

**MINUTES OF THE
PUBLIC WORKS COMMISSION
8TH DAY OF JUNE, 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 Vice Chair Abelson. Present were Vice Chair Abelson, Commissioner Glauz, Commissioner Granath and Commissioner Hughes. Chair Fisher had an excused absence. Council Liaison Michael A. Cacciotti arrived at 7:35pm. Staff present: Public Works Director Paul Toor, and Public Works Assistant Leonna DeWitt.

2. PLEDGE OF ALLEGIANCE

Commissioner Granath led the pledge of allegiance.

3. APPROVAL OF MINUTES - Meeting of May 11, 2016

Minutes approved as amended. (Granath, Abelson and Hughes abstain 3-0-1)

4. PUBLIC COMMENT

Jane Schirmeister – 816 Orange Grove Place. Ms. Schirmeister is concerned with the two-way traffic on Orange Grove Avenue between El Centro and Monterey Road. She suggested no parking from of 7am – 7pm, on the east side of Orange Grove Avenue between El Centro and Orange Grove Place, to provide enough roadway width for two way vehicle traffic.

Public comment closed.

5. COUNCIL LIAISON COMMENTS

No Council Liaison Comments.

6. STAFF COMMENTS

Public Works Director Toor informed the Commission the City Budget was approved and the recommended street projects were approved. Public Works Director Toor announced that Deputy Public Works Director Furukawa accepted a position with another agency closer to his home and that we have hired temporary help to fill in and work on street construction projects. His name is Kahono Oei, and he will be starting this week.

7. COMMISSIONER COMMENTS

Commissioner Glauz mentioned she was walking on El Centro and observed a permanent partition wall obstructing the public right-of-way at the Communal Restaurant. She inquired if this was a permitted use.

Public Works Director Toor responded that the City requires a permit for sidewalk dining and it appears this structure was in place prior to the opening of the restaurant. Public Works Director Toor stated he will have staff to look into this and verify.

Commissioner Granath expected to see more members of the public related to the item on tonight's agenda.

Commissioner Hughes informed the Commission about an upcoming report that will be presented to the Public Works Commission from the Renewable Energy Commission on a proposal for installation of solar panels on City Facilities. There will be an estimated \$70,000 savings in the first year.

Vice Chair Abelson attended the budget meetings, study sessions and the May 18 City Council meeting when the reviewed and approved the Budget. He thanked staff and City Council for working with the Commission to get everything approved for the upcoming year.

8. DISCUSSION/ACTION ITEMS:

A. Capital Improvement Project Update

Public Works Director Toor gave a brief presentation of this item. He discussed the upcoming Lighting and Landscaping Maintenance District update and the process to increase the assessment.

B. City Engineer's Authority to Impose Offsite Improvements on Private Development Projects

Public Works Director Toor provided background information on this item. Public Works Director Toor discussed the proposed ordinance and suggested the ordinance should only be applicable to renovation of existing facilities and not new development projects.

Commissioner Glauz inquired about how the fees would be calculated. Public Works Director Toor described the process of obtaining a building permit and how the offsite improvements and fees would be determined. The project will specify the applicant would be required to fix the offsite improvements such as sidewalk or curb and gutter. Based on the valuation of the project the offsite improvements would be capped at 4%. The offsite improvements would not exceed that cost. For example, at the project valuation is \$40,000 worth of improvements, \$1,600 would be used toward the offsite improvements.

Commissioner Abelson inquired about the existing ordinance in the South Pasadena Municipal Code section 31.53 and the requirement of posting a bond or cash deposit for the project in order to receive the certificate of occupancy. Would this bond or cash deposit need to cover the cost of the offsite improvements? Public Works Director Toor explained yes it would. The applicant typically incorporates the improvements within the construction.

Public Comment Period Opened.

Mike Shimpock – 625 Milan Avenue. He thanked the City Engineer for his efforts and the great job he does for the City of South Pasadena. He expressed concern with placing infrastructure (sidewalks, curbs and gutters) improvements on property owners. Mr. Shimpock believes it should be addressed across the board and not in piecemeal fashion. He is willing to pay increased fees or parcel tax that everyone pays into and that everyone can benefit from instead of making homeowners bear the burden when improving their homes.

Virginia Paca – 545 E. Ladera Street, Pasadena. She is an architect who has worked in Pasadena, South Pasadena and San Marino. Her perspective on the situation in South Pasadena is a negative one. Ms. Paca is concerned with funding projects on the backs of homeowners and the cap of 4% does not work. She believes the 4% cap is a tax on the homeowner and is not equivalent to the tax on the work being done. Ms. Paca commented on the various fees in City such as Fire Department (sprinklers), Community Services (Park fee) and Public Works fees (offsite improvements), which she believes are unreasonable. She expressed opposition to this ordinance and believes there has to be a better way to fund infrastructure repair.

Jane Schirmeister - 816 Orange Grove Place. Ms. Schirmeister agrees with the previous speakers. She commented on a new development in her neighborhood, where the property owner paved the street in front of their property and in the alley. She stated the piecemeal work looks funny.

Public Comment Period closed.

Commissioner Hughes inquired about when during the project review/permitting process are improvements related to curbs, gutters and sidewalks determined.

Public Works Director Toor responded by explaining that this ordinance is not a fee. He explained these are offsite improvements. The City's infrastructure is over 100 plus years old and under this ordinance we are asking the property owner to make sure the infrastructure is safe. The City requires the property owner to clean their sewer lateral, which is the responsibility of the property owner. Any improvement under this ordinance has to be directly related and benefiting the property. For residential remodeling, the City is looking for repair not reconstruction. With new development reconstruction is necessary. Public Works Director Toor the idea is to make the sidewalks safe and not collect the money.

Commissioner Glauz expressed support for the ordinance.

Commissioner Granath suggested the ordinance not extend to paving streets or curb and gutter. When property owners are upgrading their property the property owner should be responsible to have their sewer lateral inspected or repaired. Sidewalk repair should only be required if there is a trip hazard, but it is a global issue and not an individual one.

Commissioner Hughes suggested the ordinance include damaged curb and gutter related to their driveway. She agrees that paving streets should be done uniformly. The ordinance should be up to 4% to give more of a variable. Commissioner Hughes expressed support for the ordinance.

Commissioner Abelson inquired about the appeal process and the concern of the Director of Public Works reviewing the conditions imposed by the same department. Public Works Director Toor explained that these are small issues and typically would not be handled by the City Council. Public Works Director Toor agreed the City Manager would be more appropriate to review any appeals and any decision made by the City Manager can always be appealed to the City Council.

Discussion ensued regarding the scope of improvements and language related to the ordinance.

Commissioner Abelson agreed with the cap of 4% and believes the cap is a reasonable amount. It gives the City some ability to achieve some improvements. He agrees with restricting pavement of streets. Street pavement would only be in certain instances. The applicant will know up front what is required.

Public Works Director suggests that this ordinance should not apply to new construction. The 4% cap should only be applicable to renovation projects and should not be applicable to new construction.

A motion was made to request staff to revise the draft to reflect the following list and come back for final review.

1. Section 31.54 - Line 1; change costs to *cost*.
2. Section 31.54 – Line 7; Remove *curb and gutter*.
3. Section 31.54 – Line 9; Street pavement and *curb and gutter* adjacent to the project shall be required to be improved, if the project cuts into or otherwise damages the pavement.
4. Section 31.54 – Line 7; In addition, existing sidewalk, sewer laterals, streetlights and driveway approaches *along the frontage of the property*.
5. Section 31.54 – Line 11; add to generally *applicable* industry standards.

6. 31.54B – add; the 4% cap would not apply to brand new construction.
7. 31.54C – remove Public Works Director add City Manager; 2nd line - add due to special circumstances, *practical difficulties* or unreasonable hardships. (Abelson, Hughes 4-0)

9. ADJOURNMENT

Vice Chair Abelson declared the meeting adjourned at 9:16p.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 July 13, 2016.

AYES:

NOES:

ABSENT:

ABSTAIN:


John Fisher, Chair