



MINUTES
COUNCIL – STAFF RETREAT SESSION
Monday October 11, 2010 5:00 PM - 9:00 PM
SHERIFF'S DEPARTMENT COMMUNITY ROOM
270 Walnut Avenue

PRESENT:

Mayor Curtis W. Morris
Mayor Pro Tem John Ebner
Councilmember Emmett Badar
Councilmember Denis Bertone
Councilmember Jeff Templeman

City Manager Blaine Michaelis
City Attorney J. Kenneth Brown
City Clerk Ina Rios
Assistant City Manager of Community Development Larry Stevens
Assistant City Manager Ken Duran
Director of Public Works Krishna Patel
Director of Parks and Recreation Theresa Bruns
Superintendent of Building and Safety Eric Beilstein

ABSENT:

Director of Development Services Dan Coleman

CALL TO ORDER

Mayor Morris called the meeting to order at 5:02 p.m.

- Introduce new Sheriff's Department Personnel associated with the Community Action Team

Captain Hartshorne introduced Deputy Mike White as the new Team Leader assigned to the Community Action Team; Deputy Everett Wade assigned as the School Resource Officer; and Deputy Henry Saenz completes the members of the Community Action Team. He provided a brief overview of the Community Action Team which tackles difficult calls in the city.

1. Business – City Council direction:

- a. Memorial project. Receive update from the HEROES organization regarding the project and a possible course of action to complete the project in phases – establishing milestones, conditions, and financial check points on how the project could proceed.

City Manager Michaelis reported that in November, 2009, the City Council authorized an 18 month extension to San Dimas HEROES to plan a permanent Veterans monument to be constructed on the landscaped area of the Park & Ride lot on San Dimas Avenue, south of the Railroad tracks. He said the San Dimas HEROES have proposed construction of the project in three separate phases - each phase would start when sufficient funds are available, plans are approved, construction requirements have been met, and said each phase would be functional and aesthetic.

Gary Enderle introduced Committee members: Nancy Yanez, Tim Gerard, Stan Wisniewski, Jaci Wisniewski, Emily Stillien, Nancy Newman, Don Story, Penny Stevenson, and Tom Nuss.

Mr. Enderle introduced Designer Ed Martinez, EM3 Group, who was hired as the general contractor.

Ed Martinez, EM3 Group, distributed handouts and outlined the three phases proposed for the project. He said the planned budget is \$200,000 for the finished product and the ongoing memorial would continue to add names and maintain the project over time. Phase I entitled Memorial Wall includes the central pad area for the actual monument, a center wall, memorial stands for emblems of five major branches of the military, State flag and U. S. flag, primary pathways, decorative pavers, and underground utilities.

In response to Council, Mr. Martinez replied that cost for first phase is approximately \$60,000, second phase \$100,000, and third phase \$40,000; and he is requesting flexibility on the construction schedule which is subject to fundraising and available funds. He expects each phase to take approximately three months construction. Recessed lighting will be installed for the seven flag poles and center walls.

Mr. Martinez said second phase entitled Remembrance Fountain is the water feature that will include lighting, additional landscape enhancements, public benches and two walls, and engravings. The third phase includes pergolas, landscape enhancement, secondary pathways, pergola lighting, and final landscaping.

Councilmember Templeman said he does not mind phasing as long as each phase is completed with a reasonable time frame between each phase.

Mayor Morris asked if anyone in the audience would like to comment. There were no comments.

Councilmember Bertone did not oppose phasing as long each phase stood alone and was complete.

- b. Farmers Market – receive report regarding recent meetings with Albertson's and provide direction regarding preferred location(s) for the farmers market in 2011.

Parks and Recreation Director Bruns reported that staff has had several meetings with Mike Wheeler, Albertson's Manager, and Maurice Cuellar, Advocates for Healthy Living, to discuss impacts on Albertson's and to find solutions for conducting future Farmers Market at alternate sites. Mr. Cuellar would like to continue to operate the Farmer's Market on Wednesday evenings from 5:00-9:00 p.m. and requested the closure of First Street at Iglesia Street to the east end of First Street to conduct the 2011 event beginning at 3:00 p.m. for set up. Staff would like to add a condition requiring Advocates for Healthy Living to provide additional street cleaning. Staff requested direction from the City Council regarding the proposed operation of a 2011 Farmer's Market on First Street, east from Iglesia Street; use of the Civic Center Parking lot and park; and use of Iglesia Street north from First Street to the alley. If acceptable, staff will bring back complete event details prior to issuance of event permits.

In response to Council, Director Bruns said the park can accommodate activity for kids on the south edge and Music in the Park. She said alternate days were presented as options, and Advocates for Healthy Living requested Wednesday evenings on the current site.

Councilmember Templeman suggested giving staff additional time to review the options with Advocates for Healthy Living.

The Council expressed concern with the event interfering with the Planning Commission meeting; senior citizen activities in the Senior Citizen/Community Center; blocking handicapped access in the parking lot; blocking bank entrance, street cleaning after the event, impacting Music in the Park and library patrons.

The general consensus was to move the event up from Bonita Avenue.

- c. Report on recent discussions with youth baseball and Little League and San Dimas High School regarding year round baseball and other requests such as lights at Marchant Park, hard cover dugouts, and refurbished bull pens.

Parks and Recreation Director Bruns reported on recent discussions with residents requesting use of fields for year round baseball and San Dimas Little League requests for field improvements. She said the City provides three baseball fields at city parks available year round (limited to youth ages 12 and under) and three baseball fields at the SportsPlex available seasonally (soccer field overlays and high school sports are scheduled.) She explained the agreement with the Bonita Unified School District for the use of the SportsPlex fields and said meetings were held with San Dimas High School administrative staff to verify school use of fields and to consider use alternatives in an effort to accommodate the requests. It was determined, and Mr. Hanes has been informed, that there is no opportunity for the scheduling of year round baseball at this time. Staff requested Council direction regarding city support and handling of capital improvement requests as received from San Dimas youth organizations.

Councilmember Templeman said originally he was not in favor of lighting at Marchant Park, but he would be open to lighting if it were done right with consideration of the neighborhood. He thought it would be nice to conceptualize a new park building incorporating restrooms, and whether or not it would accommodate the Little League's needs. He suggested looking at available resources for a use needs assessment at the parks to make it more efficient.

Mayor Morris said Marchant Park is a much-utilized park and the south field could stand a much needed renovation, but a lot of activities would be lost if more time were devoted to Little League.

Rob Hanes, President, San Dimas Little League, expressed concern with the noncompliant dugouts, security of documents, and funding. He clarified that lights are needed to allow the kids to play at night. He also pointed out that during the winter, San Dimas kids go to La Verne and pay \$5 per player, per season to fund the La Verne facility.

Mayor Morris said the City provides the facilities free of charge to ease the financial burden on parents to have their kids participate in Little League.

In response to Council, Director Bruns stated that the Parks and Recreation Commission discusses budget ideas in January; there are not a lot of development opportunities in the city; and staff is looking between now and March 2015 for new ADA upgrades to be in compliance with new 2010 ADA requirements.

Tim Roe said new directional lighting does not give off a glare to neighbors and during the winter ball program when the three fields close down, the players go to other cities with lighted fields. He stated that the baseball community sees tennis court lights on every night at the various parks, with little or no activity. He added that 13 year old divisions need bigger fields and bases and San Dimas is the only city that does not offer regulation baseball fields.

Mayor Morris said the city does not own school areas controlled by the School District for their programs and he does not know of any area in town that can be acquired to build a baseball field.

In response to Council, Assistant City Manager Stevens said contingent upon the success of one of two grants, an analysis of open space elements can be incorporated as part of the General Plan budget and there might be the possibility of looking at how it would comply with the standard criteria for ball fields, tennis courts and other types of facilities.

- d. Grayoaks sign at the entrance to Terrebonne Avenue – receive report regarding a renovation plan – if favorable; consider the appropriation of funds within the 2010-11 fiscal year budget cycle.

It was moved by Councilmember Bertone, seconded by Councilmember Templeman, to approve the proposed conceptual engineering plan for the sign repair and fund \$25,000 for the repairs as part of 2011-2012 fiscal budget cycle. The motion carried unanimously.

- e. Green Building Code – explanation of the new provisions, note the mandatory and voluntary measures, explain cost issues and considerations and the adoption and implementation of the code provisions. Discussion of other issues such as the Fire Marshall requiring residential sprinklers.

Superintendent of Building and Safety Beilstein provided a Powerpoint presentation explaining the elements of the new 2010 California Green Building Standards Code (CALGREEN) and 2010 California Residential Code. He stated that all new construction of one and two-family residences and townhomes will be mandated to install residential fire sprinklers.

Superintendent Beilstein responded to specific questions and said staff will prepare ordinances incorporating the new codes and amending the Zoning Code for adoption by the City Council at a future meeting.

RECESS

Mayor Morris called a recess at 7:30 p.m. The meeting reconvened at 7:36 p.m. with all members present.

- f. Grove Station – course of action regarding the 4 homes owned by the Redevelopment Agency – decision to rent or sell the units. Also, verbal report regarding preliminary development concepts or possibilities for the balance of the Grove Station property.

City Manager Michaelis said the four homes purchased by the Agency as part of the Grove Station project, are nearing completion and will be ready for sale or rent.

City Attorney Brown discussed funding for the four condominium units in the Grove Station Sub Phase I Development. He said Fannie Mae would allow a 3% down to qualify more buyers, however, that would require the Agency to waive the subordination provision. He said FHA loans require the Affordable Covenants to be subordinated to the first Trust Deed. Fannie Mae will allow the Affordable Covenants to survive and not be subordinated to the first Trust Deed. Staff recommends that the Agency does not subordinate to the first Deed of Trust.

In response to Councilmember Templeman, Mr. Brown replied that if the Fannie Mae program is permitted, the City would have to subordinate its affordability restriction to the first Deed of Trust and, if the owner defaulted on the loan, the Agency ran the risk of having the units sold and the affordability covenant would be wiped out.

In response to Councilmember Templeman, City Attorney Brown said Housing Programs Manager Kasuyama has a list of interested parties and will work with the Receiver to screen and qualify potential buyers.

It was moved by Councilmember Bertone, seconded by Councilmember Templeman, to approve staff's recommendation that the units be sold to persons of moderate income, as was the original intention, that the affordability restriction not be subordinate to the first Deed of Trust, and that staff work out the details of qualifying potential purchasers and proceed with the other details to sell the four Agency units. The motion carried unanimously.

Assistant City Manager Stevens said the receiver has been in discussions with a developer which has expressed interest in developing the rear property with a development of stack flat townhome condominium units, which would result in a net reduction of 15 units from the originally approved 96 units, based upon the first site plan. He said this is a starting point and does not know if these are the final numbers or if the plan meets all requirements.

In response to Councilmember Bertone, Mr. Stevens said these would be all ownership housing and not include rental units for low income or senior housing.

Mr. Stevens said his biggest concern is that the reduced density may have an impact on our housing element because certain density was specified on this property. Also, a new housing agreement will have to be approved relative to affordable units because any residential project within the boundaries of the Redevelopment Agency creates a 15% low-moderate income obligation. He said in buying the four units in the first phase, we committed to buy eight more in subsequent phases, however, that number may be reduced. He added the developer would rather make an in lieu contribution, and have the housing offsite.

- g. Project to widen First Street – concrete, asphalt pavement, sidewalk and miscellaneous landscape improvements as part of the city hall project to increase parking and needed renovation work.

Public Works Director Patel said cost estimates for plans to widen the north side of First Street to increase parking needs for Civic Center facilities were presented to the City Council. He explained that the remodeling and expansion project eliminated eight parking spaces in the west city hall addition that may create a shortage for employees, users of, and visitors to city hall, community building, and senior citizens/community center. Staff believes that while the city hall project progresses, it is a good time to revisit and implement plans for perpendicular parking and staff proposed a long term permanent improvement plan that would enhance the appearance of First Street at a cost of \$161,000. Staff recommends that Council consider appropriating necessary funds to complete the improvements and appropriation of infrastructure funds in the amount of \$161,000, or \$40,000 for removal and replacement of sidewalk as staff described.

It was the consensus of the City Council that the expense of \$161,000 did not justify removal of two-feet of sidewalk and jeopardize healthy trees for installation of nine extra spaces of perpendicular parking.

It was moved by Councilmember Templeman, seconded by Councilmember Bertone, to approve the appropriation of infrastructure funds in the amount of \$40,000 to remove and replace sidewalks as recommended. The motion carried unanimously.

- h. Opportunity to discuss concerns regarding the city's sign provisions.

This item was deferred to the end of the meeting.

- i. Report on the preliminary audit of the 2009-10 year-end city finances and budget.

Assistant City Manager Duran stated that the final audit report, although not yet available, reports no significant findings. He reported that general fund expenditures were below actual revenues with a year end surplus in the amount of \$682,502, which will be added to the existing reserve for an ending cash fund balance of \$12,505,892, after the transfer of the \$5.5 million into the city hall renovation fund.

- j. Requests for expenditures outside the budget process:
 - Direction regarding additional holiday decorations for the 2010 season.

Parks and Recreation Director Bruns said there may be Council interest in the purchase of additional downtown holiday decorations. She reminded the City Council that the 2010-11 budget does not include funds for the purchase of additional holiday decorations, as the 50th anniversary banners are scheduled to remain in place through end of year.

In response to Council, Ms. Bruns said existing decorations will be hung on Bonita Avenue from Cataract Avenue to Walnut Avenue and staff will review the purchase of additional decorations with the 2011-12 budget process.

- Proposal from Bonita corridor businesses for stringing lights between the street lights.

Assistant City Manager Stevens asked if there is Council interest in the Bonita Corridor Committee's proposal to string holiday lights between the street light poles in the downtown. He said there are technical limitations related to the cable and how it is attached to the light poles.

There was a consensus in having staff conduct a technical feasibility study and determine options for hanging string holiday lights pole to pole in the downtown.

- Proposal from Bonita corridor businesses for lights outlining their building facades.

Assistant City Manager Stevens outlined concerns to address the Bonita Corridor Committee's proposal to outline tops of downtown buildings with lights year round. He asked if the City Council had any interest in this concept.

It was the consensus of the City Council that lights would provide an aesthetic appearance to the downtown and to direct staff to pursue cost estimates for the power supply and/or alternative sources.

Councilmember Templeman expressed concern if the downtown facades could bear the weight of lighting.

Mr. Stevens stated that each building would be evaluated independently based on cost, and staff would look at trees and/or buildings.

- Holiday lights on the Walker House

Parks and Recreation Director Bruns said at Council's direction, the Walker House will be decorated in holiday lights on the first story roof line and upper story. She asked if the Council is amenable to Saffron's request to keep lights in place year round.

The majority of the City Council was agreeable to keeping lights up all year. Councilmember Templeman suggested using other than white lights. Mayor Morris suggested putting lights in each east facing window.

- Discussion regarding City accepting landscape maintenance of Caltrans freeway ramps.

City Manager Michaelis reported that complaints were received regarding the lack of maintenance at freeway ramps and staff has contacted Caltrans to encourage regular maintenance. However, staff feels that state furloughs and budget issues are responsible for maintenance frequency and he suggested a letter be sent to state legislators to require Caltrans to meet their obligations.

Ron Kranzer said the intersection of Arrow Highway and Bonita Avenue is a major entrance to the city and the responsibility of maintaining the area may fall to the city rather than waiting for the state to maintain the area.

Mr. Michaelis said there has been success in the past in sending a letter to the State legislator.

- Other Items

1) In response to Mayor Morris, Mr. Stevens replied that he met with the owner of the Flower Shop to address his request to pursue the façade program.

2) Councilmember Badar mentioned that several last minute requests have come in for plaques, certificates and/or proclamations and he suggested coming up with criteria for preparing the recognitions.

Staff will prepare a policy relating to presentation of plaques, proclamations and certificates to be approved by the City Manager.

- k. Cell facilities in public parks. Confirm direction to staff regarding requests to utilize parks and public land for communication facilities.

Parks and Recreation Director Bruns requested Council's direction on hearing proposals for cell facilities in public parks and clarification on criteria.

The City Council provided direction and empowered staff to determine if the proposal warrants consideration by the Council.

- l. Update on the San Dimas Station retail center – STG

Assistant City Manager Stevens said as a Subcommittee, he, Mayor Morris, Councilmember Ebner, and City Manager Michaelis, have had discussions over the course of several months with STG, the owner of San Dimas Station. He said discussions have ranged from dislike of use restrictions to potential remodeling of building façades and the relaxing of sign regulations to allow larger monument signs. Mr. Stevens said STG generated conceptual elevations and talked about redoing landscaping.

Mr. Stevens said the two issues are signs and uses: 1) A Master Sign Program was approved which allowed them to renovate or remove their freeway signs, however, they are now proposing the installation of a new monument sign that will require amendments to the Code. He added that up to five smaller monument signs are permitted under the existing code, but STG wants up to eight signs. He said staff is not supportive of their proposal, which will go before the Planning Commission to see if they are willing to initiate code amendments.

2) The next issue is the type of uses that are permitted in the shopping center. Mr. Stevens said STG is looking for more service business, which does not generate sales tax, and staff has relied on use determinations suggesting some uses do not belong in the center. Staff is concerned that too many service type uses, normally permitted in an industrial zone, will be permitted to proliferate in a retail center.

- m. Long Range Planning Projects Update – review of what is ready for consideration, schedule for the rest of the projects.

Assistant City Manager Stevens said the acquisition of the Chevron Station was put on hold due to takes of Redevelopment funds. An appraisal will be conducted to determine the value for purchase mechanisms, and the remediation of tanks will then take place.

City Manager Michaelis said this item will be brought back for the next step and suggested that Council direction would assist staff on how the property would be used.

The Council suggested uses for the property can be a park; expansion of the patio area at Walker House; and/or a public restroom for the downtown.

- h. Opportunity to discuss concerns regarding the city's sign provisions.

This item was deferred to a study session on October 26, 2010.

- 2. Oral Communications** – Members of the audience. Anyone wishing to address the City Council on an item not on the agenda. No action or discussion shall be undertaken on any item not appearing on the posted agenda. Speakers may be subject to a time limit as may be determined by the chair.

There were no further comments.

3. Adjournment

Mayor Morris adjourned the meeting at 9:40 p.m. The next meeting of the City Council is October 12, 2010 at 7:00 p.m. in the Multi Purpose Room, Senior Citizen/Community Center.

Respectfully submitted,

Ina Rios, CMC, City Clerk