

**MINUTES OF THE  
PUBLIC WORKS COMMISSION  
14<sup>TH</sup> DAY OF SEPTEMBER, 2016 AT 7:00 P.M. AT THE  
AMEDEE O. "DICK" RICHARDS, JR., COUNCIL CHAMBERS  
1424 MISSION STREET**

**1. CALL TO ORDER/ROLL CALL**

The meeting was called to order at 7:00p.m. by Chair Fisher. Present were Commissioner Abelson, Commission Glauz, Commissioner Granath, and Commissioner Hughes. Council Liaison Michael A. Cacciotti was absent. Staff present: Public Works Deputy Director Kahono Oei and Public Works Assistant Leaonna DeWitt.

**2. PLEDGE OF ALLEGIANCE**

Commissioner Hughes led the pledge of allegiance.

**3. APPROVAL OF MINUTES - Meeting of July 11, 2016**

Minutes approved as amended. (Hughes, Granath 5-0)

**4. PUBLIC COMMENT**

Jane Schurmeister – 816 Orange Grove Place. She is concerned about the alleys in the community and the lack of City oversight. She has concerns that there have been home improvements on some properties that are impacting driveways and alleys. Ms. Schurmeister has a concern that there is no oversight and in some cases the results of the construction can cause safety and traffic concerns.

**5. COUNCIL LIAISON COMMENTS**

Council Liaison Cacciotti discussed the various community meetings he attends to push for regional projects similar to CicLavia. The "626 Event" that was to be held, but was cancelled, due to a fire, has been re-scheduled for March 5, 2017. He discussed the relocation of the Water Department employees to the Garfield Reservoir.

**6. STAFF COMMENTS**

Public Works Director Toor gave a brief update on the recruitment for the former Public Works Deputy Director position. Interviews have been conducted, but no decision at this point. Mr. Toor shared that he has brought in a temporary independent contractor with extensive experience to help with projects.

Public Works Assistant DeWitt announced the annual Dumpster and Donation Day on October 15, 2016. The 2016 State of the City Address will be held on Wednesday, December 14 at 6:30pm. Due to the conflict of the PWC meeting taking place on the same day, staff has requested that all Commissions and Boards reschedule or cancel their respective meetings. Chair Fisher and Commissioner Abelson expressed the desire the meeting be reschedule and not cancelled.

**7. COMMISSIONER COMMENTS**

Commissioner Glauz commented on the Household Hazardous Waste event and that it was organized very well. She was pleased to notice the parking space markers have been striped on Adelaine.

Commissioner Abelson updated the Commission on the street name signs. The South Pasadena Arts Council (SPARC) and South Pasadena Education Fund (SPEF) are working together to sell the signs to raise money for arts education in the schools and has raised \$6000. The signs are on sale for \$100 and anyone interested can go online or email the Public Works Assistant DeWitt and she can provide further information. Commissioner Abelson was concerned about the increase of traffic on the Orange Grove exit on the 110 freeway and suggested staff check into it. Public Works Director Toor explained a power outage caused timing issues with the signal and that staff is in contact with Caltrans.

Chair Hughes requested Public Works Director Toor to update the Commission regarding the solar and renewables on the reservoirs. Public Works Director Toor informed the Commission that staff has been in contact with Climatic a service provider who will assist the City with developing a request for proposal (RFP) for all of the reservoirs, in addition to street lights and other City facilities.

Commission Granath commented on a recent study about the effects of air pollution on bicyclists by having bike lanes on heavily travelled commercial streets. This has caused a dramatic increase in the amount of pollutants that bicyclists are exposed to. Commissioner Granath reminded the Commission about the previous discussions of the bike lanes on York Blvd and suggested inviting the City of Los Angeles back to the Commission to provide an update on the outcome of the road diet/bike lane project.

Chair Fisher updated the Commission on a meeting with the Interim Deputy Director Public Works Oei regarding the interim striping plan for Monterey Road with the intent of minimizing the elimination of parking. It is still being reviewed and it's going in a positive direction. Chair Fisher along with three other Commissioners attended a briefing on Ethics Commission Chair responsibilities and the Brown Act and thought it was very helpful.

## **8. DISCUSSION/ACTION ITEMS:**

### **A. Capital Improvement Project Update**

Public Works Assistant DeWitt gave a brief presentation on this item. Public Works Director Toor gave more explanation on specific projects. Commission Abelson express concerned with the lack of progress with Monterey Road signal project.

Discussion ensued regarding financing and timeline of completion of projects.

### **B. Commission Annual Report**

Chair Fisher summarized the item and volunteered to draft the report with a review by Commissioner Abelson. Chair Fisher will present the report to City Council on October 19, 2016.

### **C. Freeway and Transportation Commission and Public Works Commission Roles and Responsibilities**

Chair Fisher introduced this item and gave a brief background on this item. The PWC and FTC were asked to bring this item to the Commissioner and to consider having a joint meeting. Chair Fisher met with Richard Helgeson, Chair of the FTC, to discuss the roles and any conflicts related to the responsibilities of the Commissions. The role of the FTC is to review all matters pertaining to projects and mitigation measures related to the 710 Freeway through South Pasadena. The PWC is to oversee and advise on capital improvement and infrastructure projects. The PWC sunsets in 2018 and it was agreed to recommend making the PWC permanent. The tentative joint meeting will be held Tuesday, October 18 at 6:30 in the Community Room.

Ron Rosen – 901 Woldford Lane. He is concerned regarding the issue. He has voiced that if any bike lanes are painted green, it limits commercial filming, as the bike lanes are hard to shoot around or eliminate in post-production. This could limit filming income.

Discussion ensued regarding the roles, sunset of the PWC, and the importance of both Commissions. Chair Fisher requested the Commission to review the PWC ordinance prior to the joint meeting and look for ways it can be amended. Chair Fisher suggested reviewing the FTC ordinance and highlight any discrepancies or conflicts with the PWC ordinance.

**D. City Engineer's Authority to Require Offsite Improvements on Private Development Projects**

Public Works Director Toor gave a brief overview on the revised draft. Staff is recommending the Commission develop an ordinance clarifying offsite improvement requirements for private development projects. Public Works Director Toor stated the City Attorney reviewed the draft ordinance and had some reservations regarding placing a cap on the construction and extent of the proposed improvements. The City Attorney submitted a revised draft that includes recommendations to the Commission and clear language that will streamline the process. It was agreed that the City Attorney's draft be used as further discussion.

Commissioner Glauz expressed support for the revised draft prepared by the City Attorney.

Discussion ensued regarding current process, and proposed improvements and there expected cost.

Chair Fisher summarized a letter received from Anthony George, Architect, who opposes the improvement of curb-and-gutter, and streetlights as a private development responsibility and should remain the responsibility of the public sector.

Jane Schurmeister – 816 Orange Grove Place. She expressed concern with proposed improvements that could be imposed on property owners.

Chair Fisher posed various options (curb and gutters, streetlights, sidewalk, alleys and appeal process) to the Commission for their agreement.

Chair Fisher continued the item until the next regular meeting of October 12, 2016.

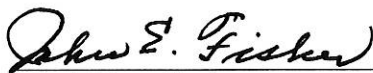
Commissioner Abelson requested that previously discussed items be added to the list of Commission recommendations such as: 1) Additional stop signs on Arroyo Drive; 2) removal of the yellow delineators on Fair Oaks at Oak and Rollin; 3) 820 Mission Street traffic measures; 4) Strip parking markers in front of Trader Joe's.

**9. ADJOURNMENT**

Chair Fisher declared the meeting adjourned at 9:47p.m.

I HEREBY CERTIFY that the foregoing minutes were adopted by the Public Works Commission of the City of South Pasadena at a meeting held on October 12, 2016.

AYES: 4  
NOES: 0  
ABSENT:  
ABSTAIN:

  
John Fisher, Chair