better and it could have prevented the accident. I worry every single time that I pull out of our driveway, thinking that I will get hit and my son will be in the car. My family and I would like this addressed.

Thank you,

The Smyth Family

To whom it may concern,

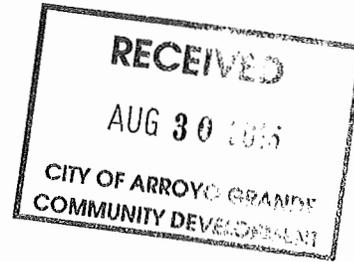
My wife and I have lived at 194 S. Elm Street for just over a year. The street parking directly in front of our apartment has proved to be quite a danger during the duration of our residence. Anytime there are cars larger than small compact vehicles parked in these spots, we have close to zero visibility when pulling out of our complex's parking lot. This situation has been the cause of several close calls, and I believe that as long as cars are allowed to park on the curb, it is only a matter of time before an accident occurs. Not only is there poor visibility when pulling out from our parking lot, but it is also hard for the oncoming traffic to see when a vehicle is pulling out.

I believe that it is the city's responsibility to paint the curb in front of both the 194 and 198 addresses to ensure that the residents can pull out of their car lots without having to take risky moves, jeopardizing multiple parties' safety. If the curb is not painted, it is only a matter of time before a collision occurs in front of these places of residence.

Thank you.

Crandall
194 S Elm
Apt. A

Traffic Commission
City Engineer
City of Arroyo Grande
300 E. Branch St.
Arroyo Grande, Ca. 93420



To the attention of:
Traffic Commission
City Engineer

We own the apartments at 194 and 198 So. Elm St. in Arroyo Grande. I have been approached by several of our tenants expressing grave concern regarding their safety, and the safety of their families, when exiting the driveways and pulling out on to South Elm St., because they can- not- see.

I have been aware of this dilemma; and, their expressed concerns have heightened my awareness of the potential danger to them all. In addition, I show units when they are on the market. I recently visited with a wonderful young man at our properties. He very much liked the apartment that I showed him. He then shared that he had parked across the street so that he wouldn't have to pull out onto Elm Street from our driveways, because it looks dangerous. And, then, with that said, his instincts told him to decline applying to live there with this unsafe situation for his family.

The problem is due to vehicles being parked---solidly--- in both directions next to the curb. In addition, there is a curb directly in front of the properties, which separates the two driveways, where vehicles park. It is impossible to see oncoming traffic under this condition. The present situation is an extreme hazard because the driver exiting the driveways at 194 and 198 cannot see properly to pull out! Our tenants in 198 C have suffered a collision, due to this situation. Thankfully, no one was injured. And our other tenants have had many near misses.

I am requesting that the curb that exists between the two properties be painted red. It is about 16 feet. -Really dangerous with cars parked there. In addition, I am requesting that the curb areas to the north of the 194 driveway, and to the south of the 198 driveway be painted red for at least 10 feet in both directions for the safety of our tenants, and their visitors. Vehicles parked right up to the driveways totally hinder the vision of the driver.

I invite you to observe the situation when people are trying to leave for work. Or, trying to pull out and go shopping . Or to dinner, or to a movie. Wouldn't it be tragic if something should happen that can be prevented by simply painting those curbs red?

I am asking for serious consideration of this request. And, I am asking for the immediate remedying of this situation upon your approval of this request.

In addition, I am attaching letters and actual photos from tenants at 194 and 198 So. Elm St. They all face the same dangers every day that have been discussed in this appeal.

Thank-you.

Sincerely,

Mary Stornetta

8/30/16

Mary and David Stornetta
Owners

481-1105 or 441-5064

attached:

*Pics of pregnant Mommy trying
to leave property*



August 28, 2016

To whom it may concern,

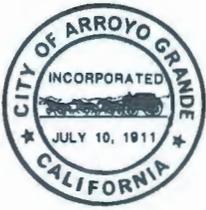
We are residents at 198 S. Elm st. Apt. C and we are writing this letter due to our concern about our street being unsafe for us to pull out from our apartment's driveway without getting hit by oncoming cars due to not having good visibility from vehicles coming on our lane since parked vehicles between our driveway are blocking our view and this being a busy street. So i believe by having the curved marked red we can avoid another crash like the one we were involved this past June 16, 2016 outside our apartment complex driveway while pulling out onto the street. This will keep us tenants and street traffic safe. Enclosed are some photos of the accident.

Thank you.

Rodolfo Marta
Diana Palomarez

*attached pictures
couple with little boy -*





MEMORANDUM

TO: TRAFFIC COMMISSION

FROM: TERESA MCCLISH, COMMUNITY DEVELOPMENT DIRECTOR

BY: JIM GARING, INTERIM CITY ENGINEER

SUBJECT: CONSIDERATION OF PARKING RESTRICTION ADJACENT TO 509 GAYNFAIR TERRACE DRIVEWAY

DATE: OCTOBER 17, 2016

RECOMMENDATION:

It is recommended that the Traffic Commission deny the request to restrict parking adjacent to the driveway serving 509 Gaynfair Terrace.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

None.

BACKGROUND:

On September 13, 2016 the City received a request to restrict parking for 10 feet on the north side of the driveway serving 509 Gaynfair Terrace (in conjunction with the owner relocating the mailbox from the south side of the driveway), stating that the mailbox is usually blocked by parked vehicles. Gaynfair Terrace is a local north/south street which connects between Farroll Avenue and The Pike west of South Halcyon Road. Parking is allowed on both sides of the street, and mailboxes are installed at the curb.



Figure 1: Location of Existing Mailbox at 509 Gaynfair Terrace

**CONSIDERATION OF PARKING RESTRICTION ADJACENT TO 509 GAYNFAIR
TERRACE DRIVEWAY
OCTOBER 17, 2016
PAGE 2**

ANALYSIS OF ISSUES:

Mailboxes are commonly located along the curb on City streets, and red curbing is not provided for each mailbox location. City code does not address parking in front of mailboxes, however the United States Postal Service (USPS) Postal Operations Manual (POM) addresses this situation, stating the following with respect to blocked mailboxes:

§632.14 Approach to Mailbox

The customer is responsible for keeping the approach to his or her mailbox clear to facilitate delivery. Where the approach to the mail receptacle located at the curb is temporarily blocked by a parked vehicle during normal delivery hours for the area, or snow or ice hampers the approach to the mailbox, the carrier normally dismounts to make delivery. If the carrier continually experiences a problem in serving curblines boxes and where the customer is able to control on-street parking in front of his or her mailbox but does not take prompt corrective action after being properly notified, the postmaster may, with the approval of the district manager, withdraw delivery service.

The above operations manual directs the postal carrier to dismount in cases of temporary blockage. It also requires (in addition to the blockage being "continual"), the customer (resident) to have control over the on-street parking in order for the postmaster to require corrective action on the customer's part and to ultimately withdraw delivery service. Given the resident has no control over on-street parking by others, the postal service may not require corrective action or threaten to withdraw delivery service unless the blockage is caused by the customer's vehicle or other object in the customer's control, and only with proper notice and approval of the district manager.

ALTERNATIVES:

The following alternatives are provided for the Commission's consideration:

- Approve staff's recommendation;
- Do not approve staff's recommendation;
- Provide alternate direction

PUBLIC NOTICE AND COMMENT:

The agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

Attachments:

Request Letter, September 13, 2016
Postal Operations Manual Excerpts

Robin Rinzler
509 Gaynfair Terrace
Arroyo Grande, CA 93420
805-801-3235

RECEIVED

SEP 23 2016

City of Arroyo Grande
Engineering Department

September 13, 2016

Traffic Commission
c/o Jim Garing - Interim City Engineer
300 Branch Street
Arroyo Grande, CA 93420

To the Traffic Commission:

I am a resident of Arroyo Grande, and would like to explain why I'd like to move my mailbox and have the curb painted red for a distance of 10 feet (the distance requested by my mail carrier). I've enclosed pictures to help explain the area in question.

As it is now, the mailbox is in the main area of the front yard (picture #1). There is usually a car parked in front of the mailbox (from the nearby elementary school, neighbors, and friends and family). Postal regulations do not allow cars parked in front of the box during delivery. If it's someone I know, or if I see someone park there, I can run out and ask them to move back a few feet, but when I don't know who it is, or I don't see them park, I'm unable to make that request. This could potentially cause a termination of mail service.

As a solution, I'd like to move my mailbox to the other side of my driveway and paint the curb red in front of it.

In the picture of the location I'd like to use (picture #2), there's a car parked right by the driveway. If a very small part of the curb is painted red, this car could simply move up a few feet, and the mail carrier could easily access the box.

Currently, the entire length of a car, about 15 feet, is unavailable for parking for much of the day because the mail carrier needs that space free of cars. However, moving the mailbox will only eliminate 10 feet of parking because the mail carrier can use the space in front of my driveway to approach the mailbox. Painting the curb for that 10 feet is necessary because neighbors' cars are often parked there currently.

Please feel free to call me if you have any questions regarding my request. I'm happy to either clarify or better explain my position. Thank you.

Sincerely,



Robin Rinzler



Picture #1



Picture #2

62 Delivery Schedules and Trip Frequencies

621 Schedules

621.1 Express Mail, First-Class Mail, and Priority Mail

Deliver on the first trip all Express Mail, First-Class Mail, and Priority Mail received at the central distribution facility prior to the established cutoff time.

621.2 Periodicals

Deliver Periodicals on the first scheduled delivery trip following receipt at the delivery unit, provided that such delivery does not delay First-Class Mail.

621.3 Standard Mail

Deliver Standard Mail not later than second delivery day after day of receipt. (Day of receipt begins at midnight unless the area manager approves a different time.) Deliver mail received on Saturday no later than Tuesday. Deliver circulars received on a day preceding a holiday no later than the second delivery day following the holiday.

621.4 Package Services

Where possible, schedule delivery of Package Services Mail parcels so as to maintain published service standards for these classes of mail.

622 Trip Frequencies

Frequency changes must be approved by the area manager.

623 Withdrawal of Delivery Service

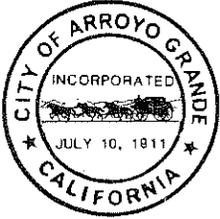
623.1 Suitable Receptacles

Consider withdrawing service if a customer does not provide a suitable mail receptacle after being so notified by PS Form 1507, *Request to Provide Mail Receptacle* (city delivery routes); by PS Form 4056, *Your Mailbox Needs Attention* (rural and highway contract routes); by letter or verbally.

623.2 Blocked Mail Receptacles

623.21 General

The customer is responsible for keeping the approach to the mailbox clear to facilitate delivery (see [632.14](#)). If the carrier continually experiences a problem in serving curblin boxes and where the customer is able to control access or on-street parking in front of his or her mailbox but does not take prompt corrective action after being properly notified, the postmaster may, with the approval of the district manager, withdraw delivery service.



MEMORANDUM

TO: TRAFFIC COMMISSION

FROM: MATT DOWNING, PLANNING MANAGER

SUBJECT: CONSIDERATION OF TRAFFIC COMMISSION APPOINTMENT TO THE COMMUNITY SERVICE GRANT PANEL

DATE: OCTOBER 17, 2016

RECOMMENDATION:

It is recommended the Traffic Commission appoint one Commission Member and one alternate to serve as a representative on the Community Service Grant Panel.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

The City Council approved \$20,000 in the FY 2016-17 Annual Budget for community service grants. There will be some increased staffing requirements in order to administer the program.

BACKGROUND:

During consideration of the 2014 Community Development Block Grant (CDBG) funding recommendations, the City Council directed staff to make changes to the program in the future. The City has historically funded social service agencies through CDBG funds. In addition, the City has funded ADA access barrier removal projects from both CDBG funds and Local Sales Tax funds. However, CDBG funding has been gradually decreased, which has made the process cumbersome for small social service agency grants. As a result, it was decided to utilize the full amount of CDBG funds to pay for ADA access barrier removal projects in the future. City funds previously used to pay for ADA access barrier removal projects were then shifted to pay for social service requests. This will make it easier to fund smaller grants, as well as expand the eligibility for other community service related type of agencies and programs.

ANALYSIS OF ISSUES:

The primary objectives of creating the process are to establish appropriate criteria and an effective and impartial selection process. The City Council approved a process by which applications will be distributed in late October with a deadline for submittal in early December. Staff would then prepare the materials to be considered by a review panel in January and presented to the City Council for consideration in February or March. Grants are recommended to be in amounts of not less than \$250.

**TRAFFIC COMMISSION
CONSIDERATION OF APPOINTMENT TO COMMUNITY SERVICE GRANT
PANEL
OCTOBER 17, 2016
PAGE 2**

Under the recommended criteria, in order to apply an organization must:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds provided to directly provide a social service, educational, cultural, beautification or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

On September 23, 2014, the Council established the criteria for the Community Service Grant Review Panel. The panel will review all applications and develop recommendations for consideration by the City Council. In order to designate a panel knowledgeable in community needs and to avoid the need to establish a separate committee, it is recommended that each City commission and committee with functions serving the entire community designate one member to serve on the Community Service Grant Review Panel. As a result, the panel would consist of:

- One member of the Traffic Commission
- One member of the Planning Commission
- One member of the Historical Resources Committee
- One member of the Parks and Recreation Commission
- One member of the Architectural Review Committee

A copy of the proposed program description and application is attached. The application will be provided on the City's website for applicants to complete online.

ALTERNATIVES:

The following alternatives are presented for consideration:

- Appoint one Commission Member and an alternate; or
- Provide staff other direction.

ADVANTAGES:

Participation on the panel will help ensure an impartial and effective process to award grants to community service organizations in order to address unmet needs in the community. The overall objective of the program is to help fund efforts of organizations that can address these needs more effectively than developing programs offered by the federal government (i.e. CDBG).

DISADVANTAGES:

No disadvantages have been identified.

**TRAFFIC COMISSION
CONSIDERATION OF APPOINTMENT TO COMMUNITY SERVICE GRANT
PANEL
OCTOBER 17, 2016
PAGE 3**

ENVIRONMENTAL REVIEW:

No environmental review is required for this item.

PUBLIC NOTIFICATION AND COMMENTS:

The agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

Attachment:

1. 2017 Community Service Grant Program Description and Application



CITY OF ARROYO GRANDE 2016-17 COMMUNITY SERVICE GRANT PROGRAM

DESCRIPTION OF PROGRAM:

The City's 2016-17 Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups that provide specialized social service, educational, cultural, beautification and recreation programs and projects benefitting its citizens. Grants awarded will be in minimum amounts of not less than \$250. Funding is limited to \$20,000 for Grant Year 2016-17.

ELIGIBILITY STANDARDS:

To be eligible to apply for grant monies under the City's 2016-17 Community Service Grant Program, a community organization must satisfy the following standards:

1. operate as a non-profit 501(c)(3);
2. serve the Arroyo Grande community;
3. use funds provided to directly provide a social service, educational, cultural, beautification or recreation program or project to Arroyo Grande residents and/or businesses;
4. not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition or age; and
5. not use grant monies for specifically religious activities.

"Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

APPLICATION PROCESS:

- I. Completion of Application Form

All interested non-profit organizations must complete the attached application form (an online copy of the form can be accessed at the City's website at www.arroyogrande.org), including:

- Name and address of the non-profit organization (applicant is required to list the local branch if it represents a national or statewide organization).

- Description of community services provided.
- Relationship of non-profit organization to the community.
- Current membership figures and approximate number of City of Arroyo Grande residents served by the non-profit organization.
- Amount of funds requested.
- Proposed project and budget plan for the use of the grant funds.
- Proof of 501(c)(3) status with a copy of the letter from the IRS.
- **Past two years** financial statements including the current year with balance sheets, profit/loss statements and indicating the percentage of revenue that is used for administration, salaries and program costs (Please denote what salaries are directly related to administration and/or program costs).
- Applicants are requested to provide information on their annual sources of revenue received.
- Any applicant who received grant funds from the City in the past is to indicate when the funds were received, the amount of funds received and document how the funds were utilized.
- ***In addition to the original application, please submit eleven (11) additional copies: double-sided, 3-hole punched and paper clipped.***

II. Application Deadline

Completed application forms along with supplemental documents must be submitted by 5:00 p.m., Friday, **December 9, 2016** addressed to:

**City of Arroyo Grande
Community Development Department
Attention: Kelly Heffernon, Associate Planner
300 E. Branch Street
Arroyo Grande, CA 93420**

III. Evaluation of Applications and Selection Process

Following the application deadline, the City Council's appointed Community Service Grant Committee will review and consider proposals from community groups. All proposals will be evaluated to ascertain which non-profit organizations best meet the needs that the City seeks to satisfy. Factors to be considered include, but are not limited to, the following:

- A. The non-profit organization's responsiveness in clearly stating the benefits to be derived by the resident of the City of Arroyo Grande, if grant funds are awarded;
- B. The number of City of Arroyo Grande residents by age group served by the non-profit organization; geographic area(s) and total number of clients served by the non-profit organization;
- C. The non-profit organization's history of providing community services to the residents of the City of Arroyo Grande; and
- D. The non-profit organization's financial need for grant funds to service the City of Arroyo Grande residents.

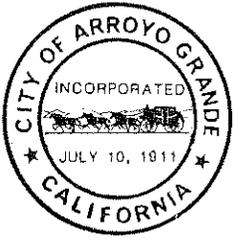
IV. Award of Funds

Following the Community Service Grant Committee's screening process, the Committee will present its recommendations to the City Council. The City Council will review the Committee's report and consider award of funds to selected non-profit organizations. In all cases, the City Council retains sole and absolute discretion in administering this program, including which applicants will be awarded funds and the total level of funding in each instance.

V. Execution of Agreement

Non-profit organizations selected to receive funds will be required to sign and execute an agreement with the City of Arroyo Grande. NOTE: If award of funds is made, a recipient non-profit organization will be required to expend grant monies prior to the close of the 2016 calendar year.

VI. For more information, contact Kelly Heffernon at 473-5420.



**CITY OF ARROYO GRANDE
COMMUNITY SERVICE GRANT PROGRAM
APPLICATION FORM
2016-17**

Please complete the following sections: *(use additional sheets as necessary)*

I. NAME AND ADDRESS OF NON-PROFIT ORGANIZATION: *(must be the local branch).*

II. GRANT APPLICANT REPRESENTATIVE'S NAME, ADDRESS, EMAIL ADDRESS AND TELEPHONE NUMBER: *(must be the Executive Director or their designated representative).*

III. DESCRIPTION OF COMMUNITY SERVICES PROVIDED:

IV. LIST AREA(S) SERVED BY NON-PROFIT ORGANIZATION: *(include a brief description of the relationship of your non-profit organization to the residents of the City of Arroyo Grande).*

V. NUMBER OF CITY OF ARROYO GRANDE RESIDENTS SERVED BY NON-PROFIT ORGANIZATION: *(broken down by age groups if available).*

VI. AMOUNT OF FUNDS REQUESTED:

VII. PROPOSED USE AND BUDGET PLAN FOR GRANT FUNDS: *(indicate if any of the grant funds will be used for any other purpose than those designated such as overhead, national office, administrative salaries).*

VIII. ADDITIONAL DOCUMENTATION: *(if you have received funds in the past, please indicate the amount of funds received (indicate what year) and how the funds were utilized).*

IX. SUPPLEMENTAL DOCUMENTATION:

- Past two (2) years financial statements, including the current year with the balance sheets and the profit/loss statements.
- Information indicating the percentage of revenue received that is used for administration, salaries, and program costs.
- Breakdown and description of non-profit organization's sources of revenue.
- Proof of 501(c)(3) status with a copy of the letter from the IRS.
- Copy of the non-profit organizations Board of Directors, Officers and an organization chart.

X. CERTIFICATION:

I certify on behalf of _____ non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2016 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

Date: _____ Signature: _____
Executive Director or Designee

Board of Director or Officer