



AGENDA
SPECIAL CITY COUNCIL MEETING
TUESDAY, APRIL 9, 2013, 5:30 P. M.
SAN DIMAS COUNCIL CONFERENCE ROOM
245 E. BONITA AVE.

CITY COUNCIL:

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

1. CALL TO ORDER

2. ORAL COMMUNICATIONS

(For anyone wishing to address the City Council on an item on this agenda. Under the provisions of the Brown Act, the legislative body is prohibited from taking or engaging in discussion on any item not appearing on the posted agenda.)

a. Members of the Audience

3. STUDY SESSION

a. Review and Direction – Prioritization of City Projects

4. ADJOURNMENT

The next meeting is on Tuesday, April 9, 2013, 7:00 p.m.

AGENDA STAFF REPORTS: COPIES OF STAFF REPORTS AND/OR OTHER WRITTEN DOCUMENTATION PERTAINING TO THE ITEMS ON THE AGENDA ARE ON FILE IN THE OFFICE OF THE CITY CLERK AND ARE AVAILABLE FOR PUBLIC INSPECTION DURING THE HOURS OF 8:00 A.M. TO 5:00 P.M. MONDAY THROUGH FRIDAY. INFORMATION MAY BE OBTAINED BY CALLING (909) 394-6216. CITY COUNCIL MINUTES AND AGENDAS ARE ALSO AVAILABLE ON THE CITY'S HOME PAGE ON THE INTERNET:
<http://cityofsandimas.com/minutes.cfm>.

POSTING STATEMENT: ON APRIL 5, 2013, A TRUE AND CORRECT COPY OF THIS AGENDA WAS POSTED ON THE BULLETIN BOARDS AT 245 EAST BONITA AVENUE (SAN DIMAS CITY HALL); 145 NORTH WALNUT AVENUE (LOS ANGELES COUNTY PUBLIC LIBRARY, SAN DIMAS BRANCH); AND 300 EAST BONITA AVENUE (UNITED STATES POST OFFICE).



Agenda Item Staff Report

Study Session on Project Prioritization

TO: Honorable Mayor and Members of City Council
For the Study Session Meeting of April 9, 2013

FROM: Blaine Michaelis, City Manager

SUBJECT: Background information for Administration, Parks and Recreation and Public Works projects

SUMMARY

In our effort to prepare a meaningful discussion format for the upcoming Study Session April 9, 2013 regarding project priorities; we decided it would be best to separate the discussion into two parts – Planning projects and then everything else. For the most part, the issues of project prioritization do not necessarily exist for the Administration, Parks and Recreation, and Public Works Departments. For those departments, the projects reflect the approved budget, and projects those respective departments have already been asked to complete or need to complete due to daily operations. Therefore, there is less of a need to establish priorities, but there is value in the council knowing what those departments are working on in case council desires to substitute a different priority. Therefore we have divided information into:

Part 1 – the activities and projects of Administration, Parks and Recreation, and Public Works, and;

Part 2 – separate memo – provides an approach to establish a priority for Planning Department project priorities.

Part 1 – Administration, Parks and Recreation, Public Works

Every department is filled to the brim and beyond with day to day operational and service requirements, activities and responsibilities. Therefore priority projects have been intermingled within daily department activities – we work on them as time permits or when the next step is necessary. We have listed below the current projects for each department so that you know what projects we are concentrating on. We feel all of these projects and issues are a priority to the operation of the city. Therefore perhaps the discussion could center on having the council consider if there should be an adjustment in our focus to replace a project with another of greater priority to the council.

Administration built-in projects

- Redevelopment Dissolution – and all of its facets, dynamics, exchanges, processes, peaks and valleys, challenges and strategies. The next big step is the preparation of the Long Range Property Management Plan.
- Sycamore Canyon Equestrian Center Restroom Installation.
- Federal Affordable Health Care Provisions – assess all issues and impacts on the City and its employees.
- Complete Housing Affordability projects at Grove Station and Bonita Canyon Gateway. Complete the sale of the four Grove Station Units.
- Housing Authority – Assess housing opportunities and financing options post Redevelopment Agency.
- Work with the County and other cities regarding MS4 Permit compliance funding.
- We are spending extra-ordinary time on the budget for next year to establish a new ongoing financial equilibrium and strength in the aftermath of dissolution.
- Mandatory Commercial Recycling implementation.
- Update Business License provisions to incorporate new regulations and revise outdated standards.
- Update Emergency Preparedness Response plan and operations.
- Animal Regulations - Review and update Municipal Code.
- Develop and implement Finance Division succession plan.
- Update comprehensive employee training matrix and plan.
- Update and add various risk management policies pursuant to the recommendations in the CJPIA LossCAP evaluation.

Parks and Recreation built-in projects

- Consistent focus on Customer Service success in every division, program, operation, and function of the entire department.
- Community connections and outreach
- Review and update Park Ordinances - Conduction of private business
- Landscape Maintenance – Facilities – Recreation Programs; regular day to day operations and responsibilities
- Quimby and Parks and Recreation Development fee implementation
- BUSD coordination – programs, facilities and issues
- Coordinate community organization partnerships - Farmer's Market, Music in the Park, Youth Sports
- Senior Citizen/Community Center HVAC design and replacement
- ESCO energy assessment
- Monitor possibilities with Walnut Creek Open Space Master Plan funding
- Monitor grant and funding opportunities
- ADA audit and compliance plan of all facilities

Parks and Recreation Capital Improvement Projects:

- Playground Equipment Replacement at Via Verde and Lone Hill Parks

- Senior Citizen/Community Center flooring project
- Senior Citizen/Community Center kitchen cabinet project

Public Works built-in projects and Capital Improvement Projects

- Krishna keeps a spreadsheet listing of these projects – an excerpt of the listing is attached for your information and review.

Part 2 Planning Projects

Larry has provided a list and prioritization of Development Services and Community Development projects.

Attachments:

Public Works Capital Project Summary

Update/Prioritization of Development Services and Community Development Projects

UPDATE/PRIORITIZATION OF DEVELOPMENT SERVICES & COMMUNITY DEVELOPMENT PROJECTS

TIER I PROJECTS		Projects actively worked on by Staff on a weekly or monthly basis. Includes some projects which are Applicant driven but not directly associated with a development application.						
Project Title	Detailed Description	Procedure	Staffing Commitment	Overall Time Required	Status	Next Steps	Comments	
Underground Utilities	Revise existing development standards for underground utilities creating exception and exemption procedures & standards	MCTA – Planning Commission & City Council public hearings	50-100 hours	3-6 months	Council direction provided at Dec 2012 retreat.	Complete Staff report for Planning Commission public hearing (May or June)	Discussing with City Attorney in-lieu fee legal issues	
Alcohol sales @ gas station/conv. mart in SP17	Amend SP17 to allow sales of alcohol with a CUP	MCTA – Planning Commission & City Council public hearings	<50 hours	2-4 months	Council direction to consider ??	To be processed with CUP. Application incomplete.	Currently on hold pending info on ABC moratorium on Type 20 licenses	
Target Shopping Center use reviews	Update and review non-retail uses in SP20 and delete antiquated provisions related to auto sales agencies	MCTA – Planning Commission & City Council public hearings	50-100 hours	3-6 months	Council direction to consider ?? Discussing changes with Kimco.	Complete Staff report for Planning Commission public hearing (May)	May set groundwork for updating uses in other retail centers	
Building height limits in SP25	Consider request from NJD to allow modifications to the one story height limits applicable to most lots in SP25	MCTA – Planning Commission & City Council public hearings	<50 hours	3-6 months	Council direction to consider in January 2013	Complete Staff report for Planning Commission public hearing (April)		
Carports in Required Setbacks in SP26	Consider request from VCH/Avalon to allow carports in required setbacks	MCTA – Planning Commission & City Council public	<50 hours	2-4 months	Revise site plan approved in March 2012. Carport	Complete Staff report for Planning Commission public hearing	Change in site plan needed to address Fire Dept requirements.	

		hearings				design approved by DPRB March 2013.	(April)	Was on hold pending coordination with new developer.
Revise design standards for gas stations in CG Area 3	To amend CG-3 to eliminate the requirement for a turnaround station design as part of any remodeling	MCTA – Planning Commission & City Council public hearings	50-100 hours	4-6 months	Pending DPRB requested design changes to the associated project.	DPRB review (April) with Planning commission hearing to follow	To be processed with CUP	
2014-2021 Housing Element	Update and amend 2008 Housing Element in response to State/RHNA requirements	GPA – Planning Commission & City Council public hearings + State HCD review	100-200 hours plus outside consultant (Karen Warner Assoc.)	12 months	Consultant preparing Draft HE. Joint workshop held March 2013.	Complete Draft for Planning Commission public hearing (June)		
Recycling & Donation/Collection Centers	Update existing Staff policy on locations and related standards for recycling and donation/collection centers	Staff policy	<25 hours	n/a	Completed March 2013	Implementation	Increasing number of unsightly haphazardly located centers in code enforcement	
Sign Code II – for sale/for lease sign standards	Consider objections from brokers and others involved in leasing & selling nonresidential properties and determine if further changes are warranted.	Planning Commission & City Council review to initiate MCTA	<25 hours	n/a	Staff reviewing proposal from brokers et al	Prepare report to determine if Sign Code Amendment should be initiated		
Walnut Creek Open Space Conceptual Master Plan	Facilitate implementation of Conceptual Plan in appropriate phases (jointly with Parks & Recreation)		Not known	As grant funds are identified	Working with WCA to secure County Prop A funds for Phase 1	Funding request pending	Phase 1 to include CEQA	
Cottage Food	Amend Zoning Code to establish standards	MCTA –	<50 hours	3-6	Reviewing	Complete Staff	Have processed	

Businesses	for food preparation and sales in residences as authorized by AB 1616	Planning Commission & City Council public hearings		months	AB 1616 to determine limitations on City regulations	report for Planning Commission public hearing (undetermined)	one application per State law
Costs to Remove signs in public rights of way	To implement cost recovery allowed by changes in Sign Code by determining fees and enforcement procedures	Resolution of City Council	25-50 hours	2-3 months	Survey to evaluate cost & procedure options	Completion of survey and policy re implementation procedures	
Low Impact Development (LID) Ordinance	To amend Chapter 14.11 and/or the Zoning Code as appropriate to implement the requirements of the Regional Water Quality Board's new MS4 permit (Jointly with Public Works & City Engineer)	May require public hearings depending on final scope of ordinance	Under evaluation	6-10 months	Working on Draft to be completed by June 2013	Complete Draft	Related Green Streets Policy in preparation. Working with other SGVCOG cities to develop model ordinance/ ordinance/ policy.
Review of policy regarding public necessity and convenience (PCN) determinations	To determine if there is a need to change existing policy to not consider a PCN due to ABC moratorium on Type 20 liquor licenses	City Council review	<25 hours	2 months	Draft report nearly completed	City Council review (April)	May affect the alcohol/ convenience store/ gas stations MCTA's
Downtown Façade Improvement Project	To facilitate construction of façade improvements for existing building on Bonita Avenue		100-500 hours	n/a	Five facades completed. One under construction.	Complete last project. Monitor final payments.	No additional funding or projects at this time.
TIER I PROJECTS							
		Projects which may occasionally be worked on by Staff on monthly basis but which are not anticipated to be completed until after Tier I projects are completed or nearly completed. May be evaluated for Tier I status as those projects are completed.					
Project Title	Detailed Description	Procedure	Staffing Commitment	Overall Time Required	Status	Next Steps	Comments
Review of non-retail uses	To consider possible amendments to various zones and specific plans to revise	MCTA(s) – Planning	100+ hours	6-12 months	Awaiting Target center	None	This could be split in several

in various shopping centers	standards for non-retail uses in major shopping centers	Commission & City Council public hearings			MCTA to use as potential guide		projects or done on a SP by SP basis
Review of standards regarding gas stations/ convenience marts/ alcohol in various zones	To consider revisions to various zones to allow the opportunity for gas stations to have convenience marts and/or alcohol	MCTA (s) – Planning Commission & City Council public hearings	100+ hours	6-12 months	Awaiting consideration of PCN policy due to ABC moratorium	None	This could be split in several projects or done on a zone by zone basis
Business Improvement Districts	To facilitate establishment of a BID in the Downtown to address joint advertising, promotion and other needs	Special District formation	100+ hours	6-12 months	Area businesses had initial meetings which have since not continued		\$3500 was in FY 12-13 budget but Staffing changes affected ability to provide continued support
Backyard chickens	To amend existing regulations to allow backyard chickens in various SF zones	MCTA– Planning Commission & City Council public hearings	50-100 hours	6 months	Survey partially complete	Complete survey and draft revised standards	Should be noted backyard chickens are allowed in the SFA Zone now
Review of medicinal marijuana dispensary regulations	To determine where dispensaries should be allowed since they are currently banned	MCTA– Planning Commission & City Council public hearings	50-100 hours	4-8 months	Pending Supreme Court decision on Riverside case	Monitor Riverside case	Project can be dropped if Riverside ban is upheld
Revisions to the Countywide Congestion Management Program	To establish a CMP fee as required by the Metro Countywide Deficiency Plan (if adopted by Metro)	City Council public hearing	<50 hours	12-18 months	Metro Board expecting to take action in next few months	Monitor Metro through SGVCOG	May need to update nexus study & project lists
Cargo	To establish a policy and/or zoning	MCTA–	25-50	2-4	Determining	Prepare policy	

Containers	regulations on cargo containers	Planning Commission & City Council public hearings	hours	months	where exceptions might apply after prior Council discussion	& determine if MCTA also needed	
TIER III PROJECTS		Projects which are on hold with no work by Staff. May be evaluated for active status if time and resources become available. Listing primarily serves to track projects of lesser importance or priority or which lack necessary resources but which may retain some future value or benefit.					
<i>Project Title</i>	<i>Detailed Description</i>	<i>Procedure</i>	<i>Staffing Commitment</i>	<i>Overall Time Required</i>	<i>Comments</i>		
Update standards regulating Nonconforming Uses	To amend Zoning Code to better define nonconforming uses, revise standards governing nonconforming uses and update existing antiquated standards.	MCTA- Planning Commission & City Council public hearings	100-200 hours	6-12 months	Staff has preliminary concepts on different approaches but has been unable to find time needed to provide additional depth to those standards. This is a highly misunderstood zoning topic.		
Preservation of historic buildings	To develop additional standards and procedures to better preserve buildings on the City's historic list and to develop penalties where appropriate for demolition without permits	MCTA- Planning Commission & City Council public hearings	100-200 hours	6-12 months	City currently uses CEQA and design review which are adequate but can be improved upon		
Massage businesses	To evaluate need for further changes particularly if State licensing is abandoned where State Board is sunset	City Council review unless zoning changes are deemed necessary	unknown	n/a	Monitoring State actions. Generally most massage related businesses in the City are accessory to other uses. Sheriff not comfortable with adequacy of State scrutiny of its licensees.		
Create new procedures for Minor CUPS or amendments to approved CUPS	To evaluate where such procedures may be appropriate and what standards might apply to such circumstances	MCTA- Planning Commission & City Council public hearings	50-100 hours	4-6 months	Since this issue has arisen infrequently, it may be less critical.		
Street and related standards with DPRB review	To evaluate and clarify nexus issues associated with certain street and related improvement	MCTA- Planning Commission &	25-50 hours	3-6 months	This is intended to minimize case-by-case determinations		

		City Council public hearings				
SP25 – north side of Gladstone	To review uses and related development standards for the nonconforming residential uses on the north side	MCTA– Planning Commission & City Council public hearings	50-100 hours	4-8 months		
SF-DR accessory building setback	To review and adjust setback and review other standards primarily for accessory buildings in the downtown residential area	MCTA– Planning Commission & City Council public hearings	25-50 hours	3-6 months	Currently handled through design review but revisions could help in addressing minor problems	
Changing SF-A 16000 to SFA 20,000	To review horsekeeping standards and property standards for SF-A Zone and rezone where appropriate	MCTA & ZC– Planning Commission & City Council public hearings	50-100 hours	4-8 months	Currently handled by a Council adopted policy but should be done as soon as reasonably possible	
Elimination of compact parking	To eliminate compact parking for any new developments and set standards for existing developments that change parking	MCTA– Planning Commission & City Council public hearings	25-50 hours	3-6 months	Largest issue is how to address conversions of existing compact parking – when and how it may affect total parking?	
Update Subdivision Ordinance (Chapter 17)	To revise and update addressing Map Act changes over the years	City Council review	50-100 hours	3-6 months	Currently rely on Map Act when conflicts occur	
Update business license ordinance	To revise and update business license ordinance (Chapter 5) particularly related to special permit matters	City Council review	50-100 hours	3-6 months	It is just clumsy and has unnecessary procedures and antiquated business categories for special permits	
Climate Action Plan	To prepare a plan to implement in a coordinated way energy conservation, GHG and related programs	Planning Commission & City Council public hearings	100-200 hours	6-12 months	Not currently required by State but I think it may be soon. Could be a better way to coordinate separate plans. Could be developed within General Plan as a Sustainability strategy.	
Mansionization	To create zoning standards (i.e. FARs,	MCTA–	100-200	6-12	Not currently a major issue due to DPRB review	

	etc.) to relate house sizes and architecture better to lot sizes and slopes	Planning Commission & City Council public hearings	hours	months	and Downtown Guidelines
E-waste events	To develop better regulatory standards specifically addressing this activity which is increasing in frequency as a fundraiser	MCTA-Planning Commission & City Council public hearings	<50 hours	2-4 months	Currently handled as a Temporary Use Permit
Downtown Specific Plan	To replace the CG Zone using the new boundaries identified in the prior community process and review uses, development standards, etc.	MCTA & ZC-Planning Commission & City Council public hearings	200+ hours	6-12 months	Previous project terminated at Draft stage can be picked up again and completed
Downtown Sidewalks (multi-departmental project)	To determine what changes, if any, are appropriate to sidewalks & landscaping Downtown	City Council review	unknown	6-12 months once budgeted	On hold until 2014
Reasonable Accommodation request submittals	Evaluate concerns and determine what, if any adjustments are needed	City Council review	< 25 hours	1-2 months	Need better understanding of concerns to determine how to address them
Satellite dish standards in MF	Evaluate needs for standards and determine how to implement	Planning Commission & City Council review + possible public hearings	25-50 hours	2-6 months	Need to review FCC limitations and how to address potential common TV facilities
Update Zoning Code regarding procedures for ZC, MCTA, CUP, etc.	To eliminate overlapping standards and procedures and update procedures	MCTA-Planning Commission & City Council public hearings	100-200 hours	6-12 months	
General Plan Update	Complete update of General Plan	GP-Planning Commission & Commission & hearings	1000+ hours plus	12-24 months	Existing plan was done in 1992. This is a MAJOR budget & time commitment.

		City Council public hearings	consultant (\$750K)		
Live/Work unit standards in CG-3	To evaluate and determine what adjustments, if any, are needed for the two existing projects	MCTA-Planning Commission & City Council public hearings	50-100 hours	4-8 months	No operating live/work units at this time so suggest monitoring only at this time.
Food trucks	To develop better regulatory standards specifically addressing this activity which is increasing in frequency as a fundraiser	MCTA-Planning Commission & City Council public hearings	50-100 hours	2-6 months	Currently handled as a Temporary Use Permit or as part of a Special Event

NOTE: I am currently double checking lists but I think this covers most of it. Nevertheless there may be a minor addition prior to the meeting.

In addition I am also working on Development Project Update, Other miscellaneous Project Update (i.e. Gold Line, High Speed Rail) and Housing Project Update. I will append them to this list when complete prior to meeting.

Public Works - Infrastructure Maintenance & Capital Improvement Project
Schedule- Updated April 2013

Project	Amount	NIB Public.	Bid Date	Start Construction	Complete Construction	COMM
CIP CONSTRUCTION PROJECTS						
1 Gladstone Street Rehabilitation Lone Hill to Amelia Design - DLA	\$ 815,000		<i>all street improvements completed</i>			SCE completion of underground installation/upgr pending; SCE negotiating with MTA for bore perr
2 Rennell Storm Drain Repair (IH)	\$ 140,000	8/9/12	8/22/12	Feb 2013	Apr 2013	MTD storm drain under construction, Process for developer installed system
3 Downtown Decorative Lighting (IH)	\$ 120,000				March 2013	Need to trim trees
4 Terrebonne Arch, Design DJP	\$ 35,000	1/8/13	2/5/13	March 2013	May 2013	Sign down at contractor's yard - Change order to Council approved closure of Lone Hill Ave to thn schools are in summer recess; advance detour o Lone Hill; Lone Hill - Arrow Hwy Light- contacted enter property, owners expressed major business prefer the project start time to be after Labor Day will start 5 weeks later (moving from a June start Arrow Hwy modification may need to be withdraw part of Costco/Diamond Ridge traffic mitigations Glendora to find a solution.
5 Lone Hill Rehab Arrow/Cienega Design - DJP/Architerra Lone Hill - Arrow Hwy Light Median Modification Design - RKA	\$ 1,550,000	5/10/13	5/29/13	7/8/13	Oct 2013	
6 Alley N/O 2nd/Acacia/Cataract Design - RKA	\$ 175,000	5/10/13	5/29/13	6/17/1/13	7/30/13	Finalize plans and specifications
7 Bonita Crosswalk Lighting Design - In house	\$ 30,000	n/a	n/a	May 2013	Jun 2013	Order all equipment 6 to 8 week lead time
8 Pavement Preservation Design - In house	\$ 560,000	done	done	Nov 2012 April 2013	Dec 2012 May 2013	Phase 1 Completed in December, all streets in z Phase 2 June 2013 - All streets north of Baseline
<i>Grand Total</i>		\$ 3,425,000.00				
DESIGN ONLY						
DESIGN PROJECTS/MISCELLANEOUS						
11 Foothill Blvd @ SD Wash design WKE Inc	\$ 400,000	done	on going	review for submittal process		Environmental approved; 90% 2nd plan check su to Caltrans
12 Foothill Blvd @ SD Wash R.O.W. /Acquisition possibly County	\$ 95,000	n/a	on going	review/submitted with Caltrans		Negotiate with County for ROW Acquisition Servi (E76) funding (expected approval in June 2013): process with County- a 6 to 9 month process. Ant
13 Alley Design design RKA	\$ 35,000					RFP in progress - design for next years project
14 Sewer Master Plan Study design RKA	\$ 80,000			on going analysis and review of study		
<i>Grand Total</i>		\$ 610,000				