



City of Laguna Hills Traffic Commission

Michael Caputo
Chair

Neel Patel
Vice Chair

Manuel Hernandez
Commissioner

Scott Miller
Commissioner

Mark Schaff
Commissioner

Regular Meeting Agenda
Wednesday, January 15, 2025 - 6:00 PM

City Council Chamber
24035 El Toro Road
Laguna Hills, CA 92653

Any person wishing to address the Traffic Commission on any matter, whether or not it appears on this Agenda, is asked to complete a "Request to Speak" form available on the table at the back of the Chamber. The completed form is to be submitted to the Recording Secretary prior to an individual being heard by the Traffic Commission. Completion of the form is voluntary. All persons may attend the meeting regardless of whether this form is completed.

Members of the public wishing to address the Traffic Commission can do so during the Public Comments portion of the Agenda with a time limitation of three minutes per person, an overall time limit of twelve minutes for any one subject, and a total time limit of thirty minutes for Public Comments. If you are commenting on an Agenda item, your comments will be heard at the time that item is scheduled on the Agenda. If you are addressing the Commission on an item not listed on the Agenda, the Traffic Commission is prohibited by law from discussing or taking any action on that item.

Call to Order

Resolution No. 96-04-09-1 established rules of decorum for public meetings held by the City of Laguna Hills. Resolution No. 96-04-09-1 is available on the table at the back of the City Council Chamber.

Pledge of Allegiance

Roll Call of Commissioner Members

1. Public Comment

This is the time to address the Traffic Commission on any matter not listed on this Agenda that is within the subject matter jurisdiction of the Commission. Public Comments are limited to three minutes per person as determined by the Chair and a total time limit of one hour.

2. Minutes Approval

2.1 Approval of Minutes for Wednesday, November 20, 2024, Traffic Commission Meeting

Recommendation: That the Traffic Commission approve the minutes of November 20, 2024.

3. Presentations

4. Administrative Reports

4.1 Exploring the Adoption of E-Bike Regulations

Recommendation: That the Traffic Commission recommend that the City Council adopt a "Regulated Mobility Device Ordinance" that addresses specific issues recommended by the Traffic Commission.

5. Informational Items

5.1 Sheriff's Department Verbal Report

6. Commissioner Comments

Adjournment

The next Regular Meeting of the Traffic Commission will be March 19, 2025, at 6:00 p.m. in the City Council Chamber, located at 24035 El Toro Road, Laguna Hills, California.

CERTIFICATION

I, JOE AMES, P.E., T.E., Public Works Director/City Engineer of the City of Laguna Hills, do hereby certify that a copy of the foregoing Agenda was posted at Laguna Hills City Hall, Laguna Hills Community Center, and the Courtyard at La Paz Center by January 10, 2025, at 5:00p.m.,



Joe Ames, P.E., T.E., Public Works Director/City Engineer

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact the office of the Public Works Director/City Engineer at (949) 707-2651. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure access.

Materials related to an item on this Agenda submitted to the Commission after distribution of the Agenda packet are available for public inspection in the Public Services Department at 24035 El Toro Road, Laguna Hills, California, during normal business hours.

**CITY OF LAGUNA HILLS
TRAFFIC COMMISSION**

**REGULAR MEETING
MINUTES
Wednesday, November 20, 2024**

CALL TO ORDER

Resolution No. 96-04-09-1 established rules of decorum for public meetings held by the City of Laguna Hills. Resolution No. 96-04-09-1 is available on the table at the back of the City Council Chamber.

The meeting was called to order at 6:00 p.m. by Chair Caputo.

PLEDGE OF ALLEGIANCE

Chair Caputo led the pledge of Allegiance.

ROLL CALL OF COMMISSION MEMBERS

| Attendee Name | Title | Status | Arrived |
|----------------------|--------------|---------------|----------------|
| Michael Caputo | Chair | Present | |
| Scott Miller | Commissioner | Present | |
| Neel Patel | Vice Chair | Present | |
| Mark Schaff | Commissioner | Present | |
| Manuel Hernandez | Commissioner | Absent | |

1. PUBLIC COMMENTS

There were no Public Comments.

2. MINUTES

2.1 Minutes

Recommendation: That the Traffic Commission approve the minutes of September 18, 2024.

| | |
|------------------|--|
| RESULT: | APPROVED [4-0] |
| MOVER: | Neel Patel, Vice Chair |
| SECONDER: | Scott Miller, Commissioner |
| AYES: | Michael Caputo, Chair, Scott Miller, Commissioner, Neel Patel, Vice Chair, Mark Schaff, Commissioner |
| NOES: | None |
| ABSENT: | Manuel Hernandez, Commissioner |

3. PRESENTATIONS

There were no Presentations.

4. ADMINISTRATIVE REPORTS

4.1 Sight Distance and Stop Sign Evaluation for the Intersection of Luna Bonita Drive at La Serra Street

Director of Public Works/City Engineer Ames reviewed the information provided in the staff report.

Recommendation: That the Traffic Commission recommend to the City Council the installation of a One-Way Stop Sign on Luna Bonita Drive at La Serra Street.

| | |
|------------------|--|
| RESULT: | APPROVED [4-0] |
| MOVER: | Scott Miller, Commissioner |
| SECONDER: | Neel Patel, Vice Chair |
| AYES: | Michael Caputo, Chair, Scott Miller, Commissioner, Neel Patel, Vice Chair, Mark Schaff, Commissioner |
| NOES: | None |
| ABSENT: | Manuel Hernandez, Commissioner |

4.2 Exploring Parking Permit Program Technologies

Director of Public Works/City Engineer Ames reviewed the information provided in the staff report.

Recommendation: That the Traffic Commission receive and file the report.

| | |
|------------------|--|
| RESULT: | APPROVED [4-0] |
| MOVER: | Mark Schaff, Commissioner |
| SECONDER: | Michael Caputo, Chair |
| AYES: | Michael Caputo, Chair, Scott Miller, Commissioner, Neel Patel, Vice Chair, Mark Schaff, Commissioner |
| NOES: | None |
| ABSENT: | Manuel Hernandez, Commissioner |

4.3 Exploring the Adoption of E-Bike Regulations

Director of Public Works/City Engineer Ames reviewed the information provided in the staff report.

Commissioner Mark Schaff presented a power point presentation to the Commissioners regarding his research of e-bike issues, regulations and the potential framework for establishing e-bike regulations in the City of Laguna Hills.

Recommendation: That the Traffic Commission receive and file the report.

| | |
|------------------|--|
| RESULT: | APPROVED [3-1] |
| MOVER: | Mark Schaff, Commissioner |
| SECONDER: | Michael Caputo, Chair |
| AYES: | Michael Caputo, Chair, Scott Miller, Commissioner, Mark Schaff, Commissioner |
| NOES: | None |
| ABSTAIN: | Neel Patel, Vice Chair |
| ABSENT: | Manuel Hernandez, Commissioner |

5. INFORMATIONAL ITEMS

5.1. Sheriff's Department Verbal Report

Motor Officer Herrera indicated he did not have anything to report.

6. COMMISSIONER COMMENTS

After further discussion during Commissioner comments, collectively the Commissioners indicated that the e-bike regulations discussion should be continued at the next meeting. Therefore, Chair Caputo requested that City staff agendize the e-bike regulations discussion at the January Traffic Commission. Public Works Director/City Engineer Ames agreed to create a staff report with the input of Chair Caputo with a framework to discuss the relevant items in the Rancho Santa Margarita e-bike ordinance

with the goal of the Traffic Commission recommending an e-bike ordinance to the City Council.

7. ADJOURNMENT

There being no further business before the Traffic Commission at this session, Chair Caputo declared the meeting adjourned at 8:29 p.m.

Joe Ames, P.E., T.E. Director of Public Works/City Engineer

ATTEST:

Michael Caputo, Chair

Approved at meeting of January 15, 2025



City of Laguna Hills Traffic Commission Staff Report

Date: January 15, 2025
To: Chair and Commission Members
From: Joe Ames, Public Works Director/City Engineer
Issue: Exploring the Adoption of E-Bike Regulations

Recommendation: That the Traffic Commission recommend that City Council adopt a “Regulated Mobility Device Ordinance” that addresses specific issues recommended by the Traffic Commission.

Background:

As a follow-up to the Traffic Commission’s direction on November 20, 2024 for Chair Caputo to work with Public Works Director Ames to bring this issue back to the Traffic Commission for consideration on January 15, 2025, Chair Caputo met with Public Works Director Ames on December 17, 2024.

Based on that meeting, Chair Caputo recommends that the Traffic Commission review the Rancho Santa Margarita “Regulated Mobility Device Ordinance” and review the “purpose and intent,” “definitions,” and “unlawful operation” sections with the intent on determining what items should be included in a potential Regulated Mobility Device Ordinance for Laguna Hills.

Chair Caputo advocates that rather than recommending the adoption of a duplicate Rancho Santa Margarita ordinance, the Traffic Commission should focus on recommending to City Council the items that should be included in a Laguna Hills ordinance, recommend those items, and allow the City Attorney to craft an ordinance customized for Laguna Hills.

To this end, the “purpose and intent,” “definitions,” and “unlawful operation” sections of Rancho Santa Margarita’s Regulated Mobility Device Ordinance are attached for consideration and review by the Traffic Commission. To facilitate review by the Traffic Commission, a series of “yes” or “no” checkmark boxes have been added to the Rancho Santa Margarita Ordinance to afford the Traffic Commissioners the ability to provide structured input and discussion on the items that are recommended to be included in the proposed Regulated Mobility Device Ordinance for Laguna Hills.

For additional reference, below is the tabular summary of common issues addressed in local e-bike ordinances.

| City | Specific Rules for E-Bikes | Restricted from Riding on Sidewalks | Speed Limit on Sidewalks | Restricted from Riding in Parks | Restrictions on “Reckless Use” of E-Bikes |
|---------------|-----------------------------------|--|---------------------------------------|--|--|
| Aliso Viejo | Yes | Yes, but only in some areas by zoning/ type of land use | Yes – 5 MPH | No | No |
| Dana Point | No | Yes, unless exempted by City Manager | No | Yes | No |
| Laguna Beach | No | Yes | N/A – Riding not allowed on sidewalks | Yes | No |
| Laguna Hills | No | Yes, but only by City Council Resolution for specific segments of sidewalk | No | Yes | No |
| Laguna Niguel | Yes | No | Yes – 5 MPH | Yes, if posted | Yes |

| City | Specific Rules for E-Bikes | Restricted from Riding on Sidewalks | Speed Limit on Sidewalks | Restricted from Riding in Parks | Restrictions on “Reckless Use” of E-Bikes |
|------------------------|-----------------------------------|--|---------------------------------|--|--|
| Lake Forest | No | No | Yes -5 MPH | Yes, if posted | No |
| Mission Viejo | No | No | Yes- 5 MPH, 12 MPH for Trails | No | No |
| Rancho Santa Margarita | Yes | No | Yes – 5 MPH | Yes | Yes |
| San Clemente | No | No Riding only prohibited on beach trails, beach areas, and on the Municipal Pier | No | No | No |
| San Juan Capistrano | No | No | No | No | No |

Since the last Traffic Commission meeting, Commissioner Miller also interviewed Justin Stanfield, Director of Student Services at Saddleback Valley Unified School District (SVUSD), to learn about what the District has been implementing as part of the SUVSD E-Bike Permit Program. Commissioner Miller’s memorandum reporting what he learned is attached.

Fiscal Impact:

Unknown.

Attachments:

1. Review and Comment Form on Rancho Santa Margarita “Regulated Mobility Device Ordinance”
2. Original Rancho Santa Margarita “Regulated Mobility Device Ordinance”
3. Commissioner Miller’s Memorandum on the SUVSD E-Bike Permit Program

ORDINANCE NO. 24-03

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RANCHO SANTA MARGARITA, CALIFORNIA, ADDING NEW CHAPTER 12.08 (REGULATED MOBILITY DEVICES) TO TITLE 12 (VEHICLES AND TRAFFIC) OF THE RANCHO SANTA MARGARITA MUNICIPAL CODE REGARDING OPERATION OF REGULATED MOBILITY DEVICES SUCH ASE-BIKES

THE CITY COUNCIL OF THE CITY OF RANCHO SANTA MARGARITA, CALIFORNIA, DOES HEREBY FIND AND DETERMINE AS FOLLOWS:

WHEREAS, the City of Rancho Santa Margarita, California ("City") is a municipal corporation, duly organized and existing under the California Constitution and laws of the State of California; and

WHEREAS, the City Council recognizes that electric bicycles have exploded in popularity with a 269% increase in sales from 2019 to 2022 with over a million electric bicycles being sold every year; and

WHEREAS, there has been a similar increase in collisions and injuries related to electric bicycles. Specifically, in 2022, electric bicycle collisions were the leading cause of traumatic injuries for children under the age of 18 at Mission Hospital who admitted 105 children to their emergency room, 14 of whom suffered severe or critical injuries; and

WHEREAS, the City Council desires to promote the safe operation of e-bikes as well as the safety of persons using electric bicycles, electric personal assistive mobility devices, electrically motorized boards, low-speed vehicles, motorized scooters, shared mobility devices and other similar vehicles (defined herein as "regulated mobility devices"), while maximizing transportation and recreational opportunities; and

WHEREAS, California Vehicle Code Section 21100(h) authorizes cities to regulate the operation of bicycles on public sidewalks; and

WHEREAS, the City Council has determined that the provisions of this Chapter represent reasonable measures and enforcement mechanisms that can be implemented to promote the safe and efficient use of sidewalks, bike paths, bike lanes, trails, streets, roads, and highways in the City pursuant to the City's police power, and are based on compliance with other generally applicable laws, including state and federal law, and the Rancho Santa Margarita Municipal Code.

THE CITY COUNCIL OF THE CITY OF RANCHO SANTA MARGARITA, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. The above recitals are true and correct and are incorporated herein by reference.

SECTION 2. Chapter 12.08 (Regulated Mobility Devices) of Title 12 (Vehicles and Traffic) is hereby added to the Rancho Santa Margarita Municipal Code, which shall read as follows:

Title 12 - Vehicles and Traffic

Chapter 12.08 Regulated Mobility Devices

Sec. 12.08.010. - Purpose and Intent.

The City Council finds that the unsafe operation of regulated mobility devices on all public property and private property open to the public for pedestrian travel poses a significant risk to the safety and welfare of persons, pedestrians, motorists, and children throughout the City. The purpose of this Chapter is to implement reasonable regulations on the operation and use of these types of mobility devices pursuant to the City's police power to protect the public health, safety, and welfare, to better promote the safe use and operation of regulated mobility devices, to prevent vehicular and pedestrian conflicts and other traffic hazards, to prevent hazards to public safety, and to enhance pedestrian and motorist safety.

Recommend same language for inclusion: YES _____ NO _____

Traffic Commissioner Comments:

Sec. 12.08.020. - Definitions.

In addition to the definitions set forth in Section 12.01.010 or elsewhere in this Code, for purposes of this Chapter, the words and phrases defined herein shall be construed in accordance with the following definitions:

Electric bicycle has the same meaning as in California Vehicle Code Section 312.5, as it may be amended from time to time.

Recommend same language for inclusion: YES _____ NO _____

If no, what alternative would you recommend?

Electric personal assistive mobility device has the same meaning as in California Vehicle Code Section 313, as it may be amended from time to time.

Recommend same language for inclusion: YES _____ NO _____

If no, what alternative would you recommend?

Electrically motorized board has the same meaning as in California Vehicle Code Section 313.5, as it may be amended from time to time.

Recommend same language for inclusion: YES _____ NO _____

If no, what alternative would you recommend?

Enforcement Officer means any peace officer, person designated as a Code Enforcement Officer pursuant to Section 1.03.040 of this Code, or any City employee designated by the City Manager or employee of the Orange County Sheriff Department authorized to administer or process violations related to this Chapter.

Recommend same language for inclusion: YES _____ NO _____

If no, what alternative would you recommend?

Low-speed vehicle has the same meaning as in California Vehicle Code Section 385.5, as it may be amended from time to time.

Recommend same language for inclusion: YES _____ NO _____

If no, what alternative would you recommend?

Motorized scooter has the same meaning as in California Vehicle Code Section 407.5, as it may be amended from time to time.

Recommend same language for inclusion: YES _____ NO _____

If no, what alternative would you recommend?

Operate means to ride, operate, and/or otherwise control a regulated mobility device other than walking such device.

Recommend same language for inclusion: YES _____ NO _____

If no, what alternative would you recommend?

Park means a public park owned, operated, and/or maintained by the City including, without limitation, the City's Skate Park, Splash Pad, and Dog Park. (Need to modify locations.)

Recommend SIMILAR language for inclusion: YES _____ NO _____

If no, what alternative would you recommend?

Regulated mobility device means an electric bicycle, electric personal assistive mobility device, electrically motorized board, low-speed vehicle, motorized scooter, shared mobility device, and any other similar mobility device.

Recommend same language for inclusion: YES _____ NO _____

If no, what alternative would you recommend?

Shared mobility device has the same meaning as in California Civil Code Section 2505, as it may be amended from time to time.

Recommend same language for inclusion: YES _____ NO _____

If no, what alternative would you recommend?

Sidewalk means the portion of the public right-of-way between the curb line of any street, road, highway, bicycle lane, or other thoroughfare designed for vehicular travel and the adjacent property line, or any other paved path or walkway, which is intended for pedestrian travel, whether publicly or privately owned and/or maintained.

Recommend same language for inclusion: YES _____ NO _____

If no, what alternative would you recommend?

Sec. 12.08.030. - Unlawful Operation of Regulated Mobility Devices.

- (a) It shall be unlawful and a violation of this Chapter for any person to operate a regulated mobility device in an unsafe manner on any street, road, highway, sidewalk, bike path, bike lane, trail, park, or upon any private property which is held open to the public for pedestrian travel. Operating a regulated mobility device in an unsafe manner includes any one or more of the following:

Recommend same introductory language for inclusion: YES _____ NO _____

If no, what alternative would you recommend?

- (1) Violating any provision of the Rancho Santa Margarita Municipal Code, California Vehicle Code, or other law or regulation applicable to the use or operation of a regulated mobility device.

Recommend same language for inclusion: YES _____ NO _____

If no, what alternative would you recommend?

- (2) Operating on any street, road, highway, or bicycle lane against the direction of traffic.

Recommend same language for inclusion: YES _____ NO _____

If no, what alternative would you recommend?

- (3) Operating upon any public drainage facility, culvert, ditch, or channel.

Recommend same language for inclusion: YES _____ NO _____

If no, what alternative would you recommend?

- (4) Operating in a manner other than the manner in which the regulated mobility device was designed, including carrying more than one passenger or carrying passengers on the regulated mobility device in a manner other than as designed.

Recommend same language for inclusion: YES _____ NO _____

If no, what alternative would you recommend?

- (5) Operating on any street, road, highway, bicycle path, bicycle lane, trail or sidewalk with more than two regulated mobility devices side-by-side.

Recommend same language for inclusion: YES _____ NO _____

If no, what alternative would you recommend?

- (6) Operating at a speed greater than 25 miles per hour on any street, road, highway, bicycle path, bicycle lane, or other area generally open to public access, or at any speed greater than is reasonable or prudent under the conditions then existing.

Recommend same language for inclusion: YES _____ NO _____

If no, what alternative would you recommend?

- (7) Operating at a speed greater than 5 miles per hour on a sidewalk.

Recommend same language for inclusion: YES _____ NO _____

If no, what alternative would you recommend?

- (8) Operating while hitched to or physically attached to any moving vehicle or motorized device.

Recommend same language for inclusion: YES _____ NO _____

If no, what alternative would you recommend?

- (9) Operating while allowing another person who is not a passenger to either cling to or to be physically attached to the regulated mobility device.

Recommend same language for inclusion: YES _____ NO _____

If no, what alternative would you recommend?

- (10) Operating while lifting one or more wheels into the air.

Recommend same language for inclusion: YES _____ NO _____

If no, what alternative would you recommend?

- (11) Operating while failing to yield the right-of-way to any and all pedestrians or failing to yield the right-of-way to a vehicle upon entering a roadway or driveway from a sidewalk.

Recommend same language for inclusion: YES _____ NO _____

If no, what alternative would you recommend?

- (12) Operating while failing to obey any posted signs regulating operation including signs prohibiting operation in specific areas.

Recommend same language for inclusion: YES _____ NO _____

If no, what alternative would you recommend?

- (13) A person under the age of 18 operating without a properly fitted and fastened helmet, including a passenger under the age of 18.

Recommend same language for inclusion: YES _____ NO _____

If no, what alternative would you recommend?

- (14) A person aged 18 or older operating a class 3 regulated mobility device without a properly fitted and fastened helmet, which helmet is required pursuant to California Vehicle Code Section 21213(b).

Recommend same language for inclusion: YES _____ NO _____

If no, what alternative would you recommend?

- (15) Operating upon any City park

Recommend same language for inclusion: YES _____ NO _____

If no, what alternative would you recommend?

- (16) .Operating upon any unpaved trail.

Recommend same language for inclusion: YES _____ NO _____

If no, what alternative would you recommend?

- (17) Operating at a speed greater than 10 miles per hour on any paved trail.

Recommend same language for inclusion: YES _____ NO _____

If no, what alternative would you recommend?

- (18) Tampering with or modifying a regulated mobility device so as to change the speed capability of the device, or otherwise altering, modifying, or adjusting the motor settings to increase the speed of the device, unless the required label indicating the classification is appropriately replaced.

Recommend same language for inclusion: YES _____ NO _____

If no, what alternative would you recommend?

Sec. 12.08.040. -Designated and Posted Prohibited Operation Areas

- (a) *City Council May Designate Prohibitions.* The City Council may by resolution designate and declare any street, road, highway, sidewalk, trail, or other area generally open to public access, or portions thereof, to be locations where the operation of regulated mobility devices are prohibited.
- (b) *City Engineer to Post Prohibitions.* The City Engineer is authorized to cause signs and/or markings to be placed giving notice of such prohibitions as necessary to implement the regulations established by subsection (a) above.

Section 12.08.050 - Penalties.

- (a) Any person who violates the provisions of this Chapter shall be guilty of an infraction.
- (b) In the discretion of the Enforcement Officer, any person violating the provisions of this Chapter may, in lieu of an infraction penalty, be issued an administrative citation in accordance with Chapter 1.0.5 of this Code in the following amounts:
 - (1) A fine of \$100.00 for a first violation.
 - (2) A fine of \$200.00 for a second violation of this Chapter within one year from the date of the first violation.
 - (3) A fine of \$500.00 for each additional violation of this Chapter within one year from the date of the first violation.
- (c) Upon issuance of an administrative citation, an Enforcement Officer, in their sole discretion, may allow a person who violates any provision(s) of this Chapter to complete an approved safety diversion program within 120-days, at the violator's expense, as assigned by the Enforcement Officer. Upon successful completion of an approved safety diversion program, the administrative citation issued pursuant to this Chapter will be dismissed. Where the violator issued an administrative citation is under the age of 18, a parent or legal guardian must accompany the violator to and attend the approved safety diversion program. The City may establish a safety diversion program fee reflecting the City's personnel, administrative, and programmatic costs, which shall be established by resolution of the City Council. The City Manager is authorized to develop additional regulations regarding the safety diversion program authorized by this section not in conflict with this Chapter.
- (d) This Chapter shall not preclude or prohibit an Enforcement Officer from issuing a misdemeanor or infraction citation to a court of competent jurisdiction for any violation of the California Vehicle Code or other offense committed while operating a regulated mobility device.
- (e) If a person under the age of 18 is found in violation of any provisions of this Chapter, and no parent or legal guardian is present, and the unsafe manner in which the regulated mobility device was operated constitutes an immediate danger to the health and safety of the juvenile operator and/or to members of the public, the Enforcement Officer may take immediate possession of the regulated mobility device and transport the device for safekeeping to the nearest City facility; thereafter, the regulated mobility device shall be released by the City to the legal owner of the device and/or to the parent or legal guardian of the person under the age of 18.

- (f) If a person under the age of 18 is found in violation of any provision of this Chapter, and no parent or legal guardian is present, the Enforcement Officer may also contact the parent or legal guardian of the person under the age of 18 to notify them of the violation.

SECTION 3. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more section, subsection, subdivision, sentence, clause, phrase, or portion thereof be declared invalid or unconstitutional.

SECTION 4. The City Clerk shall certify to the adoption of this Ordinance and cause the same to be posted at the duly designated posting places within the City and published once within fifteen days after passage and adoption as may be required by law; or, in the alternative, the City Clerk may cause to be published a summary of this Ordinance and a certified copy of the text of this Ordinance shall be posted in the Office of the City Clerk five days prior to the date of adoption of this Ordinance; and, within fifteen days after adoption, the City Clerk shall cause to be published, the aforementioned summary and shall post a certified copy of this Ordinance, together with the vote for and against the same, in the Office of the City Clerk.

PASSED, APPROVED, AND ADOPTED THIS 11TH DAY OF SEPTEMBER 2024.

ATTEST:

AFFIDAVIT OF POSTING
AND PUBLICATION

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF RANCHO SANTA MARGARITA)

AMY DIAZ, being first duly sworn, deposes and says:

That she is the duly appointed and qualified City Clerk of the City of City of Rancho Santa Margarita;

That in compliance with State Laws of the State of California, ORDINANCE NO. 24-03, being:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RANCHO SANTA MARGARITA, CALIFORNIA, ADDING NEW CHAPTER 12.08 (REGULATED MOBILITY DEVICES) TO TITLE 12 (VEHICLES AND TRAFFIC) OF THE RANCHO SANTA MARGARITA MUNICIPAL CODE REGARDING OPERATION OF REGULATED MOBILITY DEVICES SUCH ASE-BIKES

on the 6th day of September 2024, was published in the Coto de Caza News; and was, in compliance with City Resolution No. 00-01-06-07, on the 6th day of September 2024, caused to be posted in three places in the City of Rancho Santa Margarita, to wit:

Rancho Santa Margarita City Hall
Fire Station 45
Trabuco Canyon Water District

ORDINANCE NO. 24-03

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RANCHO SANTA MARGARITA, CALIFORNIA, ADDING NEW CHAPTER 12.08 (REGULATED MOBILITY DEVICES) TO TITLE 12 (VEHICLES AND TRAFFIC) OF THE RANCHO SANTA MARGARITA MUNICIPAL CODE REGARDING OPERATION OF REGULATED MOBILITY DEVICES SUCH AS E-BIKES

THE CITY COUNCIL OF THE CITY OF RANCHO SANTA MARGARITA, CALIFORNIA, DOES HEREBY FIND AND DETERMINE AS FOLLOWS:

WHEREAS, the City of Rancho Santa Margarita, California ("City") is a municipal corporation, duly organized and existing under the California Constitution and laws of the State of California; and

WHEREAS, the City Council recognizes that electric bicycles have exploded in popularity with a 269% increase in sales from 2019 to 2022 with over a million electric bicycles being sold every year; and

WHEREAS, there has been a similar increase in collisions and injuries related to electric bicycles. Specifically, in 2022, electric bicycle collisions were the leading cause of traumatic injuries for children under the age of 18 at Mission Hospital who admitted 105 children to their emergency room, 14 of whom suffered severe or critical injuries; and

WHEREAS, the City Council desires to promote the safe operation of e-bikes as well as the safety of persons using electric bicycles, electric personal assistive mobility devices, electrically motorized boards, low-speed vehicles, motorized scooters, shared mobility devices and other similar vehicles (defined herein as "regulated mobility devices"), while maximizing transportation and recreational opportunities; and

WHEREAS, California Vehicle Code Section 21100(h) authorizes cities to regulate the operation of bicycles on public sidewalks; and

WHEREAS, the City Council has determined that the provisions of this Chapter represent reasonable measures and enforcement mechanisms that can be implemented to promote the safe and efficient use of sidewalks, bike paths, bike lanes, trails, streets, roads, and highways in the City pursuant to the City's police power, and are based on compliance with other generally applicable laws, including state and federal law, and the Rancho Santa Margarita Municipal Code.

THE CITY COUNCIL OF THE CITY OF RANCHO SANTA MARGARITA, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. The above recitals are true and correct and are incorporated herein by reference.

SECTION 2. Chapter 12.08 (Regulated Mobility Devices) of Title 12 (Vehicles and Traffic) is hereby added to the Rancho Santa Margarita Municipal Code, which shall read as follows:

Title 12 – Vehicles and Traffic

Chapter 12.08 Regulated Mobility Devices

Sec. 12.08.010. – Purpose and Intent.

The City Council finds that the unsafe operation of regulated mobility devices on all public property and private property open to the public for pedestrian travel poses a significant risk to the safety and welfare of persons, pedestrians, motorists, and children throughout the City. The purpose of this Chapter is to implement reasonable regulations on the operation and use of these types of mobility devices pursuant to the City's police power to protect the public health, safety, and welfare, to better promote the safe use and operation of regulated mobility devices, to prevent vehicular and pedestrian conflicts and other traffic hazards, to prevent hazards to public safety, and to enhance pedestrian and motorist safety.

Sec. 12.08.020. – Definitions.

In addition to the definitions set forth in Section 12.01.010 or elsewhere in this Code, for purposes of this Chapter, the words and phrases defined herein shall be construed in accordance with the following definitions:

Electric bicycle has the same meaning as in California Vehicle Code Section 312.5, as it may be amended from time to time.

Electric personal assistive mobility device has the same meaning as in California Vehicle Code Section 313, as it may be amended from time to time.

Electrically motorized board has the same meaning as in California Vehicle Code Section 313.5, as it may be amended from time to time.

Enforcement Officer means any peace officer, person designated as a Code Enforcement Officer pursuant to Section 1.03.040 of this Code, or any City employee designated by the City Manager or employee of the Orange County Sheriff Department authorized to administer or process violations related to this Chapter.

Low-speed vehicle has the same meaning as in California Vehicle Code Section 385.5, as it may be amended from time to time.

Motorized scooter has the same meaning as in California Vehicle Code Section 407.5, as it may be amended from time to time.

Operate means to ride, operate, and/or otherwise control a regulated mobility device other than walking such device.

Park means a public park owned, operated, and/or maintained by the City including, without limitation, the City's Skate Park, Splash Pad, and Dog Park.

Regulated mobility device means an electric bicycle, electric personal assistive mobility device, electrically motorized board, low-speed vehicle, motorized scooter, shared mobility device, and any other similar mobility device.

Shared mobility device has the same meaning as in California Civil Code Section 2505, as it may be amended from time to time.

Sidewalk means the portion of the public right-of-way between the curb line of any street, road, highway, bicycle lane, or other thoroughfare designed for vehicular travel and the adjacent property line, or any other paved path or walkway, which is intended for pedestrian travel, whether publicly or privately owned and/or maintained.

Sec. 12.08.030. – Unlawful Operation of Regulated Mobility Devices.

(a) It shall be unlawful and a violation of this Chapter for any person to operate a regulated mobility device in an unsafe manner on any street, road, highway, sidewalk, bike path, bike lane, trail, park, or upon any private property which is held open to the public for pedestrian travel. Operating a regulated mobility device in an unsafe manner includes any one or more of the following:

- (1) Violating any provision of the Rancho Santa Margarita Municipal Code, California Vehicle Code, or other law or regulation applicable to the use or operation of a regulated mobility device.
- (2) Operating on any street, road, highway, or bicycle lane against the direction of traffic.
- (3) Operating upon any public drainage facility, culvert, ditch, or channel.
- (4) Operating in a manner other than the manner in which the regulated mobility device was designed, including carrying more than one passenger or carrying passengers on the regulated mobility device in a manner other than as designed.
- (5) Operating on any street, road, highway, bicycle path, bicycle lane, trail or sidewalk with more than two regulated mobility devices side-by-side.
- (6) Operating at a speed greater than 25 miles per hour on any street, road, highway, bicycle path, bicycle lane, or other area generally open to public access, or at any speed greater than is reasonable or prudent under the conditions then existing.

- (7) Operating at a speed greater than 5 miles per hour on a sidewalk.
- (8) Operating while hitched to or physically attached to any moving vehicle or motorized device.
- (9) Operating while allowing another person who is not a passenger to either cling to or to be physically attached to the regulated mobility device.
- (10) Operating while lifting one or more wheels into the air.
- (11) Operating while failing to yield the right-of-way to any and all pedestrians or failing to yield the right-of-way to a vehicle upon entering a roadway or driveway from a sidewalk.
- (12) Operating while failing to obey any posted signs regulating operation including signs prohibiting operation in specific areas.
- (13) A person under the age of 18 operating without a properly fitted and fastened helmet, including a passenger under the age of 18.
- (14) A person aged 18 or older operating a class 3 regulated mobility device without a properly fitted and fastened helmet, which helmet is required pursuant to California Vehicle Code Section 21213(b).
- (15) Operating upon any City park.
- (16) Operating upon any unpaved trail.
- (17) Operating at a speed greater than 10 miles per hour on any paved trail.
- (18) Tampering with or modifying a regulated mobility device so as to change the speed capability of the device, or otherwise altering, modifying, or adjusting the motor settings to increase the speed of the device, unless the required label indicating the classification is appropriately replaced.

Sec. 12.08.040. –Designated and Posted Prohibited Operation Areas

- (a) *City Council May Designate Prohibitions.* The City Council may by resolution designate and declare any street, road, highway, sidewalk, trail, or other area generally open to public access, or portions thereof, to be locations where the operation of regulated mobility devices are prohibited.
- (b) *City Engineer to Post Prohibitions.* The City Engineer is authorized to cause signs and/or markings to be placed giving notice of such prohibitions as necessary to implement the regulations established by subsection (a) above.

Section 12.08.050 – Penalties.

- (a) Any person who violates the provisions of this Chapter shall be guilty of an infraction.
- (b) In the discretion of the Enforcement Officer, any person violating the provisions of this Chapter may, in lieu of an infraction penalty, be issued an administrative citation in accordance with Chapter 1.05 of this Code in the following amounts:
 - (1) A fine of \$100.00 for a first violation.
 - (2) A fine of \$200.00 for a second violation of this Chapter within one year from the date of the first violation.
 - (3) A fine of \$500.00 for each additional violation of this Chapter within one year from the date of the first violation.
- (c) Upon issuance of an administrative citation, an Enforcement Officer, in their sole discretion, may allow a person who violates any provision(s) of this Chapter to complete an approved safety diversion program within 120-days, at the violator's expense, as assigned by the Enforcement Officer. Upon successful completion of an approved safety diversion program, the administrative citation issued pursuant to this Chapter will be dismissed. Where the violator issued an administrative citation is under the age of 18, a parent or legal guardian must accompany the violator to and attend the approved safety diversion program. The City may establish a safety diversion program fee reflecting the City's personnel, administrative, and programmatic costs, which shall be established by resolution of the City Council. The City Manager is authorized to develop additional regulations regarding the safety diversion program authorized by this section not in conflict with this Chapter.
- (d) This Chapter shall not preclude or prohibit an Enforcement Officer from issuing a misdemeanor or infraction citation to a court of competent jurisdiction for any violation of the California Vehicle Code or other offense committed while operating a regulated mobility device.
- (e) If a person under the age of 18 is found in violation of any provisions of this Chapter, and no parent or legal guardian is present, and the unsafe manner in which the regulated mobility device was operated constitutes an immediate danger to the health and safety of the juvenile operator and/or to members of the public, the Enforcement Officer may take immediate possession of the regulated mobility device and transport the device for safekeeping to the nearest City facility; thereafter, the regulated mobility device shall be released by the City to the legal owner of the device and/or to the parent or legal guardian of the person under the age of 18.

- (f) If a person under the age of 18 is found in violation of any provision of this Chapter, and no parent or legal guardian is present, the Enforcement Officer may also contact the parent or legal guardian of the person under the age of 18 to notify them of the violation.

SECTION 3. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more section, subsection, subdivision, sentence, clause, phrase, or portion thereof be declared invalid or unconstitutional.

SECTION 4. The City Clerk shall certify to the adoption of this Ordinance and cause the same to be posted at the duly designated posting places within the City and published once within fifteen days after passage and adoption as may be required by law; or, in the alternative, the City Clerk may cause to be published a summary of this Ordinance and a certified copy of the text of this Ordinance shall be posted in the Office of the City Clerk five days prior to the date of adoption of this Ordinance; and, within fifteen days after adoption, the City Clerk shall cause to be published, the aforementioned summary and shall post a certified copy of this Ordinance, together with the vote for and against the same, in the Office of the City Clerk.

PASSED, APPROVED, AND ADOPTED THIS 11TH DAY OF SEPTEMBER 2024.



CAROL A. GAMBLE, MAYOR

ATTEST:



AMY DIAZ, CITY CLERK

AFFIDAVIT OF POSTING
AND PUBLICATION

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF RANCHO SANTA MARGARITA)

AMY DIAZ, being first duly sworn, deposes and says:

That she is the duly appointed and qualified City Clerk of the City of City of Rancho Santa Margarita;

That in compliance with State Laws of the State of California, ORDINANCE NO. 24-03, being:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RANCHO SANTA MARGARITA, CALIFORNIA, ADDING NEW CHAPTER 12.08 (REGULATED MOBILITY DEVICES) TO TITLE 12 (VEHICLES AND TRAFFIC) OF THE RANCHO SANTA MARGARITA MUNICIPAL CODE REGARDING OPERATION OF REGULATED MOBILITY DEVICES SUCH AS E-BIKES

on the 6th day of September 2024, was published in the Coto de Caza News; and was, in compliance with City Resolution No. 00-01-06-07, on the 6th day of September 2024, caused to be posted in three places in the City of Rancho Santa Margarita, to wit:

Rancho Santa Margarita City Hall
Fire Station 45
Trabuco Canyon Water District



AMY DIAZ, CITY CLERK
Rancho Santa Margarita, California

From: [Connect With Scott](#)
To: [Joe Ames](#)
Subject: E-Bike SVUSD Parking Permit Program
Date: Thursday, January 2, 2025 3:38:31 PM

This memorandum aims to provide the Laguna Hills Traffic Commission with detailed insights into the Saddleback Valley Unified School District's (SVUSD) E-Bike Permit Program. This program has become an important aspect of the local community, particularly as the use of electric bicycles (e-bikes) grows among students in Laguna Hills. The purpose of the memo is to inform the Commission of the program's framework, its impact, and how it fits into the broader conversation about e-bike policies in the city of Laguna Hills.

Context and Importance of SVUSD's Stakeholder Role

On December 16, 2024, I had the opportunity to interview Justin Stanfield, the Director of Student Services at SVUSD. The district is a key stakeholder in the local e-bike conversation because its students represent a significant portion of e-bike users within the city of Laguna Hills. As the Traffic Commission moves forward with finalizing the e-bike policy for the City Council's review, understanding the SVUSD E-Bike Permit Program will help ensure that the policies created are aligned with the needs of one of the largest user groups in the area.

SVUSD E-Bike Permit Program Overview

In early 2024, SVUSD implemented its E-Bike Permit Program to manage and regulate student access to e-bike parking on school campuses. The program is designed to ensure student safety, promote responsible bike use, and facilitate orderly management of e-bike parking spaces at schools.

Key Components of the Program:

1. **Annual Permits**:

- The E-Bike Parking Permit is valid only for the campus at which it was issued, ensuring that students are permitted to park their e-bikes only at their assigned school.
- Permits are renewable each year, ensuring that student information is kept current, and providing an opportunity for yearly safety training and assessment.

2. **Application Process**:

To obtain a permit, students and their parents must complete a three-step application process:

- **Step 1**: Students are required to watch an E-Bike Safety video available on YouTube. This step ensures that all permit holders are aware of the safety risks and best practices for operating e-bikes.
- **Step 2**: Students must complete a 15-question assessment based on the video, ensuring they understand key safety concepts and rules for e-bike use.
- **Step 3**: A permission slip signed by a parent or guardian must be submitted. This formal consent indicates that the parent is aware of the student's participation in the program

and the associated responsibilities.

3. **Permit Sticker**:

Once approved, students receive a unique permit sticker that identifies them as authorized e-bike users on the school campus.

- The sticker is color-coded by school campus, with each campus having a distinct color (e.g., Laguna Hills uses purple stickers beginning with "L001").

- The stickers are metallic and must be affixed to the upper portion of the bike in a visible location, ensuring easy identification.

- The stickers are designed to be highly adhesive and to self-destruct if removed, preventing misuse or unauthorized transfer of permits.

Program Features and Enforcement

SVUSD's E-Bike Permit Program operates with several key features to ensure safety and compliance among its students:

1. **Collaboration with Law Enforcement**:

SVUSD has partnered with the local Sheriff's Department to promote the program and ensure students are well-educated on the rules surrounding e-bike use. This collaboration extends to safety training and outreach efforts aimed at raising awareness of the program in the broader community.

2. **Marketing and Communication**:

The district actively promotes the program through multiple channels to reach parents and students:

- **Parent Square Portal**: SVUSD's official communication platform is used to provide updates and information to parents about the permit program.

- **Social Media**: The district also utilizes social media platforms to increase visibility and engagement regarding the e-bike permit program.

- **Secondary Schools**: The program is currently limited to secondary schools (middle and high schools) within the district, where the highest concentration of e-bike users are found.

3. **Enforcement**:

- Campus staff regularly conduct random spot checks to ensure that students are complying with the e-bike permit requirements.

- Violations, such as e-bikes being parked without a permit, are rare, indicating strong compliance among students. However, the staff remains vigilant to enforce the rules and maintain safety and order on campus.

Challenges and Considerations

While the program has been successful overall, several challenges have emerged that require attention:

1. **Labor Demands**:

The annual renewal process for e-bike permits places an additional workload on campus staff. Staff members must review and verify new permit applications, distribute permits, and conduct safety training for students each year. While this process helps ensure that data is kept current, it is also time-intensive and adds duties to an already busy school year.

2. **Helmet Distribution**:

The program includes a requirement for students to wear helmets while riding e-bikes, in line with state law and safety guidelines. The California Highway Patrol (CHP) and Mission Hospital have teamed up to provide free helmets to students in need. However, there is a significant logistical challenge for students living in northern Laguna Hills, who must travel to Mission Hospital to pick up a helmet. This can be a barrier for students who live farther away. There is a growing need for a **satellite helmet distribution location** in northern Laguna Hills to better serve the students in this area and remove the logistical hurdles.

E-Bike Usage by City

SVUSD's E-Bike Permit Program primarily serves students from the following cities, with Rancho Santa Margarita having the highest concentration of e-bike users, followed by Mission Viejo and Laguna Hills. This data helps the district and local authorities better understand where the demand for e-bike parking and related policies is greatest.

Conclusion and Further Information

The SVUSD E-Bike Permit Program serves as a model for managing e-bike use among students in Laguna Hills, providing a structure that promotes safety, responsibility, and community engagement. As the Laguna Hills Traffic Commission works to finalize the city's e-bike policy, understanding the specifics of this program can help ensure that policies are tailored to meet the needs of local schools and the broader community.

For further details on the program, including the full application process and guidelines, the Commission and the public are encouraged to visit the following website:

[SVUSD E-Bike Program Information](<https://www.svusd.org/departments/student-support-services/student-services/e-bikes>)

I appreciate the Commission's attention to this important topic and look forward to working together to create a safe and efficient e-bike policy for the City of Laguna Hills.

Sincerely,

Scott Miller

Laguna Hills Traffic Commissioner