



**Facilities, Operations and Planning Department
Meeting Minutes**

CLU Quarterly Neighborhood Outreach Meeting

December 4, 2007, 7:00 PM

Lundring Events Center

CLU staff members in attendance:

- Ryan Van Ommeren, *Associate Vice President of Facilities, Operations and Planning*
- Valerie Crooks, *Senior Project Manager*
- Fred Miller, *Director of Campus Safety and Security*
- Dan Slattery, *Director of Conferences and Events*
- Ritch Eich, *Vice President of Marketing and Communications*
- Lynda Fulford, *Senior Director of Communications and Community Relations*
- Natasha Windle, *Project Assistant*

21 neighbors were in attendance

CLU introduction to open the meeting: These meetings are not required by the City of Thousand Oaks, and are intended by CLU to be an open forum to discuss new projects and any problems the neighbors may encounter.

- 1) Review of topics from last meetings (date of meeting in parentheses):
 - a. 9/11/07: Congestion at McAfee when events let out: During events, CLU has added a student worker at the exit from the main parking lot onto Mountclef Boulevard to control traffic exiting CLU. The University has also modified exiting at large events to utilize Campus Drive. A neighbor commented that the problem had improved.
 - b. 9/11/07: Placement of "no parking" signs in neighborhood for large events: A neighbor commented that she had seen the signs laying down flat, not upright. Dan Slattery noted that some signs placed in the neighborhood prior to an event had blown over by the wind, and several had been moved back closer to CLU's campus. Thirty additional sign boards have been purchased.
 - c. 10/4/07: CLU Management at events: CLU has increased full time management staff at large events to ensure that at least one full-time CLU employee augments the student staff for all large events.
 - d. 10/4/07: Speed of vehicles on Faculty St: Fred Miller is working with the sheriff's department to monitor the speed on Faculty St. CLU is not permitted to ticket students for speeding on Faculty St. because it is a public street. Call the Welcome Center at 805-493-3208 to report vehicles driving at excessive speeds.
 - e. 10/4/07: Trash/alcohol containers left in neighbor's yards: Campus Safety and Security is spot checking the area for trash, and the grounds staff will begin checking every Monday morning and cleaning up any trash in the yards as necessary.



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- 2) Recent issues since our last meeting on October 4, 2007:
 - a. TOHS Cross Country Event, September 20th: CLU has worked with the Thousand Oaks High School since that event and believes there has been major improvement in their second event.
 - i. A neighbor asked if our event parking management protocols are included in our contracts with outside groups. Dan Slattery answered that the protocols are included in all contracts issued to outside groups.
 - ii. A neighbor commented that there were innumerable cars parked in the Mountclef neighborhood, even though there were "No Event Parking" signs posted. Dan Slattery answered that the University cannot legally enforce the "No Parking" signs, but has found that most people do move their car when asked to by a CLU staff member. Dan also commented that there were unanticipated challenges for CLU Events staff on Campus Drive on the day the cars were parked in the Mountclef neighborhood because of a miscommunication about the size of the cross country event.
 - iii. A neighbor asked if CLU could stop an event which has cars parked in the neighborhood. Dan answered that it was possible to stop the event, but that action could be logistically challenging to implement. There are many implications of stopping an event, that have to be evaluated.
 - b. Trash at the detention basin: Campus Safety and Security have added the detention basin to their regular patrols and the grounds keeping staff will be checking it daily for trash.
 - i. A neighbor asked if the grounds keeping activities happening near Mountclef Boulevard could occur at a time other than Saturday morning at 7:00 am. Ryan VanOmmeren agreed to have those activities delayed to a later time of day.
 - c. Improperly parked vehicle at a soccer practice: the soccer practice location has been moved, and the contract parking location requirements have been reiterated to the participants.
- 3) Other CLU initiatives
 - a. New page on CLU's website specifically for neighbors. Go to www.callutheran.edu/neighbors.
 - b. Additional neighbor relation staffing: CLU is in the process of hiring a new community relations coordinator who will interface with our neighbors.
 - c. Event management staff has been increased at large events.
 - d. Phone numbers and contact information are available online at www.callutheran.edu/neighbors.



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4) Project Updates

- a. Community use pool: aiming for construction to begin in March or April. Plans are currently in plan check at the City of Thousand Oaks.
- b. Residence hall: currently in the process of obtaining approval for the project, and CLU anticipates a Planning Commission hearing in March. Construction tentatively scheduled to begin in April or May of 2008.
- c. Facilities building: currently in the process of obtaining approval for the project, and CLU anticipates a Planning Commission hearing in March. Construction tentatively scheduled to begin in April or May of 2008.

Open Discussion

Fred Miller noted that neighbors trying to contact him for an immediate response should not use email, but should call the Welcome Center at 805-493-3208. The spam filter for CLU's email system may delay delivery of an email message.

A neighbor suggested adding stop signs to all University driveways exiting onto Campus Drive, and also expressed concern over restrictions to turning sight distance when buses are parked on Campus Drive at the drive entrance. Fred Miller responded that the City of Thousand Oaks is planning to restrict parking on both sides of Campus Drive at the drive entrances by painting the curbs red and stenciling them "No Parking" zones.

A neighbor commented that the gate located off Campus Drive north of the soccer/track field needed some attention. It has been open lately, and protrudes across the sidewalk and into the street. CLU will review the gate situation and determine a course of action.

A neighbor asked if the University was considering a different location for the Facilities building at the request of neighbors living up on Campus Drive. Ryan Van Ommeren encouraged neighbors to come by our existing facility to get an idea of the type of activities taking place. Valerie Crooks also noted that the site of the new building and yard is in the location approved by the City of Thousand Oaks in the 1999 master plan update. The yard will be concealed by a 9' high screen wall, and the building is located at least 25' off of Campus Drive. The area between the existing trees and the building will be landscaped. The yard operations will be screened by a screen wall and the building, which has been designed in an L-shape.

A neighbor asked if traffic from the the new residence hall would affect Odebolt Drive. Valerie answered that the residence hall traffic will exit onto South Campus Drive and Luther Street, will not affect Odebolt Drive.



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A neighbor asked what was being changed on the glass treatments for the new residence hall to keep the light from shining into neighbors' homes. Valerie Crooks explained that the residence hall will be situated well away from any neighboring homes, and that the building is fundamentally different than Grace Hall. The sections of glass on the west side of the building will be treated with both drywall to block sections of glass and a darker tint. These treatments are being applied primarily to stop heat gain in the building, since the building is located with one side facing west.

A neighbor expressed a complaint about the study lounge lights in Grace Hall shining into his window. He asked to have the glass treated to remove the glare.

A neighbor expressed concern about parallel parking on Campus Drive for both CLU and University Village purposes, noting that it is difficult to see people crossing the street and that people tend to drive too fast down Campus Drive.

A neighbor requested a structural study of the palm trees in a neighboring property owned by CLU, which hang over onto her property. Ryan Van Ommeren agreed to work with her on the issue.

A neighbor asked how to stop people flying their model airplanes on the North Campus. Dan Slattery agreed to relay the information to Campus Safety and Security. Neighbors are encouraged to call the Welcome Center when issues like this arise.

The next quarterly meeting will be held before the planning commission hearing for the new residence hall and facilities building.