

**CITY OF LAGUNA BEACH  
PARKING, TRAFFIC AND CIRCULATION COMMITTEE  
ACTION REQUEST FORM**

**Public Works Department  
479 Ocean Avenue, Laguna Beach, CA 92651, Phone: (949) 497-0338**

*Please Print or fill out on-line (If additional space is required, please attach a separate piece of paper)*

Requestor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Requestor's Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Location of Request or Concern:**

**What is (are) your general concern(s) (Check one or more):**

- Pedestrian/Bicyclist Safety     Vehicular Speed     Parking  
 Driveway Egress/Ingress     Sight Distance Issues     Difficult to Cross Street  
 Other (please explain) \_\_\_\_\_

**Description of Concern (including specific problems that have occurred)**

(If additional space is required, please attach a separate piece of paper)

**Describe the specific actions you are requesting and how those actions will resolve the problems described above.**

**What time of day do the concerns you have seem most noticeable?**

**Expected Results:**

What potential negative impact would the suggested actions have on any adjacent residents or streets (noise, signs in views, loss of parking)?

Has this concern previously been presented to the PTC? Yes or No

If yes, approx. date(s) \_\_\_\_\_

Requestor's Signature: \_\_\_\_\_

Response Preferred:  Phone Call or  Letter or  Email

**NOTE: The Public Works Department staff will review this request and, if warranted, this matter will appear as an agenda item for a PTC meeting. If a meeting is held, you will be encouraged to attend so that you may state your concern.**

Please return the completed form to:

Parking Traffic and Circulation Committee, Attn: Joshua McDonald  
 City of Laguna Beach, Public Works Department  
 505 Forest Avenue, Laguna Beach, CA 92651

Email: [PTCCCommittee@lagunabeachcity.net](mailto:PTCCCommittee@lagunabeachcity.net) For Questions call: Joshua McDonald at: (949) 497-0728

***This request and all communications related to this request are public records covered under the California Public Records Act. Copies are made available to the public upon request or may be posted on the City's website.***

### ***Meeting Orientation***

1. The Chair will open an item for public comment.
2. Anyone may speak on an item for **3 minutes**.
3. Public discussion is then closed. Please be respectful of the end of public comments.
4. Committee will discuss an item and may ask speakers for clarification of additional information.
5. New Business items will have a 2 minute applicant clarification and question period.
6. The Committee will make a motion regarding an item and then vote on that item.
7. The Committee may vote to:
  1. Deny the request at the first hearing.
  2. Request further information and continue the item as a New Business item
  3. Direct that the item is noticed for public hearing for a future meeting.
  4. Take any other action that the Committee deems appropriate based on the information and testimony provided.
8. If the Committee votes to recommend no action, the matter is concluded.
9. Items may be heard again 2 years after the final vote or after a demonstrable change in condition.
10. Recommendations are presented to the City Council approximately once per quarter.
11. Note: items in the Coastal Zone (beachward of Coast Highway) require a Coastal Development Permit and may take longer to be implemented after Council approval.