

**MINUTES OF THE  
PUBLIC WORKS COMMISSION  
12<sup>TH</sup> DAY OF OCTOBER, 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 7:03p.m. by Chair Fisher. Present were Commissioner Abelson, Commissioner Granath, Commissioner Hughes. Commissioner Glauz had an excused absence. Council Liaison Michael A. Cacciotti was absent. Staff present: Interim Deputy Director Kahono Oei and Public Works Assistant Leonna DeWitt.

**2. PLEDGE OF ALLEGIANCE**

Commissioner Granath led the pledge of allegiance.

**3. APPROVAL OF MINUTES - Meeting of September 14, 2016**

Minutes approved as amended. (Abelson, Hughes 4-0)

**4. PUBLIC COMMENT**

Richard Helgeson, Chair of the Freeway and Transportation Commission (FTC) – 1602 Camden Parkway. He suggested to agendize a joint meeting between FTC and PWC and suggested Tuesday, October 25 or Tuesday, November 15, 2016. He shared that the date of October 18, 2016, is now not a good date for a joint meeting. Mr. Helgeson recommended having the meeting in the Emergency Operations Center. It was agreed to tentatively schedule the meeting for Tuesday, November 15, 2016. Mr. Helgeson suggested for discussion at the meeting to review the annual reports and ordinances for both Commissions.

**5. COUNCIL LIAISON COMMENTS**

No Council Liaison Comments.

**6. STAFF COMMENTS**

Public Works Assistant DeWitt reminded the Commission about the annual Dumpster and Donation Day on Saturday, October 15, 2016, from 8:00 a.m.to 2:00 p.m.. Interim Deputy Director Oei was introduced by Chair Fisher.

Interim Deputy Director Oei discussed the Monterey Road Street Improvement Project and the loss of parking. IDPWD Oei stated City Council members and PWC will be invited to the Neighborhood meeting on Thursday, October 27, 2016 at 6:00 p.m. The suggested striping plan shows parking loss on only one side of the street. Interim Deputy Director Oei stated that Director of Public Works will probably speak with the City Manager to decide bringing this item before the City Council or proceed with the approved striping plan. Interim Deputy Director Oei shared that letters had been mailed to residents in the project area about the neighborhood meeting. The Commission voiced interest in broadening the outreach for the project communication.

**7. COMMISSIONER COMMENTS**

Commissioner Granath commented on the upcoming work on Monterey Road and asked that the Commission receive a copy of the construction phasing plan for that project.

Commissioner Abelson suggested editing/updating the Public Works Commission Recommendations spreadsheet: a) Grevelia Fair Oaks Revised Study; b) Monterey Road Left Turn Pockets – status should read “incorporated into current Monterey Road design plans; c) Speed feedback sign for SB Arroyo Dr. –

status should read “included in the FY 16-17 budget; d) Arroyo Drive Traffic Calming – should read “Arroyo Drive side street stop signs”.

Commissioner Hughes commented on the Arroyo Drive item and suggested to add a timeline so that residents will know when improvements will be made. She attended a Women Involved in South Pasadena Politics Action (WISPPA) meeting and there was concern about the road diet on Monterey Road. At the meeting, there was discussion of a potential public community meeting about Monterey Road. Commissioner Hughes wanted to make sure that if this meeting is to occur, that the PWC be made aware of the meeting.

Interim Deputy Director Oei clarified that the purpose of the meeting is to address the concerns of the residents regarding the potential loss of approximately up to 43 parking spaces.

Chair Fisher wanted to thank Interim Deputy Director Oei and Civil Engineering Associate Alex Chou for meeting with him regarding an issue on Fair Oaks Avenue. Interim Deputy Director Oei stated he notified the Public Works Director and if necessary, a meeting can be scheduled to discuss the issue further.

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

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

Public Works Assistant DeWitt gave a brief presentation on this item. Interim Deputy Public Works Director Oei gave additional information on specific projects. It was shared that the Via del Rey project is out to bid and bids are due October 25, 2016. Plans in regards to the library project will be shared at the next commission meeting.

### **B. Commission Annual Report – Informational Item Only**

Chair Fisher gave a brief overview on this item and initiated any questions or comments regarding the report.

### **C. City Engineer’s Authority to Require Offsite Improvements on Private Development Projects**

Chair Fisher introduced this item and gave a brief background on this item. Chair Fisher disclosed that it was agreed that the City Attorney’s draft would be used for discussion.

Discussion ensued regarding unit cost and types of proposed improvements (alley, sidewalk etc.), deposit from property owner for future improvements by the City, and comments/edits to the language of the ordinance.

#### **Public Comment Period**

Jane Schurmeister – 816 Orange Grove Place. She expressed support to impose offsite improvements on private developers, but expressed opposition to impose offsite improvements on property owners.

#### **Public Comment Period Closed**

Chair Fisher polled the Commission on the various conceptual improvements (sidewalks/driveways, sewer laterals, alleys, curbs and gutters, and streetlights) to include in the ordinance. Commissioners opposed the inclusion of the streetlights as part of the ordinance.

Edits were made to the cover page of the ordinance as follows:

1. Delete and 3155 in the title
2. Whereas #4 – add “and/or property owner”, it was agreed by the Commission to add this language throughout the entire ordinance

3. Whereas #6 – delete adjacent and add fronting

A motion was made to approve cover page of the ordinance as amended. (Hughes, Granath 4-0)

Discussion ensued regarding the language on page 1 of the ordinance.

Edits were made to page 1 of the ordinance as follows:

1. 31.54A – Line 3- delete “or” and add “and”
2. 31.54A – Line 4-add language to reference other requirements might be required such as trees and landscaping etc.
3. 31.54A – Line 6 – add “and in an acceptable condition”
4. 31.54A – Line 9 – add “and/or property owner”

A motion was made to approve page 1 of the ordinance as amended. (Abelson, Hughes 4-0)

Edits were made to page 2 of the ordinance as follows:

1. 31.54A- B.1c – Line 1 - add “possible”
2. 31.54A –B.2 – Line 2 – add “and/or property owner’s”
3. 31.54A –B.2 – Line 3 – delete “required” and add “requirement”
4. 31.54A - B.3 – Line 1- delete “and”
5. 31.54A –B.3 Line 4 – delete reasonable and add “reasonably”
6. 31.54A –B.3c – Line 1 – delete vehicles and pedestrians and add road users
7. 31.54A – B.4 – remove in its entirety and the paragraph at the bottom and replace with new category “Alleys”

Discussion ensued regarding alleys and cost of the proposed improvements on alleys.

A motion was made to delete streetlights and the last paragraph at the bottom of page 2 and include the new category alleys. (Abelson, Hughes, Fisher 3-1, Granath)

Edits were made to the last page of the ordinance as follows:

1. 31.54B – Line 3 – add an “s” to works
2. 31.54B – Line 4 – delete required and is infeasible and add an “s” to improvements and should not be required

A motion was made to approve the last page of the ordinance as amended. (Abelson, Hughes 4-0)

## 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 November 9, 2016.

AYES: 4

NOES: 0

ABSENT:

ABSTAIN:



John Fisher, Chair