



MOORE IACOFANO GOLTSMAN, INC.

KICK-OFF MEETING NOTES

Date: September 21, 2014
To: Wendy Jung, City of Laguna Beach
From: Rick Barrett, Project Manager, MIG, Inc.
Re: Summary notes from Laguna Beach Downtown Specific Plan / Laguna Canyon Planning Study (DSP/LCPS) kick-off meeting August 7, 2014 (11:00 a.m. to 12:30 p.m.)

ATTENDEES / INTRODUCTIONS

City Of Laguna Beach

1. Ann Larson: Planning Manager
2. Ben Siegel: Deputy City Manager; focus on parking and transit
3. Greg Pfost: Director of Community Development
4. John Pietig: City Manager
5. Wendy Jung: Associate Planner; Project Manager for DSP and LCPS; CUP sign focus; oversees design
6. Monica Tuchscher: Principal Planner; resource / business liaison to downtown businesses; PM for recent Land Use Element; managed Downtown PMP; processes planning applications
7. Christa Johnson: Assistant City Manager; coordinating the UPCC; began in April 2014; working on LCR assessment with RBF; permanent supportive housing; Pacific Marine Mammal; DeWitt property; Liaison to "Visit Laguna Beach;" oversees Government Affairs Committee; involved in business development; implementing Economic Development Action Plan with Chamber & Visit Laguna Beach

MIG

1. Chris Beynon: MIG Principal
2. Rick Barrett: MIG Project Manager
3. Ben Caldwell: MIG Project Associate

City of Laguna Beach points:

- Maintain character and scale
- Look at new ideas
 - Parking Management Plan – implement plan within downtown
 - Laguna Canyon Road Planning Study – as important as DSP
 - Mobility – obtain study PPTs from Wendy
 - Village Entrance – long history, discussion of current site planning RFQ
 - Transit Station study underway including mainline, shuttle
- Press for challenge and integration
- Plan for future based on sound planning; challenge current assumptions
- The DSP boundary is based on pedestrian focus areas
- Other districts are interested in DSP efforts
 - Sleepy Hollow
 - HIP District
 - Pearl District

Group Discussion:

1. Verify data library and needs (MIG)
2. Verify stakeholder groups (City); develop matrix (MIG) – subcommittee:
 - Remove from day-to-day ops
 - Engage in periodic updates
 - City will check on subcommittee role and specific needs
3. UPCC (8-10 members):
 - 2 City Council members
 - 2 Planning Commission members
 - City attendees include City project managers plus Greg Pfost, Ann Larson, and Ben Siegel)
 - Provide periodic updates at UPCC instead of subcommittee
4. Stakeholder matrix – MIG will create template and send to City for completion
5. Establish Project Management Team (PMT) biweekly calls (Wendy, Greg, Rick and Chris plus John as needed)
6. Laguna Canyon Road Assessment Study by RBF – MIG will be involved in periodically attending and participating in LCRA Task Force

7. Maintain regular updates of Process Schedule
8. Review and reference Vision 2030 Plan – groups will want to and need to implement 2030 plan
9. Major milestones (first two within 30-45 days)
 - o Stakeholder interviews
 - o Planning Commission update
 - o Public workshop (tentatively Jan 2015)
 - o Update subcommittee – process and engagement; role
 - o Identify next steps
 - o Refine outreach strategies
 - o Transition from subcommittee to providing an update at the UPCC on occasion.

ACTION ITEMS

1. Develop stakeholder matrix (MIG)
2. Update and send data needs list (MIG)
3. Provide Mobility PPTs to MIG (City)
4. Obtain GIS layers (MIG and City)
5. Establish PMT calls (MIG and City)
6. Update Process Schedule (MIG)
7. Update downtown and Laguna Canyon base mapping

Meeting concluded at 12:30 p.m. for working lunch and walking tour.