



**CITY OF SOUTH PASADENA  
MOBILITY AND TRANSPORTATION INFRASTRUCTURE COMMISSION  
REGULAR MEETING AGENDA**

**Council Chamber  
1424 Mission Street, South Pasadena, CA 91030  
October 18, 2022 at 6:30 p.m.**

**IN-PERSON HYBRID**

*South Pasadena Mobility and Transportation Infrastructure Commission Statement of Civility*

*As your elected governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made tonight will be for the benefit of the South Pasadena community and not for personal gain.*

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

Pursuant to Government Code Section 54953, subdivision (e) (3), meetings of the Mobility and Transportation Infrastructure Commission (MTIC) for October 18, 2022, will be conducted remotely and held by video conference.

The in-person/virtual hybrid meetings will maintain transparency and public access while protecting the health and safety of the public. Members of the public have the option to participate in-person or via Zoom using the following link:

Mobility and Transportation Infrastructure Commission  
**Zoom Meeting Information**  
**Meeting ID: 867 7841 6797**  
**Passcode: 075246**

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information accordingly;  
or

2. Click on the following unique Zoom meeting link:

<https://us02web.zoom.us/j/86778416797?pwd=U0FGbVdnbytaOGRlclBxakdUVWVEdz09>

or

3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID and Passcode when prompted to do so.

For additional Zoom assistance with telephone audio, you may find your local number at:

<https://us02web.zoom.us/u/ky9n7bhtz>

**PUBLIC COMMENT AND SUGGESTIONS** (*Public Comments are limited to 3 minutes*)

The MTIC welcomes public input. If you would like to comment on this agenda item, members of the public may participate by means of one of the following options:

Option 1: Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during the comment portion of the agenda to speak for up to 3 minutes; or

Option 2: Email public comment(s) to: [mticpubliccomments@southpasadenaca.gov](mailto:mticpubliccomments@southpasadenaca.gov). **Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record.** Written Public Comments will be uploaded online for public viewing under Additional Documents. There is no word limit on emailed Public Comment(s). Please make sure to indicate: 1) your name (optional), and 2) what agenda item you are submitting public comment on, and/or 3) Submit by no later than 12:00pm., on Tuesday, October 18, 2022.

- CALL TO ORDER:** Chair Fisher
- ROLL CALL:** Commissioners: Lawrence Abelson, Eric Dunlap, John Fisher, Kimberley Hughes, and Diego Zavala.
- CITY COUNCIL LIAISON:** Councilmember Jon Primuth
- STAFF PRESENT:** Ted Gerber, Public Works Director (“PWD”) and Leonna DeWitt, Public Works Assistant (“PWA”)
- PLEDGE OF ALLEGIANCE:** Vice-Chair Dunlap

**PUBLIC COMMENT**

**1. Public Comment – General**

**INFORMATION REPORTS**

**2. Project Status Update – PWD Gerber**

**ACTION / DISCUSSION**

**3. Approval of Minutes of the Regular Mobility and Transportation Infrastructure Commission Meeting on September 20, 2022**

**COMMUNICATIONS**

**4. City Council Liaison Communications**

**5. Commissioner Communications**

**6. Staff Liaison Communications**

**ADJOURNMENT**

**FUTURE MOBILITY AND TRANSPORTATION INFRASTRUCTURE COMMISSION  
MEETINGS**

November 15, 2022	Council Chamber	6:30 p.m.
December 20, 2022	Council Chamber	6:30 p.m.

**PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS**

Commission Meeting agenda packets are available online at the City website: <https://www.southpasadenaca.gov/government/boards-commissions/mobility-and-transportation-infrastructure-commission>

**ACCOMMODATIONS**



The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

*I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's website as required by law.*

10/13/2022

Date

/s/

Leonna DeWitt

Public Works Assistant

**ITEM 2**  
Project Status Update



# Mobility and Transportation Infrastructure Commission Agenda Report

ITEM NO. 2

**DATE:** October 18, 2022  
**FROM:** H. Ted Gerber, Director of Public Works  
**SUBJECT:** **Project Status Update**

## Recommendation

It is recommended that the Commission receive and file an update on the status of projects related to the City’s mobility and transportation infrastructure.

## Information

Public Works projects are generally divided into two areas: (1) Capital Improvement Program (CIP) projects and (2) routine or special Operations & Maintenance (O&M) projects. Ongoing or planned projects related to mobility and transportation infrastructure in both of these areas, along with their recent status, are listed in the tables below.

Capital Improvement Program (CIP) Projects	Project Status
Fair Oaks Traffic Signal Improvements Project	<p><u>Updated Status</u> This project installs fiber optic cable and devices along Fair Oaks, Huntington Drive, and Fremont Avenue, as well as a Traffic Management Center (TMC) at City Hall and Public Works offices at the Garfield Water Distribution Facility (WDF).</p> <p>Staff completed the final training sessions and the project close-out job walk, and identified the final punch list items for resolution. The system is now operational and a Notice of Completion is being prepared for Council after punch-list completion and final invoicing / grant processing.</p>
Mission and Fremont Rectangular Rapid Flashing Beacons	<p><u>Updated Status</u> This project installs Rectangular Rapid Flashing Beacons (RRFBs) at Fremont Avenue and Lyndon Street, Mission Street and Diamond Avenue, and Mission Street and Fairview Avenue.</p> <p>The designer has completed the project plans and the specifications. Staff are planning to issue the bid for construction in Fall 2022, the bid package is presently in legal review to align with the City’s current procurement practices and requirements.</p>

Capital Improvement Program (CIP) Projects	Project Status
Street Improvements	<p><u>Updated Status</u>            See “Mission Street at Arroyo Drive Pedestrian Improvements”. Staff completed one of several half-day site visits to each street improvement section with the design consultant for the Fiscal Year 2019-2020 street improvements, which are planned to be constructed in 2023. During the site visits, staff are considering construction and configuration alternatives, and working with the design consultant to finalize designs that will be included in the 2022-2023 solicitation package.</p>
Measure M Project Funding Requests	<p><u>Updated Status</u>            The modified project list was approved at the May 18<sup>th</sup> Council Meeting, submitted to the Arroyo Verdugo Committee Technical Advisory Committee the following day, and then submitted to the Arroyo Verdugo Committee Joint Powers Authority (AVCJPA) – which approved the list. Staff submitted project documents at the end of July to Metro seeking final funding approval in Fall 2022. Upon submittal and approval by Metro, the programmed projects will be represented as separate line items in this list. The AVCJPA consultant assisting with Metro approval recently contacted the City to submit additional information, as Metro will not approve project tasks related to feasibility studies. Staff responded to Metro’s comments, and updated several project descriptions, including Pedestrian Crossings, Orange Grove, and Garfield/Oak to align with the fund eligibility requirements. A discussion on the project recommendation for the 2023 submittal is planned for late 2022.</p>
Columbia Avenue Striping & Signal Improvements	<p><u>No Change from September Status</u>            Both South Pasadena and Pasadena are in general agreement on the striping configuration. Pasadena is in the process of stakeholder engagement to submit this project for funding as a Measure R Mobility Improvement Project (MIP). Recently approved striping improvements to the Northwest corner of Columbia Avenue at Orange Grove Boulevard will be implemented earlier as an O&amp;M project led by Pasadena with support from South Pasadena. This will include edgelines on the north and south sides of Columbia from Hillside Road to Orange Grove Avenue. Pasadena has held outreach with local community members and is continuing this effort. The two Cities recently reviewed the conceptual plans being shared in the outreach sessions.</p>
Fremont/Huntington Mobility Active Transportation Project	<p><u>No Change from September Status</u>            The revised Metro funding agreement has been executed, and staff are in the process of executing an on-call consultant agreement to begin feasibility work on the project. Staff recently met with community members to update them on the project status, and other related projects. Staff met with Metro to provide an update for the upcoming Metro Board Report and express an intent that the Measure R portion of the funding be updated to include Active Transportation elements.</p>

Capital Improvement Program (CIP) Projects	Project Status
<p>City of Pasadena 'Stub' Relinquishment &amp; Transitional Project Development</p>	<p><u>Updated Status</u>            Caltrans approved a Relinquishment Approval Report during the June 2022 meeting of the California Transportation Commission (CTC). Pasadena City Council has approved a list of projects to be submitted for Measure R funding, however, Metro's evaluation of the project list may be delayed until 2023. Pasadena is in the process of stakeholder engagement to inform the near-term improvements related to 'stub' transitional projects along the Pasadena Avenue corridor. One of these projects is the "Columbia Avenue Striping &amp; Signal Improvements" listed above.</p>
<p>Sidewalks Replacement &amp; ADA Ramps Upgrades</p>	<p><u>Updated Status</u>            Staff are developing the bid package for sidewalk replacement along Meridian, which will be released in early 2023. Existing funding is planned for up to twelve (12) intersection improvements along Meridian Avenue. Newly allocated funding is proposed for improvements in the Raymond Hill area. Total funding that has been allocated over fiscal years 2021-2022 and 2022-2023 is approximately \$300,000.</p>
<p>North-South Corridor Intelligent Transportation Systems (ITS) Deployment Project</p>	<p><u>Updated Status</u>            Staff met with the Federal Highway Administration and Caltrans to discuss the project scope, project schedule, and the history of the related Rogan funding. A follow-up meeting is planned for November 2022. The project scope has been realigned with the priority issues along the Fair Oaks corridor. A technical discussion and public outreach session is planned for the November 2022 MTIC meeting to finalize the design scope. This will be followed by additional public outreach to evaluate conceptual designs.</p>
<p>Farmer's Market Bollard System</p>	<p><u>No Change from September Status</u>            This future proposed project is listed in the 5-Year Capital Improvement Program (CIP) approved by City Council on June 1 2022. The project is scheduled for implementation in Fiscal Year 2023-2024. Staff will explore funding this project through a pedestrian improvement grant.</p>
<p>Fair Oaks SR-110 Interchange Loop/Hook On-Ramp</p>	<p><u>Updated Status</u>            A task order to prepare initial study documents is being issued to a professional services on-call consultant. City staff is coordinating a meeting with Metro and Caltrans, assisted by the selected on-call consultant, to discuss near-term study work and future Measure R Mobility Improvement Project (MIP) funding. Staff met with Metro to provide an update for the upcoming Metro Board Report.</p>

Capital Improvement Program (CIP) Projects	Project Status
Fair Oaks SR-110 Interchange Loop/Hook Grevelia Off-Ramp	<p><u>Updated Status</u>            See above "Fair Oaks SR-110 Interchange Loop/Hook On-Ramp" status.</p>
Mission Street at Arroyo Drive Pedestrian Improvements	<p><u>Updated Status</u>            Staff provided comments on the proposed alternatives for a street reconfiguration to address concerns with turning conflicts rolling stops. The working design includes improved pedestrian crossings in each direction at the intersection, as well as bicycle lanes through Arroyo Drive, through Mission Street and into Stoney Drive, and through Pasadena Avenue. Installation is planned to be included as part of the Fiscal Year 2019-2020 Street Improvement Project in 2023.</p>

Operations & Maintenance (O&M) Projects	Project Status
2022 626 Golden Streets Mission to Mission Event	<p><u>Updated Status</u>            A debrief was held with members from each City and ActiveSGV reviewing survey data from the event and lessons learned. A final report from ActiveSGV is in development. Staff completed the submission to the San Gabriel Valley Council of Governments (SGVCOG) to be reimbursed for some event costs.</p>
2022-2023 Slow Streets & Open Streets Program	<p><u>Updated Status</u>            Staff received MTIC recommendations on the professional services agreement at the August 16<sup>th</sup>, meeting. Council agreement approval is planned for October 5, 2022. The parklet and furniture equipment have arrived and have been placed in storage.</p>
Neighborhood Traffic Management Program (NTMP) Implementation	<p><u>Updated Status</u>            Staff are developing the requirements to implement a NTMP processing system, including an online/app form, community user guide, and a report output for staff. The system will be integrated into the City's app request system and/or service request system. .</p>



Operations & Maintenance (O&M) Projects	Project Status
<p>Ramona Avenue, Oak Street, Rollin Street, &amp; Fremont Avenue Traffic Management</p>	<p><u>Updated Status</u>            Public Works staff is working with Community Development staff to evaluate area specific plan documents in order to provide direction to Holy Family Church regarding traffic mitigation. This will most likely involve the Planning Commission. Staff met with South Pasadena High School staff regarding the proposed implementation of a drop-off zone along Fremont Avenue, along with an edge line for southbound traffic. After school began, staff met with MTIC Commissioners to observe driver behavior. Staff have developed a plan for improvements related to the site visit observations with the High School staff, and are in the process of evaluating other recommendations from MTIC include a potential exclusive phase for pedestrians at the Bank/Fremont street crossing, and traffic control modifications to the Fremont/Rollin intersection, Diamond/Lyndon/El Cerrito intersection, and Ramona Ave between Oak and Huntington. Staff's current concept for the improvements of a new passenger loading zone include '5-minute' passenger loading signs, and a white curb with markings. ADA requirements necessitate a ramp access per 100 feet of loading zone, which is being evaluated.</p>
<p>Meridian Avenue Traffic Management &amp; Safety Measures</p>	<p><u>Updated Status</u>            Staff have evaluated the site conditions and traffic data to discuss potential improvements to Meridian Avenue. This information was presented at the July 2022 MTIC meeting, and the Commission provided feedback. A study will be conducted, including a speed survey, which will be coordinated with local stakeholders. A task order is being issued to a professional services on-call consultant for this work. Recently, the pedestrian crossing at Meridian and Bank has been refreshed with new paint and a new sign. The nearby City trees have been trimmed and residents have been notified by mail to trim nearby privately owned overgrown trees.</p>
<p>Timing Improvements at the Metro Gold Line Mission &amp; Meridian</p>	<p><u>Updated Status</u>            Staff previously met with MTIC's Chair to review recommendations regarding the timing of signal lights and railway crossing gates at Mission and Meridian. Metro has provided a contact for timing issues to work with the City. A task order to update the timing sheets for several signal locations is being issued to a professional services on-call consultant. The task order work will also reconcile the City's previously requested preemption changes with the known timing issues.</p>

Operations & Maintenance (O&M) Projects	Project Status
Timing Improvements at Orange Grove & Monterey Signal	<p><u>Updated Status</u>            A task order to update the timing sheets for several signal locations is being issued to a professional services on-call consultant. The revised timing sheet will be implemented by the City's signal maintenance contractor.</p>
Timing Improvements at Mission & Garfield	<p><u>Updated Status</u>            Please see above "Timing Improvements at Orange Grove &amp; Monterey Signal" status.</p>
Fremont Avenue Southbound Left Turn Pocket South of Huntington Drive Intersection	<p><u>Updated Status</u>            A task order to develop a striping plan for this project is being issued to a professional services on-call consultant. The striping plan will remove the 'no left turn' marking a create left-turn pocket to access business at the Southeast corner of Fremont Avenue and Huntington Drive.</p>
Traffic & Parking Impacts along Glendon Way between El Centro Street and Meridian Avenue	<p><u>No Change from September Status</u>            City Council recently approved a new five-year agreement with the Chamber of Commerce that contains updated language to facilitate review of the Farmer's Market event Parking Management Plan. Public Works will work with the Chamber of Commerce to make adjustments with the goal of improving traffic and parking impacts along Glendon Way.</p>
Replacement of Missing Orange Grove Street Lamps	<p><u>Updated Status</u>            Staff are developing a cost estimate to replace the Orange Grove Street Lamps, and relocating the lamps away from the street where possible.</p>
Measure R Projects	<p><u>No Change from September Status</u>            In addition to the Fair Oaks SR-110 Interchange Loop/Hook On-Ramp and Off-Ramp projects programmed with Measure R Mobility Improvement Project (MIP) funding, other projects are listed with Metro that could be accomplished utilizing MIP funds. The City previously referred to these as "SR-710 Early Action Projects". Staff recently discussed these projects with Metro and confirmed that they are not included in the Metro funding plan, as the City's Measure R appropriation is split between the Fair Oaks SR-110 Interchange Loop/Hook On/Off-Ramp and the Fremont/Huntington Mobility Active Transportation Project.</p>

Operations & Maintenance (O&M) Projects	Project Status
Installation of City Limit Signs at Various Locations	<p><u>Updated Status</u>            A task order to develop a conceptual plan for this project is being issued to a professional services on-call consultant.</p>
Preferential Parking Policy	<p><u>No Change from September Status</u>            As a City Council Strategic Plan goal, Staff will work with Community Development in this area, considering recommendations provided by MTIC. Work will commence after the General Plan and Downtown Specific Plan are completed in Fall 2022.</p>
2023 626 Golden Streets Arroyo Fest	<p><u>No Change from September Status</u>            San Gabriel Valley Council of Governments (SGVCOG) is in the early planning stages for this event. SGVCOG met with SGV Metro Board Director, Caltrans, and ActivSGV. Caltrans requested information on the 2003 event, specifically whether both north and south sides of the SR-110 were closed – ActiveSGV confirmed this. The event is tentatively scheduled to the last Sunday in October 2023 (10/29/23) – 21 days after cicLAVia's annual Heart of LA open streets event. This project is now updated to the 2023 626 Golden Streets Arroyo Fest.</p>
Traffic Impact Analyses	<p><u>Updated Status</u>            Public Works staff supported traffic impact analyses for development projects at 1020 El Centro Street (former school site), and 1507 Garfield Avenue (MyKKids). Both projects were approved by the Planning Commission with conditions of approval, notably to conduct post occupancy traffic impact analyses, as well as requirements to mitigate impacts on a fair share cost basis.</p>

**Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, and posting of the same agenda and reports on the City's website.

**ITEM 3**  
Approval of Minutes

**TUESDAY, SEPTEMBER 20, 2022**  
**MINUTES OF THE CITY OF SOUTH PASADENA**  
**MOBILITY AND TRANSPORTATION INFRASTRUCTURE COMMISSION**  
**REGULAR MEETING**

**CALL TO ORDER**

Chair Fisher called the Regular Meeting of the Mobility and Transportation Infrastructure Commission to order on September 20, 2022, at 6:36 p.m. The meeting was held in-person and virtually via Zoom.

**ROLL CALL:** Chair Fisher

**Present:** Chair Fisher, Commissioner Abelson, Vice-Chair Dunlap, Commissioner Hughes, and Diego Zavala

**Council Liaison:** Mayor-Pro Tem John Primuth

**Absent:**

**Staff Present:** Ted Gerber, Public Works Director (“PWD”), Ariane Quizon, Civil Engineering Assistant (“CEA”), and Reyna Salazar-Martin, Management Analyst (“MA”)

**PLEDGE OF ALLEGIANCE**

Commissioner Hughes led the Pledge of Allegiance.

**PUBLIC COMMENT AND SUGGESTIONS**

**1. Public Comment – General**

1. Kimberley Hughes – Express support for Measure LL.
2. Jeffrey Litter – Expressed concern about traffic safety (excessive speeding) on the corner of Marengo Avenue and Maple Street. He requested that the community be kept informed of any progress on the traffic study and results on the police report regarding the accident.
3. Kay Mouradian – Expressed concern about the traffic and speeding on Marengo Avenue. She suggested placing paddles at Marengo Avenue and Maple, and at Marengo Avenue and Alhambra Road. Ms. Mouradian suggested speed bumps, which she believes will slow down the traffic.
4. Ken Zangwill – Expressed concern about speeding on Marengo Avenue. He supports any hard impediments that will prevent speeding through an intersection.

**INFORMATION REPORTS**

**2. Project Status Update**

PWD Gerber addressed the public comment concerns and shared that the Police Department is conducting an investigation, which is complete or near complete. Staff is waiting on their report, which will be part of our evaluation. Staff is working with a consultant to draft a scope of work to conduct the study along Marengo Avenue and other elevations of various streets in the city. The scope of work will include speed studies, traffic counts and elevation of stop compliance, and feasibility of speed humps. The study will be brought to the Commission for input and recommendations.

PWD Gerber gave a brief overview of the on-going projects list. Discussion ensued regarding various projects, and outreach for completed projects.

PWD Gerber introduced our newest employee Ariane Quizon, Civil Engineering Assistant.

**3. Review of Bicycle Master Plan**

PWD Gerber gave an overview and presentation on this item.

Discussion ensued regarding various project segments, priority areas, funding, regional projects, updating of the plan, and installation of bike buttons.

#### Virtual Public Comment

1. Michael Siegel – Expressed support of the existing plan and implementing the plan as soon as possible.
2. Kris Miller – Expressed support and implementation of the Bike Plan.
3. Michelle Hammond – Expressed support and implementation of the Bike Plan.
4. Sean Meredith – Expressed support and implementation of the Bike Plan.

#### **ACTION/DISCUSSION ITEMS**

##### **4. Approval of Minutes of the Regular Mobility and Transportation Infrastructure Commission on August 16, 2022**

Minutes approved as amended. Motion made by Commissioner Hughes and seconded by Commissioner Abelson (4-0, motion passes).

#### **COMMUNICATIONS**

##### **5. City Council Liaison Communications**

Mayor Pro-Tem informed the Commission of the items on the City Council agenda scheduled for September 21, 2022.

##### **6. Commissioner Communications**

Commissioner Zavala introduced himself and briefly discussed his background, education and interests.

Commissioner Abelson welcomed Commissioner Zavala and commented on the bicycle master plan. He is excited to view the bicycle master plan and look forward to working with staff, the Commission and Council to get things moving in the right direction.

Commissioner Hughes thanked everyone who commented on the Bicycle Master Plan. She commented on exploring new sponsorships and partnerships to create opportunities, due to the limited funding. Commissioner Hughes reference the “Hot Spot” list to use as a reference for these particular locations in the city. She commented on the South Pasadenan Newspaper, which provides weekly crime and traffic data, and if what’s reported is mirrored in the police report.

Chair Fisher appreciated the discussion of the Bicycle Master Plan and implementation of it. He hopes that as the City proceeds to develop a transportation system that reduces collisions, eliminates traffic congestion and provides for additional pedestrian amenities and implements bicycle facilities that it can all be done in a balanced fashion for the community.

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##### **7. Staff Liaison Communications**

PWD Gerber responded to Commissioner Hughes’ comment, that staff generated a systematic safety analysis report, which is the “Hot Spot” list that identifies areas of the City that have concentrated amounts of safety issues based on traffic data, and that list was submitted with the City’s application for federal funding. The City will be having an Open House on Sunday, Oct 2, from 10am to 2pm on Mission Street from Fremont Avenue and Fair Oaks Avenue.

**ADJOURNMENT:** Meeting adjourned at 8:41 p.m.

I HEREBY CERTIFY that the foregoing minutes were adopted by the Mobility and Transportation Infrastructure Commission of the City of South Pasadena at a meeting held on October 17, 2022.

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John Fisher, Chair