



CITY OF SAN DIMAS

Retreat Meeting Agenda

COUNCIL/AUTHORITY – STAFF RETREAT SESSION AGENDA
MONDAY MARCH 31, 2014 5:00 PM - 9:00 PM
CITY COUNCIL CHAMBERS CONFERENCE ROOM
SAN DIMAS CITY HALL
245 EAST BONITA AVENUE

1. **5:00-5:20 pm** Dial-a-cab – presentation regarding current issues and anticipated recommendations for 2014-15.
2. **5:20-5:35 pm** 211-221 West Bonita request to be included in the parking district – discussion of options and possible direction.
3. **5:35-5:40 pm** Update on the city’s actions involving 2013 Building Code requirements regarding retrofitting plumbing fixtures for water conservation involving pre-1994 homes when a building permit is required – verbal report and handouts.
4. **5:40-6:10 pm** Overview and summary of software update for Code Enforcement, Building Inspection, Counter work – concepts the staff is looking at.
5. **6:10-6:25 pm** Housing Authority Board Action: Receive presentation and recommendations regarding changes to the city’s Affordable Housing Program for the sale of owner occupied homes.
6. **6:25-6:45 pm** Walnut Creek Project Update – verbal report
7. **6:45-7:05 pm** Presentation regarding upcoming proposal for changes to the city’s street sweeping program.
8. **7:05-7:35 pm** Storage Containers – review of Council adopted policy.
9. **7:35-7:50 pm** Approach to downtown decorative lighting – current options, possible standards and program.
10. **7:50-8:30 pm** Policy direction regarding recent planning procedural requests – Developer study sessions and meetings prior to the public review process; more coordinated approach to the development of underutilized properties; shopping center issues.
11. Council comments.
12. 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.
13. Adjournment – next meeting of the City Council Adjournment – next meeting of the City Council April 8, 2014 7:00 pm regular meeting, City Hall.



ITEM 1

Agenda Item Staff Report

To: Honorable Mayor and Members of the City Council
For the meeting of March 31, 2014

From: Blaine Michaelis, City Manager

Initiated By: Ken Duran, Assistant City Manager

Subject: San Dimas Dial-a-Cab Service Review

BACKGROUND

The San Dimas Dial-a-Cab program has been experiencing a steady increase in ridership, and thus expense, over the past few years. The increases in costs for this service and to a lesser degree, the Get About service, have increased overall expenses to exceed the annual available funds received from Proposition A for these local services. Staff has worked with the PVRTA Executive Director to conduct a review of the Dial-a-Cab service and provide possible options for service or fare adjustments to reduce costs.

PVRTA Executive Director, George Sparks has prepared the attached report. The report provides a background of both the Dial-a-Cab and Get About services. It provides information on the ridership profile and destination of riders, recent ridership and cost increases and possible options and impacts for fare or service adjustments. Mr. Sparks will be present at the retreat to review his report.

As additional background the following is some information on the funding source for the Dial-a-Cab and Get About services. Both services are funded from the local return portion of the Proposition A, countywide ½ sales tax. Proposition A funds are restricted for use for local transit related services and maintenance costs for transit related facilities. The following chart shows the annual Proposition A revenue and expenses for the past 5 years.

	FY 9-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14
Prop A Revenue	\$469,137	\$498,765	\$539,890	\$570,906	\$570,000
Total Expense	\$655,026	\$615,681	\$574,965	\$573,597	\$717,197

There are three major categories of expense for use of Prop A funds.

Programs – Dial-a-Cab, Get About, recreation trips, bus pass subsidies. Total expense in FY 13-14 = \$531,000

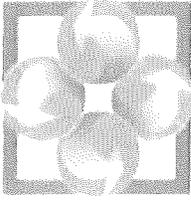
Maintenance – Park and Ride lots, bus stops. Total expense in FY 13-14 = \$58,677

Administration – Staff, audits, publicity – Total expense in FY 13-14 = \$123,550

The Proposition A fund does have a reserve balance, which at the beginning of FY 13-14 was \$597,635 and is projected to reduce to \$469,137 by the end of the year.

RECOMMENDATION

Staff recommends that the City Council receive the report on the Dial-a-cab service and possible service and fare adjustments and provide staff direction on implementation of desired options.



Pomona Valley
Transportation
Authority

A partnership of the cities of Claremont, La Verne, Pomona and San Dimas

2120 Foothill Boulevard - Suite 116 - La Verne California 91750
phone 909-590-7664 fax 909-590-7399

March 24, 2014

MEMORANDUM

To: Ken Duran, Assistant City Manager, San Dimas

From: George L. Sparks, Administrator

Subject: **San Dimas Dial-a-Cab Service Review**

Pomona Valley Transportation Authority (PVTA) conducts annual evaluations of the San Dimas Dial-a-Cab (DAC). As result of these evaluations, San Dimas has requested a review of the program and the development of options for adjustments to DAC that would moderate costs while maintaining service to those most in need of the service. This review contains:

- ✓ A description of local transportation services supported by San Dimas
- ✓ San Dimas Dial-a-Cab Service Profile
- ✓ Review of DAC Ridership and Costs
- ✓ Analysis of Cost Reduction Options

Local Transportation Services

San Dimas historically has received limited local transportation service. Foothill Transit operates two local lines, one on Foothill Blvd. and the other on Bonita Avenue. San Dimas supports two different, but complementary community transportation services, Get About and San Dimas Dial-a-Cab. These programs are designed to meet the transportation needs of residents who do not have effective transportation options. These riders include those without an automobile and unable to access the limited fixed route services as well as some seniors and persons with disabilities.

A. Get About

Get About was founded in 1975 and is a partnership of San Dimas, Claremont, La Verne and Pomona. Get About service is limited to seniors and those with disabilities. Unlike most similar services which limit travel to within a single city, Get About allows qualified riders to travel freely within the four cities of the Pomona Valley. Get About was designed with the recognition that a rider's critical destinations such as, their doctor, therapy, care facility or workplace may be beyond city boundaries. Get About is a door-to-door service. Riders must make ride reservations a day in advance. The fare is \$1 per one-way trip. Get About operates 6:00 a.m. - 7:30 p.m. M-F, 8:30 a.m. - 5:00 p.m. Sat. and 7:30 a.m. - 4:00 p.m. Sun.

B. Get About vs. Dial-a-Cab

In 1987, San Dimas created Dial-a-Cab (DAC) to supplement Get About. Unlike Get About, DAC is an immediate response same day service making the service more convenient for many riders. Additionally, San Dimas DAC is open to members of the general public. Dial-a-Cab is the more popular of the two services. In FY 2012 - 2013 Dial-a-Cab provided 25,585 rides to San Dimas residents compared to 10,503 for Get About. The cost to San Dimas is about \$13 for a Get About ride versus about \$8.60 for a DAC ride. However, for some riders Get About is the more appropriate option. Because all Get About vehicles are ramp or wheelchair lift equipped, Get About provides a back up accessible service to assist DAC in complying with requirements of the Americans with Disabilities Act. Get About is door-to-door service for those needing assistance while DAC is curb to curb. Get About offers subscription (regularly scheduled) service which is more effective for those needing standing reservations like participants in workshops, adult day care or other recurring travel needs. DAC does not accept reservations. Get About is a regional four city service allowing riders to travel greater distances.

San Dimas Dial-a-Cab Service Profile

A more detailed description of DAC along with an analysis of its growth is provided below.

A. Service Area

Dial-a-Cab offers same day transportation within the City of San Dimas and outside the city for seniors and the disabled as far west as Grand Avenue between Foothill Blvd. and the US 10 Freeway. Service also extends east as far as Garey Avenue. The service includes some specified destinations outside the service area, primarily medical facilities and colleges. The destinations outside the city include, Pomona Valley Hospital, Casa Colina, Foothill Presbyterian Hospital, Inter-Community Hospital, Mt. San Antonio College and Cal-Poly. The general public can travel outside the city for medical destinations.

B. Fares

The current fare structure for San Dimas DAC is shown below:

**San Dimas Dial-a-Cab
Fares Structure**

General Public (In City)	\$3.00
General Public (Outside SD)	\$4.50
Senior & Disabled (In-City)	\$1.50
Senior & Disabled (Outside SD)	\$1.50

C. Rider Profile

Seniors and disabled residents account for over 80% of all trips taken. Below is a breakdown of San Dimas ridership in the first half of FY 2014. We project San Dimas will end the year providing about 27,800 total rides. Based on this ridership level, Dial-a-Cab's ridership breakdown as follows:

**San Dimas Ridership Profile
FY 2014 (Projected)**

	<u>#Rides</u>	<u>%</u>
Seniors	18,950	68%
Disabled	3,300	12%
Wheelchair Users	950	3%
General Public	<u>4,600</u>	<u>17%</u>
Total	27,800	100%
Within SD	15,300	55%
Outside SD	12,500	45%

PVTA has periodically conducted surveys of the Dial-a-Cab riders. A survey of 75 DAC riders in 2013 provided the information summarized below based on their answers:

- ✓ The most popular uses for Dial-a-Cab were medical trips with 68% of riders saying they take these trips. Shopping was a destination for 58% of those responding.
- ✓ Most Dial-a-Cab riders are seniors; per the survey 69% are over 60 and 22% are over 80. Based on the ride counts from trip sheets senior and disabled individuals take almost 80% of the rides.

- ✓ 85% of the respondents indicated that they had annual incomes under \$20,000, 45% indicated that their income was under \$10,000.
- ✓ 92% of respondents do not own a car.
- ✓ About half (50%) have a disability that would make it difficult for them to use Foothill Transit.
- ✓ 35% indicate that they use a wheelchair, walker or similar device to assist them
- ✓ Almost 70% of riders have no other transportation option other than Dial-a-Cab or family/friends.

D. Popular Destinations

Data from our contractor Yellow Cab indicates that about 300 individuals use the service each month. Based on surveys 49% of riders use DAC 2 to 4 days each week, 30% use it 1 to 4 times each month and 17% use it five days or more times per week. About 40% of riders indicate they have used the service for between 1 and 4 years, while 30% have used it for more than 4 years and about 30% have used it for less than a year. Among the most popular origins and destinations are:

1. San Dimas Senior Center
2. Walmart, Glendora
3. Atria Rancho Park
4. Charter Oak Mobile Home Park
5. Stater Brothers
6. Pomona Hospital Medical Center, Pomona
7. Sunnyside Apartment
8. Target, San Dimas
9. Albertson's
10. East Shore RV Park

E. Quality of Service

San Dimas Dial-a-Cab has maintained a high level of service quality and excellent on time performance. During the last fiscal year DAC achieved a 98.5% level of on time performance and received six total complaints. Our survey indicated 95% of riders rated the service either excellent or good overall and 84% rated the on time performance as excellent or good.

F. History

San Dimas Dial-a-Cab has operated since 1987. During that time San Dimas has periodically implemented changes to the service to moderate demand and target the highest priority trips in order to maintain the financial viability of the program. In 2001, Dial-a-Cab's ridership had grown to over 30,000 passengers annually. At that time the service underwent a major restructuring. Changes included a major fare increase and the elimination of all out-of-city travel for the general public with exception of medical facilities. In the years following the change, ridership fell off sharply. In 2007 the service carried only 10,500 passenger or about one third the prior level. Another impact of these changes was to greatly reduce ridership by the general public. Senior and disabled ridership now make up 83% of Dial-a-Cab total volume. The City reduced the senior and disabled fare in July 2007 from \$1.50 to \$1.00 for all types of trips aligning it with Get About.

After experiencing a rapid increase during 2008 and 2009, ridership leveled off at 21,000 - 22,000 annually and the City adopted an across the board fare increase that took effect in July 2010 to slow future growth. Since 2011, ridership and costs have grown at a steady rate. San Dimas has requested PVRTA to review the service and service adjustment options for the City's consideration.

San Dimas DAC Ridership and Costs

In FY 2013, the total average cost of a Dial-a-Cab trip was \$12.92. DAC collected \$1.57 in fares for every trip. Because San Dimas is a member of PVRTA it qualified for \$70,000 in incentive funds from the Los Angeles County Metropolitan Transportation Authority (MTA). These revenues reduce the average cost per ride to San Dimas to \$8.60. Below is a summary of DAC costs and revenues for FY 2012 - 2013:

**San Dimas Dial-a-Cab
Summary of Costs & Revenues
FY 2012 - FY 2013**

Expenses

Contractor Costs	\$282,418
PVRTA Services	\$47,097
Marketing	<u>\$918</u>
Total Expense	\$330,433

Revenue

Fares	\$40,213
MTA Incentive Funds	\$70,001
San Dimas Local Return	<u>\$220,219</u>
Total Revenue	\$330,433

San Dimas DAC's contractor, Yellow Cab is paid at a fixed per trip rate. Because of this cost of the service is tied directly to the number of trips provided. Yellow Cab's current rate is \$10.20 per trip. The rate is reviewed periodically and it is compared with meter rate of the rides provided. The meter rate is a combination of a drop charge (pickup) and mileage. Since 2009 San Dimas' per trip rate has been reduced by 12%. Changes that shorten the average trip distance, such as, limiting the out-of-city trips serve to reduce Dial-a-Cab's per trip rate over time. We are planning to renegotiate the per trip contract rate with expiration of the current agreement at the end of 2014.

The cost and ridership of San Dimas DAC has risen continuously since FY 2011. PVTA staff projects that Dial-a-Cab will end the year with nearly 28,000 rides, 7,000 higher than FY 2011. These increases along with increases in Get About contributions, have resulted in the net cost of the two programs rising by \$50,000 in the last three years.

**San Dimas Ridership Costs
 FY 2011 - FY 2014**

	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014*</u>	<u>FY11-FY14</u>
DAC Rides	20,990	22,164	25,585	27,800	+6,810
Total DAC Cost	\$306,299	\$299,729	\$330,433	\$360,000	+\$53,701
Cost to SD	\$206,410	\$199,621	\$220,219	\$250,000	+\$43,590
SD Get About Cost	<u>\$123,303</u>	<u>\$116,090</u>	<u>\$104,100</u>	<u>\$130,203</u>	<u>+\$ 6,900</u>
Total SD Cost	\$329,713	\$315,711	\$324,319	\$380,203	+\$50,490

* Projected

Breakdown of Ridership Growth

In the last three years most of the growth in ridership has been among seniors. General public ridership has grown at close to the same rate but the general public represents a much smaller share of the overall ridership. The ratio of in-city to out-of-city travel has remained fairly stable at about 55% and 45% respectively. Both types of trips have increased steadily over the last three years with in-city trips rising by 30% and out-of-city trips rising by 35%. Below is a breakdown of ridership growth over the last three years.

**San Dimas Ridership Profile
 FY 2011 - FY 2014**

	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014*</u>	<u>+/-</u>
Seniors	12,968	13,404	15,821	18,950	+5,982
Disabled	3,417	3,623	3,480	3,300	- 117
Rides W/C	1,099	1,168	983	950	- 149
Gen. Public	<u>3,506</u>	<u>3,969</u>	<u>5,302</u>	<u>4,600</u>	<u>+1,094</u>
Total	20,990	22,164	25,585	27,800	+6,810
Within SD	11,729	12,390	14,613	15,300	+3,571
Outside SD	9,261	9,774	10,972	12,500	+3,239

* Projected

Cost Reduction Options

In light of the growth in both ridership and costs, PVTA has outlined cost reduction strategies San Dimas may want to pursue. We outlined two basic approaches. The first is to raise fares. A fare increase has two impacts. It reduces ridership and costs as riders choose not to take certain discretionary trips or select in-city destinations with lower fares for things like shopping trips. The second impact is to increase the portion riders pay toward the cost of the trip. Right now riders pay about 12% of the cost of each trip. MTA incentive funds pay about 21% of the cost and San Dimas pays the remaining 67%. The impact of a fare increase is very hard to predict in a service like San Dimas DAC. PVTA makes use of standard industry formula in gauging the reduction associated with any fare change.

The second approach we have outlined is to limit travel outside the city for all riders. Travel outside the city is already very limited for the general public. Limiting out-of-city trips will both reduce ridership and reduce the average distance of trips resulting in lower contractors rates over time.

We have outlined an array of options for considerations. San Dimas may wish to adopt a combination of those measures or modify one of the options.

A. Fare Increase Options

We have developed four fare increase alternatives in order to demonstrate the potential impact of various approaches.

Option #1 Raise all Fares by \$.50 per one way trip

Option #2 Raise all Fares by \$1.00 per one way trip

Option #3 Raise In-City Fares \$.50, raise Out-of-City Fares by \$1.00

Option #4 Raise In-City Fares by \$.50, raise Out-of-City Fares by \$1.50

The current fares structure and the four options are shown below:

	<u>Current Fare</u>	<u>Option #1</u>	<u>Option #2</u>	<u>Option #3</u>	<u>Option #4</u>
Gen. Public In City	\$3.00	\$3.50	\$4.00	\$3.50	\$3.50
Gen Public Outside	\$4.50	\$5.00	\$5.50	\$5.50	\$6.00
Sen/Dis In-City	\$1.50	\$2.00	\$2.50	\$2.00	\$2.00
Sen/Dis Outside	\$1.50	\$2.00	\$2.50	\$2.50	\$3.00

Projected Impact

We project San Dimas DAC ridership at 30,000 passenger trips in FY 2015 if no changes are made to the service. Based on this ridership level we project the total cost of the project will rise next year to \$390,000 with a net cost to San Dimas of \$275,000. Combined with San Dimas' Get About contribution the total cost to San Dimas of the two programs would be \$425,000. Working from the assumption of 30,000 annual passenger trips we have developed the following cost and ridership estimates for the four fare increase options above.

	<u>Current Fare</u>	<u>Option #1</u>	<u>Option #2</u>	<u>Option #3</u>	<u>Option #4</u>
		(+\$.50)	(+\$1.00)	(In +\$.50) (Out +\$1.00)	(In +\$.50) (Out +\$1.50)
Ridership	30,000	27,000	24,000	25,500	24,000
Total Cost	\$390,000	\$350,000	\$310,000	\$325,000	\$310,000
Net Cost-SD	\$275,000	\$225,000	\$180,000	\$197,500	\$180,000
Savings to SD	0	\$50,000	\$95,000	\$ 77,500	\$95,000

B. Limit Out-of-City Travel

San Dimas could choose to limit travel outside the city to specific approved locations such as medical facilities and schools (Cal-Poly and Mt. San Antonio College). Currently, we estimate travel to medical facilities and colleges make up 25% of rides outside the city. Travel outside the city makes up about 45% of all rides. Based on these estimates, limiting trips out-of-city to the locations detailed about would reduce out-of-city trips by 75%. This would result in a ridership reduction of about 10,000 passenger trips annually.

**Projected Ridership & Costs
FY 2015**

Ridership	20,000
Total Cost	\$260,000
Cost to San Dimas	\$170,000
Savings to SD	\$105,000

Impact Changes to San Dimas DAC on Get About

Changes to fares or travel policies for San Dimas DAC will likely impact Get About use by San Dimas senior and disabled riders. If the fare for DAC is increased some riders will move to Get About because of its lower fare. Get About offers trips outside of San Dimas as well. If Out-of-City travel is limited by DAC some will choose Get About which has a higher cost per trip. In order to mitigate this potential impact we recommend San Dimas work through PVRTA to coordinate fare changes or travel limitations with Get About, particularly in the case of a fare increase for out-of-city travel. Get About already charges a premium fare for travel out of the service area to the east and may well be amenable to a similar policy for trips beyond the service area to the west.

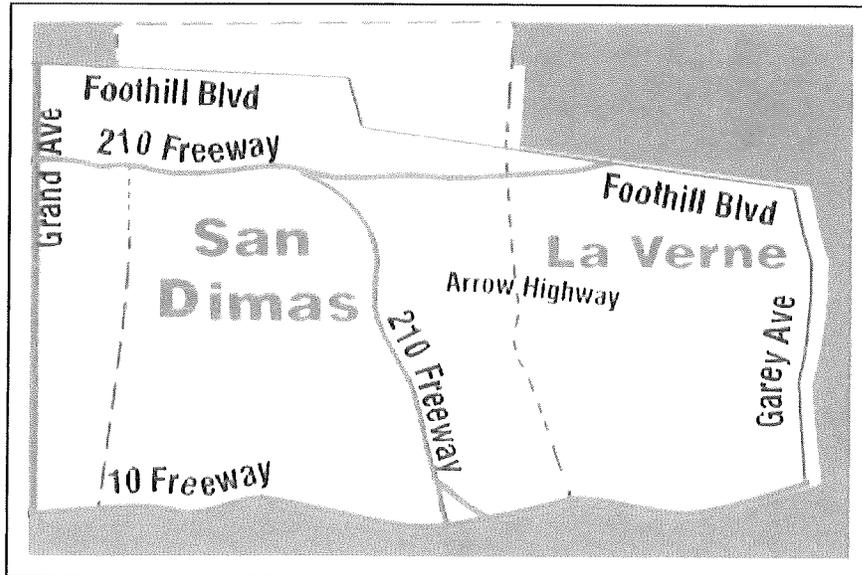
Summary

San Dimas Dial-a-Cab provides high quality transportation to residents who have few good transportation options. In order to maintain the financial health of the system, San Dimas has periodically modified the service in terms fares and features. These changes have been calibrated to maintain service for riders most in need of transportation, serving vital transportation needs.

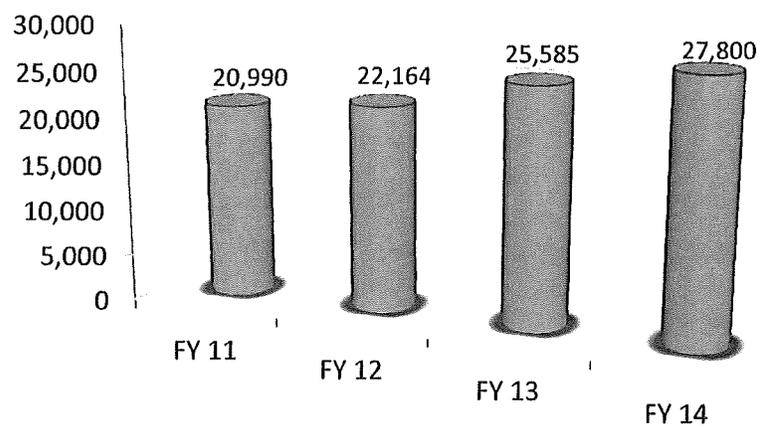
This report outlines several adjustment options focusing on moderating costs via fare increases and or out-of-city travel limitations.

San Dimas Dial-a-Cab

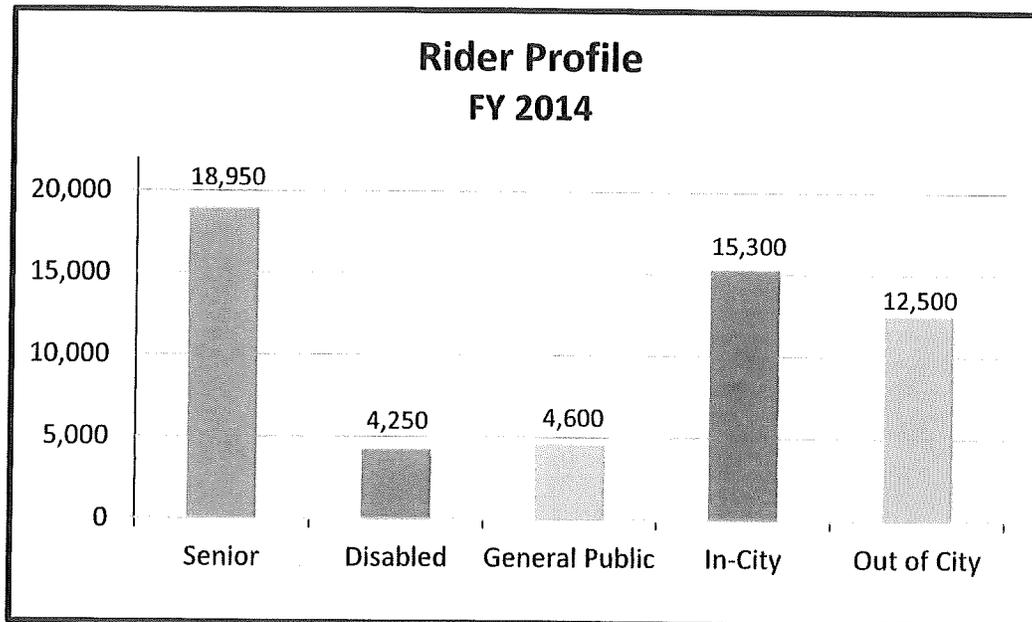
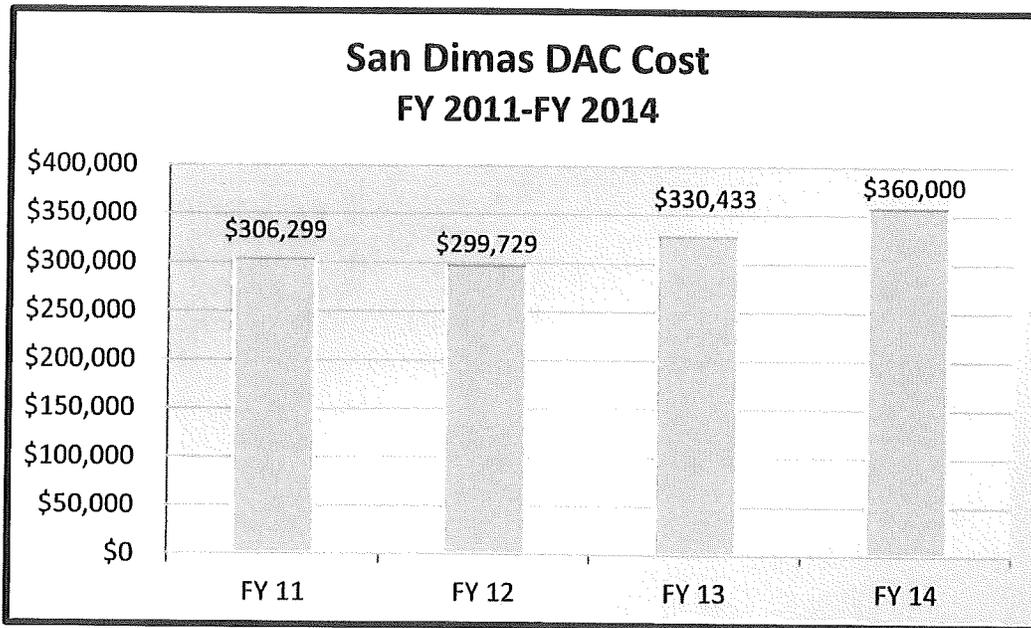
Service Area

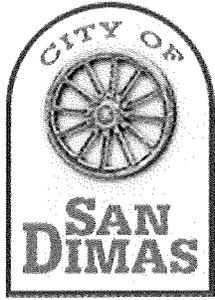


San Dimas DAC Ridership FY 2011-FY 2014



San Dimas Dial-a-Cab





ITEM 2

MEMORANDUM

DATE: March 31, 2014
TO: Mayor and City Council
FROM: Community Development Department
SUBJECT: 211-221 W. Bonita Avenue Request to be included in the Parking District

Staff received the attached letter from Susan Kirby, Luis Faura and Aki Sato on March 23, 2014. The letter seeks consideration for parking requirements for these three properties .

For these properties and all the properties on the north side of Bonita Avenue between Monte Vista and Cataract, the full on-site parking requirements apply to any new development and certain changes in use. The Wagon Wheel Square property has compliant on-site parking but the others are nonconforming with little or no on-site parking. For reasons not entirely clear (but most probably property owner opposition to the assessment), this block did not participate in the parking assessment district(s) which were created in the early 1970's resulting in the municipal parking lots that currently exist Downtown.

The Assessment District(s) today are not a financially viable entity because of low initial assessments and Prop 13 limitations. While the subject properties are not precluded from using the parking since it is public parking, they are unable to take advantage of certain benefits arising from the district(s). The primary benefit that is conveyed to properties within the District(s) is the elimination and/or reduction of on-site parking requirement since the municipal lots provide the parking. This is accomplished through the Community Parking Overlay (CPO) Zoning District (Chapter 18.104).

The Kirby property is currently on the market and questions arise about use limitations on the existing nonconforming building and potential site redevelopment. The existing first floor can continue to be used for retail and the second floor may be used for storage associated with the retail. The second floor was formerly occupied by several apartments but these are long vacated and cannot be reestablished. Any redevelopment of the site must comply with all applicable developments standards with parking being the biggest constraint on an economically viable development.

Council may recall that a number of years ago a development was approved (now expired) on the Faura property. That approval required the developer to provide some parking off-site and/or pay a parking-in-lieu fee of an undetermined amount. This approach was the only way to generate enough building square footage on site to be viable.

Available options to address parking include:

- Fully comply with parking on site

Tem 2

- Annex properties to the assessment district and rezone with the CPO Overlay. There should be a fee determined for such annexation to ensure fairness for the current assessment district participants.
- Consider an in-lieu parking fee program. This is commonly a fee per parking space paid as part of a development approval to address any reduction from the parking requirements. To be viable it should be associated with the cost to secure some additional common parking proximate to the block or property benefitting.
- Review and revise the Downtown area where parking standards are eliminated or reduced as part of the upcoming Downtown Specific Plan Update.

Susan A Kirby
834 N Cataract Ave
San Dimas, CA 91773-1840

March 19, 2014

Mayor Curt Morris and City Councilman
Mr. Templeman, Mr. Bertone, Mr. Badar and Mr. Ebner
City of San Dimas
245 E Bonita Ave
San Dimas, CA 91773

RE: COMMERCIAL PARKING REQUIREMENTS FOR BONITA
CORRIDOR WEST OF MONTE VISTA

We kindly request the City of San Dimas revisit the present parking requirements for commercial properties on Bonita Avenue that are West of Monte Vista and East of Cataract Avenue.

With their existing structures, these properties have a specific amount of land available for parking. Also these properties are not a part of the parking district as are commercial properties East of Monte Vista, and accordingly, are not afforded the opportunity to purchase parking to meet city requirements for each parcel.

With the present requirements in place, attempting to utilize the structures to their full potential is literally impossible. This makes these properties extremely difficult for potential refurbishment and reuse.

March 19, 2014

COMMERCIAL PARKING REQUIREMENTS

Page 2

We ask the City to please consider possible alternatives to resolve this issue. Perhaps a variance or waiver could be considered, possibly reducing the parking requirements for these properties or establishing a parking in lieu that would permit paying into a fund to provide parking somewhere other than onsite.

Thank you for your consideration. We look forward to further dialog with you.

Sincerely,

Susan A Kirby
Owner
211/13/15 W Bonita
San Dias, CA

Luis Faura
Faura Investment Mgt
217 W Bonita
San Dimas, CA

Aki Sata
Sata Lawnmower Shop
221 W Bonita
San Dimas, CA



WATER CONSERVING FIXTURE CERTIFICATION (AB 407)

ITEM 3

The purpose for the certification is to verify the required installation of water conserving plumbing fixtures within existing buildings built and available for use on or before January 1, 1994 in lieu of an inspection when a permit is issued for certain building alterations or improvements. A signed copy of this certification shall be submitted to the Building Division prior to Final Inspection approval of the project/permit. Existing water conserving plumbing fixtures must comply with California Senate Bill No. 407 (CA SB 407)/California Civil Code, Sections 1101.1-1101.8. (see reverse for selected bill language and triggering exemptions)

Property Address: _____

Permit # (s): _____

For multiple dwelling/suite units, clearly print below the building or unit number (i.e., Unit A, Unit B, #203, #208, etc.) of each dwelling/suite unit with installed water conserving fixtures: _____

CA Civil Code defines non-compliant plumbing fixtures as follows:

- (1) Any toilet manufactured to use more than 1.6 gallons of water per flush.
(2) Any urinal manufactured to use more than one gallon of water per flush.
(3) Any showerhead manufactured to have a flow capacity of more than 2.5 gallons of water per minute.
(4) Any interior faucet that emits more than 2.2 gallons of water per minute.

Non-compliant plumbing fixtures must be replaced with fixtures that are "in compliance with current building standards applicable to a newly constructed real property of the same type."

Exceptions: Per CA Civil Code Section 1101.7, this article shall not apply to any of the following (if applicable circle exception):

- a) Registered historical sites. Inclusion on San Dimas Historical Survey shall be deemed sufficient. (Staff initials _____)
b) Real property for which a licensed plumber certifies that, due to the age or configuration of the property or its plumbing, installation of water-conserving plumbing fixtures is not technically feasible. (NOTE: Must be signed by Licensed Plumbing Contractor only if exempted).

I hereby affirm that I personally inspected all plumbing fixtures at the above referenced address(es), and that all existing plumbing fixtures are exempt pursuant to CA Civil Code Section 1101.7.

Print Name: _____ Date: _____

Signature: _____

Plumbing Contractor's Business Name: _____ License No.: _____

- c) A building for which water service is permanently disconnected.

Compliance: I hereby affirm that I personally inspected the plumbing fixtures at the above referenced address(es), and to the best of my knowledge all plumbing fixtures needing to meet the requirements of SB407 are in compliance with SB407/CA Civil Code, Sections 1101.1-1101.8 and installed pursuant to applicable California Codes.

Print Name: _____ Date: _____

Signature: _____

Business Name (if applicable): _____ License No.: _____

Please check one of the following, where applicable.

- Plumbing Contractor General Contractor Property Owner Owner's Agent Engineer Architect

Item 3

CA Civil Code

1101.2.

Except as provided in Section 1101.7, this article shall apply to residential and commercial real property built and available for use on or before January 1st 1994

1101.4

(a) On and after January 1, 2014, for all building alterations or improvements to single-family residential real property, as a condition for issuance of a certificate of final completion and occupancy or final permit approval by the local building department, the permit applicant shall replace all noncompliant plumbing fixtures with water-conserving plumbing fixtures.

(b) On or before January 1, 2017, noncompliant plumbing fixtures in any single-family residential real property shall be replaced by the property owner with water-conserving plumbing fixtures.

(c) On and after January 1, 2017, a seller or transferor of single-family residential real property shall disclose in writing to the prospective purchaser or transferee the requirements of subdivision (b) and whether the real property includes any noncompliant plumbing fixtures.

San Dimas Policy on exempt work:

Construction related to repairs or maintenance of the structure is not considered to be an alteration or improvement. Through this interpretation, SB 407 only applies to permitted additions, alterations or improvements. In other words, repair or maintenance will not trigger plumbing fixture upgrades.

In addition, in Civil Code Section 1101.4(a), the improvements to a single-family real property are interpreted to refer to the work on the building, not the land. For a multifamily residential or commercial real property, Civil Code Section 1101.5(d)(1)(A), (B) and (C) refers to the work on the building as the trigger.

For existing single-family residential, multifamily residential and commercial buildings, the following list of work is considered to not trigger SB 407/Civil Code Sections 1101.1 through 1101.8:

- Changes to electrical systems, e.g., electrical service upgrades
- Changes to mechanical systems, e.g., HVAC or furnace replacement, duct replacement
- Water heater replacement, piping replacement, sewer line replacement
- Re-roof
- Siding, stucco or any exterior finish replacement
- Window replacement (including sliding glass or front door)
- Chimney repair
- Dry rot repair
- Termite repair
- Foundation repair
- Seismic retrofit
- Roof-mounted solar systems
- Electric vehicle charging stations
- Building signs
- Alterations solely for the purpose of barrier removal (voluntary accessibility upgrades)
- Work not associated with the building itself is not considered to trigger plumbing fixture upgrades in the building, e.g.:
 - Swimming pools or spas (in-ground or portable)
 - Site work: Retaining walls, fences, walkways, landscaping, etc.
 - Ground-mounted solar photovoltaic systems
 - Monument signs
- Work in one building is not considered to trigger plumbing fixture upgrades in another building (e.g., work in the following structure would not trigger upgrades in the separate single-family residential building):
 - Accessory structures, sheds or patio covers
 - Detached garages
 - Second units
- Other work as determined by the Building Official



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Agenda Item Staff Report

COUNCIL/STAFF RETREAT

TO: Honorable Mayor and Members of City Council
For the Meeting of March 31, 2014

FROM: Blaine Michaelis, City Manager

SUBJECT: Overview and summary of software update for Code Enforcement, Building Inspection, Counter work – concepts the staff is looking at

We started using building permit software 20 years ago – the original vendor has evolved into a company called Accela and they are the premier permitting software company. They have made improvements and upgrades through the years and we are now at the point where we need to accept these upgrades to continue to have a good permitting software application, maintain our historical data base, and take advantage of software improvements they have made such as:

- Receive and process certain permit applications on line.
- Provide a system to administer the city's work order request system – receive them, assign them, track the progress and completion of the work, and then archive maintenance history by address or geographic area. (We have a system that does this now, but we pay separate for it – Accela has included this system as part of their overall software application).
- Access and use of the system can be achieved from any device – smart phones, desktop, laptop or tablet computer allowing us to use the software in a variety of settings and at various times.
- Produces management information on work assignments, code cases, and permit tasks – project status, length of time, log of activity, productivity summaries.
- The access and storage is cloud based providing access flexibility and reliability, remote storage of information, and off-site backup of information freeing up our city servers.
- Mobile apps available for field use – inspections, code compliance, public works, parks and recreation information access.
- Maintains an archive of information of permitting, activity, maintenance, and management information by address or geographic reference.
- Has options and capacity to tie in other sources of information to the overall database – e-mails, notes, digital voice memos, pictures, laserfische items, documents and other existing sources of data as may be practical and beneficial by address or geographic reference.

The improvements Accela has made with their most recent software upgrade provides the means and opportunity for us to achieve the operational improvements that the city council and staff have been anticipating for some time. In addition, the structure of the Accela application provides the opportunity for staff to incorporate other helpful databases we have developed through the years into a more comprehensive representation of information that is tied together in a way that makes the information more readily and effectively assembled for our use. An example of these existing databases is attached for reference.

We are working on the budget for the project – the base work and cost to convert to the upgraded software is \$225,000 with 85% of that cost for data migration, consolidation, and customization; the remaining 15% would be for training so that we will maximize the benefits of the software system. We also foresee the need for an additional \$75,000 for equipment and the related infrastructure. We stress that these are one time upfront costs. After implementation, the software costs are subscription based with an annual ongoing cost just under \$22,000. Our current ongoing annual subscription cost is \$26,000.

The money for this project could come from unanticipated increases in building and permit fees in the current 2013-14 budget. In addition, we could add a surcharge to the building permit fee schedule to collect money through the years for future upgrades and technology improvements as needed.

This agenda item is to provide an update to you on what you can expect to see when we make our 2014-15 Budget recommendations to you in May. Our Building Official Eric Beilstein will participate in this presentation.

Software Products and Specialty Programs

Program	Description	Annual Cost
Active Net	Web based registration for recreational class signup Web based building and room reservation	\$26K-\$30K Based on Transactions
HyTech	City Olympic Track Meet	No Cost Issued by SCMAF
Arbor Access	City Tree Inventory Database Program	No Cost Maintained by West Coast Arborists
CalSense	City Irrigation Management	No Cost Included in operation of system
Red Rock	Building Alarm and Door Key Pad	No Cost Purchased Program
HVAC	Heating Ventilation and Air Condition	No Cost Purchased Program
DLT Solution	AutoCAD Civil 3D for Engineering Drawings 2 User	\$1,277
Core Logic	Online Property and Ownership detail Inquiry	\$7,845
ESRI	In House GIS Program 2 User License	\$1,975
GovClarity	Online GIS aka digmap/citygis	\$22,750
LAR-IAC	LA County Imagery for GIS Update Every 2 Years	\$38,800
Highpoint	City Website – www.cityofsandimas.com Garage Sales, Pet Finder, eblast, Parking Permits	\$8,692
Code Red	Emergency Notification System	\$15,000
Cartegraph	Gov Partner Online Service Order Request	\$6,000
ACS/IBM	Financial Operations	\$7,255
ACS/IBM	Financial Support	\$3,600
ACS/IBM	Business License	\$3,000
ACS/IBM	Pay Roll	\$4,720
ACS/IBM	Cash Receipts Account Payable & Receivable	\$2,225
LaserFiche	Electronic Database of Files for Storage	\$8,528
Accela	Building/Code Enforcement/Engineering Permits	\$24,000
Phoenix	Parking Citation Services	Based on Transactions
Peg Central	Video On Demand and Live Feed Channel 3	\$4,788



ITEM 5

Agenda Item Staff Report

AUTHORITY BOARD/STAFF RETREAT

TO: Honorable Chair and Members of Authority
For the Meeting of March 31, 2014

FROM: Blaine Michaelis, Executive Director

SUBJECT: Receive presentation regarding changes to the city's Affordable Housing Program for the sale of owner occupied homes.

This item deals with recommended changes to the requirements that affect the sale of the Affordable Ownership Units in the Grove Station project. The city owns 10 units to be sold to moderate income households.

The original plan with the Grove Station units has been to impose resale restrictions to every buyer over a 45 year term. Since the affordable housing covenants were originally drafted, the gap between the achievable market prices and the statutorily set prices for moderate income units has decreased significantly. This makes it more difficult to market units that must be sold and resold to moderate income households over that 45 year term.

Another issue with the imposition of irrevocable covenants is that the administration and monitoring of these covenants requires resources; and with the dissolution of Redevelopment, and the uncertainty of Housing programs in the future it would be important to secure some resources to still administer affordable housing requirements through the years.

The other issue we have experienced is the impact of what is perceived to be onerous buyer requirements. There is little incentive to be willing to buy a home that has a 45 year limit on what you can sell the home for in the future.

The city hired Keyser Marsden to review our situation and provide recommendations on changes that would still meet the city's policy objectives with Grove Station yet facilitate the sale of the affordable homes. We will present their full recommendations to you at the April 8, 2014 meeting of the Housing Authority for your approval. We desire to explain the concepts of the recommendations at this retreat.

In simplified terms, the change being recommended focuses on providing for an equity appreciation sharing approach with the buyers of the affordable homes. Under the proposed program, the home is initially sold to a qualifying buyer and a silent second trust deed is held by the City's Housing Authority equal to the difference between the market rate price and the affordable sales price of the home. The silent second trust deed does not bear interest and no payments are

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due until the home is resold at an unrestricted market rate price. When the home is resold, the deed loan plus a percentage share of the appreciation of the home are paid to the Housing Authority. The seller also received an amount of 'equity payments' from the market sale of the home.

The advantages of this approach:

1. The buyer has the opportunity to gain some benefit from the equity appreciation in their home because they can sell it at a market rate price. This acts as an incentive for the owner to improve and maintain their property which also indirectly benefits the surrounding neighborhood.
2. The Housing Authority's monitoring costs are primarily focused on the first buyer and administering the process when that buyer sells the home. The Authority receives money from the transaction to help address those costs.
3. When the Housing Authority receives repayment of the silent second trust deed loan and its share of equity growth when the home is sold, the Authority will be able to utilize those funds for future affordable housing projects.

The primary constraints associated with this approach are:

1. When the income restricted unit is converted to an unrestricted market rate unit with the first resale, the number of affordable housing units in the city's inventory will be reduced and the Authority will need to work to replace that unit in the inventory.
2. The funds the Housing Authority will receive from the resale of the formerly income restricted units will need to be used to assist units provided to extremely low and very-low income households.

During the retreat discussion, we will walk through the following scenario to show how the Equity Appreciation Sharing program would work.

Assumptions	
Original First Trust Deed Mortgage	\$264,900
Original Home Buyer Down Payment	\$13,900
Total Affordable Sales Price	\$278,800
Original Unrestricted Market Rate Value	\$325,000
Principal Balance Housing Successor Agency Silent Second Trust Deed	\$46,200
Silent Second Trust Deed as a Percentage of the Unrestricted Market Value	14.2%
Approved Capital Improvements Made by the Home Owner	\$15,000
Resale Proceeds After Closing Costs	\$390,000

Distribution of Sales Proceeds	
Available Resale Proceeds	\$390,000
<u>Required Distributions</u>	
Repayment of First Trust Mortgage	\$264,900
Return of Home Buyer Down Payment	13,900
Return of Approved Capital Improvements Costs	15,000
Repayment of Principal Balance Housing Successor Agency Silent Second Trust Deed	46,200
Total Required Distributions	\$340,000
Net Gain on Sale	\$50,000
Housing Successor Agency Share of Net Gain @ 14.2%	\$7,100
<u>Total Housing Successor Agency Proceeds</u>	
Repayment of Principal	\$46,200
Share of Net Gain on Sale	7,100
Total Housing Successor Agency Proceeds	\$53,300

After receiving the return of their down payment, the seller would receive a net \$42,900 in shared equity from a \$390,000 market sale of their home.

Again, our objective with this item at the retreat is to provide for a brief explanation and dry run to show an example of how the program would work. The Housing Authority Board will consider the adoption of this program at its meeting April 8, 2014.



Agenda Item Staff Report

To: Honorable Mayor and Members of the City Council
*For the Study Session Meeting of **March 31, 2014***

From: Krishna Patel, Public Works Director 

Subject: **Street Sweeping Program**

Summary

Public Works is responsible for providing comprehensive street sweeping services to the community. It has provided this service by owning and operating 2 diesel high dump sweepers. Both sweepers are over ten years old and have served the City well. Unfortunately, due to air quality requirements, increasing repair/replacement costs and potentially costly alternative equipment replacement options, the current economic state of the City and State, an evaluation of this program is necessary to overcome resulting lost productivity as the sweepers begin to experience more than normal hours of downtime for maintenance and repairs.

Provided for Council's review are four options to consider in reference to the City's street sweeping program.

BACKGROUND

The City owns and operates two high dump sweepers to clean our City as part of the Public Works sweeping responsibility and services. Over the years, we have refined and mastered our sweeping routes to the highest standard level of service that makes our City clean and beautiful. To achieve this, the City is broken down into 18 sweeping routes that include the sweeping of all residential all residential, commercial streets, alleys, park parking lots and municipal parking lots. Annually this in-house sweeping service covers sweeping of 7,057 miles of the City.

Typically, depending on the route, twice monthly sweeping begins around 2:00am/3:00am. Or else the regular sweeping time is between 4:00am to 2:00pm, five days a week, which also includes the Downtown area. Public Works also provides additional sweeping services for various City events and also sweeps debris generated from emergencies like traffic collisions, disasters, spillage, etc.

The sweepers operate five days a week and are over 12 years old. Street sweepers are a high maintenance item because of the heavy usage, constantly starting and stopping starting, hard driving, and heavy loads have taken a toll on the sweeper's life. Typically and usually after the vehicles are 6 to 8 years and older, downtime and repairs increase significantly. The Department has worked diligently at reducing downtime and proactively incorporating the daily equipment maintenance into the scheduled work day which has extended the useful life of our sweepers. Unfortunately, wear and tear of the sweeper is unforgiving and it now requires the Department to evaluate different alternatives to continue and provide a cost effective and efficient level of sweeping service to the community.

Our annual cost to provide this sweeping service is approximately \$229,110 or comes to \$32.47 per curb mile. The costs outlined below is an excerpt from the Departments Street Sweeping Cost Study 2014 and does not include the purchase of the two diesel operated sweepers purchased in 2001 and 2002 at total cost of about \$280,000.

In-house Annual Operations and Maintenance		
2012 Data	O&M	Comments
2 Operators @ 85% Cost Due to "Other Duties"	\$149,600.00	2x\$88,000=\$176,000x.85%=\$149,600
Fuel for 2 Sweepers (@ \$4 / gal)	\$21,600.00	
Sweeper parts / year	\$35,000.00	
Repairs / Service / year	\$12,000.00	
Subtotal	\$218,200.00	
Admin Cost 5% of Annual Sweeper Cost	\$10,910.00	\$218,200.00 x .05= \$10,910.00
Total including Administration Cost	\$229,110.00	\$229,110/7056 = \$32.47 cost/mile

In preparation and in anticipation for the fiscal year 2013-2014, in March 2012, staff conducted a sweeping survey of costs with specific questions on street sweeping programs to compare between in-house and contract sweeping. An interesting fact of the survey was that out of sixteen responses only two cities provide in-house service. While there were many variations on specifics due to the variable contractual relationships each City had with its sweeping contractor, the fact remains that almost 90% of the Cities surveyed contract out for their sweeping services.

DISCUSSION

Based on the facts mentioned above, Staff is recommending that we evaluate a program to consider replacement of two existing street sweepers. In evaluating this program, Staff has identified four options to consider. They are:

1. Purchase new sweepers
2. Lease/finance sweepers
- 3a. Partial (65/35) Transitional Contract sweeping program
- 3b. Partial (65/35) Transitional Contract hybrid sweeping program

PURCHASE NEW SWEEPERS

In 2000, the South Coast Air Quality Management District (AQMD) adopted a rule that requires the City to purchase alternative fuel sweepers when adding or replacing said vehicles to their fleet. This rule also applies to private contractors that provide sweeping services to Cities. In 2005, AQMD amended the rule to allow non-compliant sweepers to be acquired if the alternative fuel refueling station is five miles or more from where the vehicle is stored, or maintenance yard. Regrettably for us, the City of La Verne has a Compressed Natural Gas (CNG) fueling station that is less than five miles from the Public Works Yard, however, La Verne cannot provide the fueling service capabilities to San Dimas, nor does it have the capability to expand its facilities to conceivably provide fueling services (to San Dimas).

In 2010, we attempted to partner with the school district (under then stimulus funding program) where we had filed a grant application for a shared fueling station to be installed at the Districts facility without any success. Also, in fall 2013 the District was successful in being awarded \$300,000 grant for installing a compressed CNG fuelling station at their yard which is estimated to cost about \$650,000. The District is exploring alternatives to offset the funding difference before proceeding with permitting process.

Unfortunately for us, the District, like La Verne cannot provide the fueling service capabilities to San Dimas, nor does it have the capability to expand its facilities beyond its proposed 12 portal fueling services to San Dimas.

Option 1 - Purchase of CNG sweeper

Purchasing a CNG sweeper is more expensive than a diesel powered sweeper. A diesel sweeper meeting City specifications will cost approximately \$250,000 and a CNG sweeper meeting the same specifications costs about \$316,000. To offset some of the cost AQMD does offer a \$25,000 grant. For San Dimas, the larger looming question is the cost effectiveness of installing a compressed natural gas fuelling station at the yard that is estimated to cost about \$500,000. A major capital investment and improvement undertaking which would likely take up to two years to install and secure all AQMD, Hazardous Waste and other State permits

Staff believes in this current economy to maintain the “in-house” sweeping to the present standards will likely require the initial high capital investment of almost \$2,132,000. Under this option our initial capital costs and annual operating and maintenance will be as shown below:

<i>CNG - Initial cost</i>	
Sweepers 2 x \$316,000	\$ 632,000.00
Fueling station cost	\$ 500,000.00
Initial Capital Required	\$ 1,132,000.00
<i>Operations & Maintenance</i>	
Average annual miles 7,500 x 2.50 CNG per gallon (30 gallon/day for 250 days)	\$ 18,750.00
Sweeper parts (newer)	\$ 18,000.00
Repair Service	\$ 12,000.00
Admin Cost 5% of Annual Sweeper Cost	\$ 9,917.00
2 Operator Costs (85%)	\$ 149,600.00
Total	\$ 208,267.00

LEASE/FINANCE SWEEPERS

As many Cities struggle and face many hurdles to continue and provide superior level of services while in the midst of diminishing resources, some cities are considering lease financing as a solution for meeting their vehicle needs. There are several variable benefits to lease financing:

- i. Allows acquiring vehicles when needed, without having to pay a large lump sum upfront payment. Payment is spread over time making it easier to budget, rather than spike it as with a onetime purchase.
- ii. Leasing provides a real-time solution to worn out vehicles, allows us to meet high level service needs without having to sacrifice other essential services.
- iii. Leases to the City are general priced below market rates.

While the vehicle leasing is a viable option and a contract would include strong maintenance language and replacement cycles, the downside for this option is we have no CNG fueling facility. To consider this option an initial capital investment of about \$500,000 for the CNG facility would be required to get this started.

Option 2 - Finance Sweepers

Instead of paying upfront costs of approximately \$632,000 to purchase two CNG street sweepers, we could lease one for the first year and in a few years lease a second one.

If we decide to lease finance two sweepers for an estimated price of \$632,000, Staff has contacted an equipment company that specializes in municipal leases of capital equipment. The hypothetical agreement is for a lease/purchase option, 60 month term at an interest rate of 5%. The annual lease payment with \$100,000 down payment including principal and interest for two sweepers is approximately \$31,600. Paying the initial \$100,000 down for the sweepers is more palatable for the General Fund balance; however, at the end of 60-month lease term, the City will have spent slightly more money to own the sweepers than outright cash purchasing them in the first year.

CONTRACT SWEEPING SERVICES

The third option is to consider contracting for a street sweeping service program. Upfront there are some major advantages and disadvantages for contracting street sweeping services, such as:

- Advantage
 - Services cost less
 - No loss in productivity due to vehicle downtime
 - Contractor performs own maintenance
 - Frees up City mechanic hours on maintaining sweepers and is now available to maintain other high priority vehicles, which would reduce and improve their downtime.
- Disadvantage
 - No sense of ownership or vested interest in community to what is being cleaned
 - Contractor will not be 'eyes and ears' as to other maintenance requirements/priorities during sweeping runs
 - Increased contract administrative responsibilities – sweeper operators will need more direct supervision than in-house City staff does.
 - Loss of two full-time operators will likely impact City resources in emergency response time & availability of support when needed the most
 - Increased complaints; especially when there is a driver change
 - Slow response time for special or emergency sweeping (or when driver misses a street)
 - Consistency; Contractor may have to send driver/equipment to another City (or driver may not show up for work)

After discussion with other cities, contracting for street sweeping services while it will create some management challenges which can be overcome developing strict street sweeping specification requirements that include lessons learnt from other cities that allows us to continue and provide the same level of sweeping service that our in-house has provided (and community is accustomed to).

Under the contracting option staff would also be considering including the following criteria in the contract specifications. The special criteria may include the following:

- Contractor can store sweeping equipment at the City Yard.
- Contractor shall designate the same driver to sweep San Dimas streets. If there is a change, contractor shall do his best to notify City within 24 hours.
- Contractor shall have a GPS system installed in the sweeper assigned to San Dimas.
- Staff anticipates preparing and implementing an inspection rating system to be used to verify monthly payment and deductions from payments. It will be a contract requirement for contractor to

be evaluated by this rating and/or deductions from payment indicated in the monthly inspection rating system report.

Cost Comparison

For our study session discussion purposes we had contacted a sweeping contractor to give us quotes for sweeping our City based on our current sweeping routes and schedule. The quotes given ranged from \$22.90 to \$24.47 per curb mile. This quote did not include any emergency call-outs, or after cleanup for special events and any City Staff Supervisory costs

For discussion purposes, summarized below are the following costs:

	ANNUAL MILES TO BE SWEEPED 7,056		
ENTIRE CITY	COST PER MILE	ANNUAL COST	NET DIFFERENCE IN-HOUSE v CONTRACT
Current In-house	\$ 32.47	\$ 229,110.00	
Low contract estimate	\$ 22.90	\$ 211,898.00	\$ 17,212.00
High contract estimate	\$ 24.47	\$ 225,192.00	\$ 3,918.00

Option 3a - Partial (65/35) Transitional Contract sweeping program

To effectively and efficiently manage the contractor as we go through the growing pains and the learning curve of contract sweeping services, Staff proposes an alternate option we could consider an incremental transitional approach of entering into contracting sweeping services. Instead of contracting the entire City, we contract for approximately 65% of the City which has the most rigorous and challenging sweeping area routes (or all streets north of Walnut Creek). In this manner we continue the in-house sweeping of Via Verde and specific areas like parking lots and freeway underpasses which are time consuming and a more detailed hand cleaning is needed as per the current program and thereby allowing our supervisory staff to focus in attaining quality sweeping services.

Our objectives and goal of gradually transitioning into 100% contract sweeping in two to three years allowing our existing staff resources to manage and oversee the contractor. At the same time, the phasing allows us to progressively learn and overcome any unforeseen issues that may become technically challenging for us to manage. The transitioning of sweeping services also allows our residents to slowly accept contract sweeping into the community. Under this option our annual in-house operating and maintenance costs would be:

OPTION - 3A			
<i>In-house sweeper at 35% level - estimated cost per curb mile</i>			
Operator @ 2 days per week		\$ 40,321.00	
Fuel for 1 sweeper @ \$4 /gal		\$ 8,000.00	
Sweeper parts		\$ 15,000.00	
Subtotal		\$ 63,321.00	
Administrative costs @ 5%		\$ 3,166.00	
Sweeping Cost per year		\$ 66,487.00	

Option 3b - Partial (65/35) Transitional Contract Hybrid sweeping program

Under this option the proposal is to continue the in-house sweeping of Via Verde and specific areas like parking lots and freeway underpasses where detail hand cleaning is needed as per the current program for additional 6 to 8 years and the balance of City (65%) is swept by contracting.

This option explores the feasibility of “remounting” an existing sweeper chassis with a new sweeper assembly thus the enhancement. As with any heavy equipment the chassis have a lot of life in them. This alternative would keep our sweeper in compliance for approximately 8 additional years. The retro-fit of the sweeper could be done in 90 days at a cost of \$156,000. The downside of this will be higher maintenance costs for the other mechanical gear of said sweeper.

OPTION - 3B - Retrofit Existing Sweeper			
<i>In-house sweeper at 35% level - estimated cost</i>			
Initial annual cost same as per 3A or		\$66,487	
Initial cost to retrofit existing sweeper		\$ 156,000.00	

Under this option we contract for one-year with an option to extend the contract for another twelve months or any shorter or longer period. The objective would be that the contractor will service or sweep 65 % of the City or 5,491 curbs miles. The remaining sweeper will continue the in-house sweeping all streets in Via Verde, including all City owned parking lots and freeway underpasses.

*NOTE: Due to the limited life cycle of our existing sweepers, this option is only proposed as a stop-gap measure to allow staff time to manage contracting, as well as potential personnel reassignments; it should not be viewed as a final solution.

Overall Cost Comparison – Citywide vs. 65% Contracted

Additionally, the chart below provides a summary of the differences in costs of in-house sweeping entire City vs. contracted 65% as depicted in the above referenced options for contract sweeping either option 3A or 3B.

ENTIRE CITY	ANNUAL MILES TO BE SWEEPED 7,056			65% TO CONTRACT SWEEPING 5,491 MILES	
	COST PER MILE	ANNUAL COST	NET DIFFERENCE IN-HOUSE v CONTRACT		
Current In-house	\$ 32.47	\$ 229,110.00		\$ 66,487.00	**
Low contract estimate	\$ 22.90	\$ 211,898.00	\$ 17,212.00	\$155,743	
High contract estimate	\$ 24.47	\$ 225,192.00	\$ 3,918.00	\$ 164,511.00	
Survey average cost estimate	\$ 18.08	\$ 178,215.00	\$ 50,895.00	\$ 142,846.00	

**Cost per curb mile is \$39.93 sweeping streets for average two days for 35% of City.

ANALYSIS

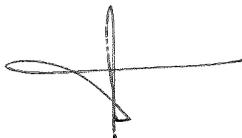
In conclusion, as Council can see, there are many detailed factors that have been studied and considered with respect to finding the right solution to the City’s sweeping program that is financially feasible. Attached for Council’s review is a cost summary of all the four options discussed. Again, for discussion purposes,

the summary is a comparison of costs in terms of present dollars and future dollars. Upon review of these cost options we anticipate that Council would provide direction as to which option they would like Staff to pursue and explore further, and/or incorporate into our fiscal year 2014-15 budget discussions scheduled in May.

RECOMMENDATION

City Council provide staff directions on the preferred options for staff to further evaluate and/or consider as part of 2014-15 budget discussions scheduled in May .

Respectfully Submitted,



Krishna Patel
Director of Public Works

Attachments - Comparison Chart of Costs/Alternatives

**COST COMPARISON OF VARIOUS OPTIONS
OVER 5 AND 10 YEARS @ 5% INTEREST PER ANNUM**

OPTION 1 - PURCHASE OF CNG AND FUEL STATION OPTION- IN HOUSE SWEEPING				
			Present Dollar Value	Future Dollar Value
	<i>Initial Investment:</i>			
(a)	2x Sweepers	\$ 632,000.00		
	Fueling station cost	\$ 500,000.00		
	sub-total	\$ 1,132,000.00		
	<i>CNG & Fuel Station - O&M Costs:</i>			
(b)	O&M-Five Years \$208,267(4.3295)	\$ 901,691.00		
	For Five Years	Total	\$ 2,033,691.00	\$ 2,595,599.00
(c)	O&M-Ten Years \$208,267(7.7217)	\$ 1,608,175.00		
(d)	O&M-Starting 6th Year \$20,843(4.3295)(0.7462)	\$ 67,336.00		
	For Ten Years	Total	\$ 2,807,511.00	\$ 4,573,154.00
OPTION 2 - CNG FINANCE OPTION (LEASE/PURCHASE 2 SWEEPERS)				
	<i>Initial Capital Investment:</i>			
	Fuel station	\$ 500,000.00		
	Down payment for sweepers	\$ 100,000.00		
	sub-total	\$ 600,000.00		
	<i>P W of Sweeper Financed for Five Years:</i>			
	\$532,000 (1.2763)	\$ 678,991.00		
	O&M (as (b) above)	\$ 901,691.00		
	For Five Years	Total	\$ 2,180,682.00	\$ 2,783,204.00
	O&M-Ten Years (as (c+d) above)	\$ 1,675,511.00		
	For Ten Years	Total	\$ 2,954,502.00	\$ 4,812,588.00
OPTION 3A - 100% CONTRACTING				
	For Five Years			
LOW*	\$211,898 (4.3295) =	\$ 917,412.00	\$ 917,412.00	\$ 1,170,892.00
HIGH**	\$225,192 (4.3295) =	\$ 974,968.00	\$ 974,968.00	\$ 1,224,351.00
	For Ten years			
LOW*	\$211,898 (7.7217) =	\$ 1,636,212.00	\$ 1,636,212.00	\$ 2,665,307.00
HIGH**	\$225,192 (7.7217) =	\$ 1,738,865.00	\$ 1,738,865.00	\$ 2,832,524.00
OPTION 3B - 65% CONTRACTING - HYBRID				
	Phased Work-For Five Years			
LOW* (a)	\$123,453 (4.3295) =	\$ 534,489.00		
HIGH** (b)	\$131,917 (4.3295) =	\$ 571,134.00		
	<i>In house - Retrofit Existing Sweeper:</i>			
(c)	Retrofit Sweeper - Initial Capital Cost	\$ 156,000.00		
(d)	O&M - for Five Years \$63,231 (4.3295)	\$ 273,758.00		
	Total (c+d)	\$ 429,758.00		
LOW*	<i>Estimated Cost of combination</i>	Total (a+c+d)	\$ 964,247.00	\$ 1,230,668.00
HIGH**	<i>Estimated Cost of combination</i>	Total (b+c+d)	\$ 1,000,892.00	\$ 1,277,438.00
	Phased Work-For Ten Years			
LOW*	(a)+(c)+O&M \$63,231 (7.7217)		\$ 1,178,739.00	\$ 1,920,049.00
HIGHT**	(b)+(c)+O&M \$63,231 (7.7217)		\$ 1,215,384.00	\$ 1,979,740.00

*LOW = \$22.90 per curb mile

**HIGH = \$24.47 per curb mile

♦Due to AQMD rules and regulations, the

10 Year comparable may not be a viable comparison due to the unknown higher maintenance costs involved with the retro-fitted much older sweeper



Agenda Item Staff Report

TO: Honorable Mayor and Members of City Council
For the Meeting of January 26, 2010

FROM: Blaine Michaelis, City Manager

INITIATED BY: Planning Division

SUBJECT: Review of existing policy regarding cargo storage containers.

SUMMARY

Cargo/Sea Metal Storage Containers are unclassified in the zoning code. These containers are being used citywide. At the direction of City Council, Staff has provided additional information and analysis for further discussion relating to a possible ordinance regulating the use of these containers.

BACKGROUND

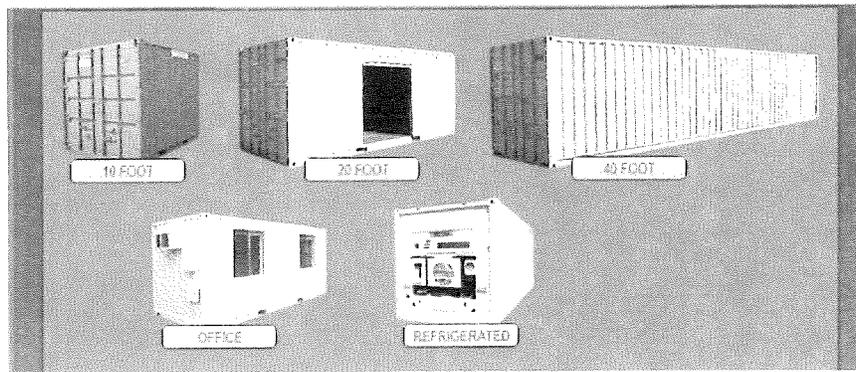
The topic of cargo storage containers was on the agenda for discussion at the City Council Retreat in May. It was the consensus of the Council that Staff provides more analysis, along with possible regulations/standards for cargo storage containers for further discussion and consideration. The following excludes recycling and donation centers.

ANALYSIS

Cargo Storage Containers are typically made of steel used for transportation of goods via railroad, land or sea. Common size limitations are ten (10) feet in height and 32 feet long or three hundred twenty (320) square feet. Most cargo containers are available in lengths of 10', 20', or 40' and some vendors can even provide custom sizes. New containers can run between \$2,000 and \$4,000.

The storage containers are marketed to retail, construction, hospitals and government agencies in addition to the storage of cargo in transit. They provide security from theft, the elements and are low cost compared to construction of permanent storage. The following picture illustrates the different sizes and styles available.

76

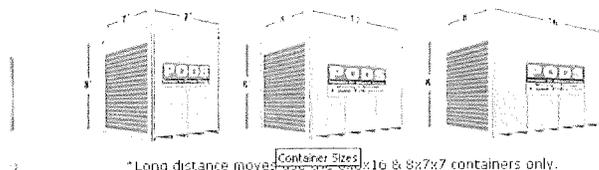


There are also portable units "PODS" (Portable On Demand Storage) that are delivered to your location, stored on site or at a warehouse facility. Below is an illustration of the sizes available for rent. The construction of these storage boxes is not as durable as the steel cargo storage containers and they are not intended to be stored outdoors for a lengthy amount of time.

What size PODS portable storage units do you need?

PODS units come in 3 sizes (sizes are approximate):

- 8x7x7
- 8x8x12
- 8x8x16*



The PODS tend to be temporary versus the cargo storage containers which often end up becoming a long term solution for outdoor storage.

Attached is Staff's memo to Council from the May 2009 Spring Retreat regarding storage containers. There are several areas in the city where the cargo storage containers are being used, including City property. In surveying several cities with ordinances specific to shipping/cargo storage containers, a majority of the cities allowed the containers on a temporary basis citywide, usually by policy. Almost all the cities allowed the containers in the M-1 zone.

Are cargo storage containers appropriate in the City?

Historically, outdoor storage has not been encouraged and strictly regulated by the City. Outside storage of materials is only permitted in the Light Industrial Zones. Outside storage areas are required to be oriented away from view from any public right-of-way, and/or screened by completely opaque materials. The Light Manufacturing Zone (M-1) and Industrial Park Zones (IP) zones in San Dimas are dominated by large warehouse buildings, where activity and storage is restricted to inside the building. There are few heavy industrial sites in the City

where the cargo storage containers would be appropriate and expected. It is appropriate to allow the storage containers during construction activity citywide. It may also be appropriate to allow the containers in the commercial zones during the holiday months or some other limited period for overflow merchandise.

The City currently has cargo containers in several of our parks for storage of team sports equipment. The teams are required to maintain and regulate the contents of the cargo containers. These cargo containers have not proved to be an issue and are graffiti free. **Permanent** use of these industrial storage containers is not appropriate anywhere in San Dimas. Staff believes that permanent storage should be a building in compliance with all zoning and design standards. Their use in city parks and other public facilities raises questions of a possible "double standard".

Temporary use

Many of the Cities surveyed permitted the storage containers on a temporary basis through an administrative process via Directors Review. Staff believes this is appropriate for certain circumstances on a short term basis such as during construction or for seasonal retail storage. Each application was reviewed on a case by case basis and limited to a couple times a year. Storage of the units was required to be out of public site and if in a residential zone the unit could not be located in any required setback or parking area.

POLICY ISSUES: Council direction is needed on the following policy choices:

- Should cargo storage containers be allowed on a temporary and /or permanent basis?
- If so in what zones should they be allowed? Residential? Commercial? Downtown? Industrial?

RECOMMENDATION

Staff recommends that we continue with the existing policy limiting cargo storage containers to construction sites and limited (or seasonal) storage in some commercial and industrial zones. Staff does not support their use in the historic downtown.

Respectfully Submitted,


Laura Lockett
Associate Planner

Attachments:

1. Selected excerpts from the City of Lancaster cargo container ordinance.
2. May 18, 2009 Staff Report

The following are excerpts from the City of Lancaster's Cargo Storage Container Ordinance. Staff has only included the requirements for commercial zones. The industrial zone regulations are essentially the same except it allows for a larger storage container. Staff does not encourage the use of these containers in residential zones unless there is an active building permit, emergency temporary storage (i.e. fire, flood, etc) or temporary storage for moving.

If Council wishes to read the ordinance in its entirety Staff could provide a copy after the meeting.

17.04.240 Definitions.

"Cargo container" means and includes, without limitation, a pre-manufactured, assembled reusable structure, typically made of metal but which can be made of other materials, that is delivered to a property in the City for use by an owner, occupant or licensed contractor as storage for construction materials and equipment, household items or other personal property. "Cargo container" includes, without limitation, vessels designed for packing, shipping or transportation of freight, articles, goods or commodities, and includes containers that are designed for and capable of being moved by railcar, motor vehicle, or ship. "Cargo container" does not include a storage shed or other structure that is or may be assembled at a property.

Commercial Zones

- (A) The placement and use of a temporary office in conjunction with a construction or development project undertaken pursuant to an active building permit. A temporary office shall be placed on the lot or parcel which is part of the project, or on property adjoining the construction or development site with the written consent of the property owner. The placement of a temporary office shall not occur until the building permit is obtained. The temporary office shall be removed within 30 days after the permit is expired, revoked, or finalized.
- (B) *Use of commercial coaches as temporary offices subject to the provisions of Article X of Chapter 17.40 and this zone.*
- (C) (1) Storage of building materials, machinery and equipment used in conjunction with a construction or development project undertaken pursuant to an active building permit. Storage shall be on the lot or parcel which is part of the project, or on property adjoining the construction or development site with the written consent of the property owner. Storage shall not occur until the building permit is obtained. Storage shall be removed within 30 days after the permit is expired, revoked, or finalized.
- (2) Cargo containers may be used for the temporary construction storage described in (1) of this subsection. A cargo container approved pursuant to this subsection shall not require a separate permit. The number and location of cargo containers used for temporary construction storage shall be subject to the review and prior written approval of the Building Official and [Director of Development Services] or their duly authorized

representatives. Application for approval of cargo containers for temporary construction storage shall be made on a city-approved form and shall indicate the number of the building permit obtained for the construction or development project for which the temporary construction storage is requested, the size of each cargo container, the proposed location of each container on the property, and the date on which each container shall be placed on the property.

(3) The time period for which a cargo container may be used for temporary construction storage is limited to the time when the building permit is active. An active building permit means one that has not expired, been revoked, or been finalized. Cargo containers used for temporary construction storage shall be removed from the property within thirty calendar days of the expiration, revocation or finalization of a building permit.

(4) Cargo containers used for temporary construction storage shall not exceed eight feet in width, eight feet six inches in height, and forty feet in length.

(5) Cargo containers used for temporary construction storage shall conform to the following standards:

- (a) Cargo containers shall be set back a minimum of five feet from any property line and a minimum of ten feet from any structure.
- (b) Cargo containers shall not be stacked on top of each other or on any other structure.
- (c) Cargo containers shall not encroach upon, block, obstruct, or reduce in any manner any required exits, windows or vent shafts of structures, or any parking spaces, driveways, private streets, or public rights of way.
- (d) Cargo containers shall not be used for human habitation or occupied by individuals for any reason.
- (e) Cargo containers shall not have any electrical, plumbing, heating or air conditioning installations or systems, and shall not be connected to a power source.
- (f) Refuse, garbage, trash and debris, as well as hazardous substances, as defined by state or federal law, shall not be placed or stored in, against, on, or under a cargo container at any time.

(D) (1) Cargo containers may be used for temporary storage of items related to the use of commercial-zoned property, including but not limited to business inventory, office furniture, office supplies, office equipment and other items, when a structure is undergoing rehabilitation, repair, remodeling, alteration or other construction work under an active building permit.

(2) The number and location of cargo containers used for temporary commercial storage shall be subject to the review and prior written approval of the Building Official [and the Director of Development Services] or their duly authorized representatives. A cargo container approved under this subsection shall not require a separate permit.

Application for approval of cargo containers for temporary commercial storage shall be made on a city-approved form and shall indicate the number of the building permit obtained for the repair, remodeling, alteration or other work for which the temporary commercial storage is requested, the size of each cargo container, the proposed location of each container on the property, and the date on which each container shall be placed on the property.

(3) The time period for which a cargo container may be used for temporary commercial storage is limited to the time when the building permit is active. An active building permit means one that has not expired, been revoked, or been finalized. Cargo containers used for temporary commercial storage shall be removed from the property within thirty calendar days of the expiration, revocation or finalization of a building permit.

(4) Cargo containers used for temporary commercial storage shall not exceed eight feet in width, eight feet six inches in height, and forty feet in length.

(5) Cargo containers used for temporary commercial storage shall conform to the standards set forth in Section 17.12.060(C)(5).

- (E) (1) Cargo containers may be used for emergency storage of items related to the use of commercial-zoned property, including but not limited to business inventory, office furniture, office supplies, office equipment and other items, when a structure becomes uninhabitable due to fire, flood, earthquake, vandalism, or other such act against the structure.
- (2) Cargo containers used for emergency storage shall require a container permit. The number and location of cargo containers used for emergency commercial storage shall be subject to the review and prior written approval of the Director [of Development Services] or their duly authorized representatives. Upon such approval, and payment of a container permit fee in an amount established by City Council, a container permit shall be issued.
- (3) Cargo containers may be used for emergency commercial storage for a period not to exceed fifteen calendar days. This use may be extended for an additional ten calendar days upon the prior written approval of the Director [of Development Services].
- (4) Cargo containers used for emergency commercial storage shall not exceed eight feet in width, eight feet six inches in height, and forty feet in length.
- (5) Cargo containers used for emergency commercial storage shall conform to the standards set forth in Section 17.12.060(C)(5).
- (F) (1) Cargo containers may be used for storage of items related to the use of commercial-zoned property, including but not limited to business inventory, office furniture, office supplies, office equipment and other items, in conjunction with relocation to or from a property or in preparation for storage of such items at a storage facility.
- (2) Cargo containers used for relocation storage shall require a container permit. The number and location of cargo containers used for relocation storage

shall be subject to the review and prior written approval of the Director [of Development Services] or their duly authorized representatives. Upon such approval, and payment of a container permit fee in an amount established by City Council, a container permit shall be issued.

- (3) Cargo containers may be used for relocation storage for a period not to exceed fifteen calendar days. This use may be extended for an additional ten calendar days upon the prior written approval of the Director [of Development Services].
- (4) Cargo containers used for relocation storage shall not exceed eight feet in width, eight feet six inches in height, and forty feet in length.
- (5) Cargo containers used for relocation storage shall conform to the standards set forth in Section 17.12.060(C)(5), except as provided in (6) of this subsection.
 - (6) Cargo containers used for relocation storage may be placed in parking lots so long as no more than 10% of the provided parking spaces are used for this purpose.
- (G) Cargo containers that are present on private real property, for any use or purpose, on the effective date of this section shall be removed within six months from the effective date, unless the property owner obtains the requisite approvals and permits in conjunction with temporary uses allowed in this Section and otherwise complies with all regulations pertaining to cargo containers.

The City would add temporary storage of seasonal merchandise.



MEMORANDUM

TO: Honorable Mayor and Members of City Council
For the Meeting of May 18, 2009

FROM: Planning Department

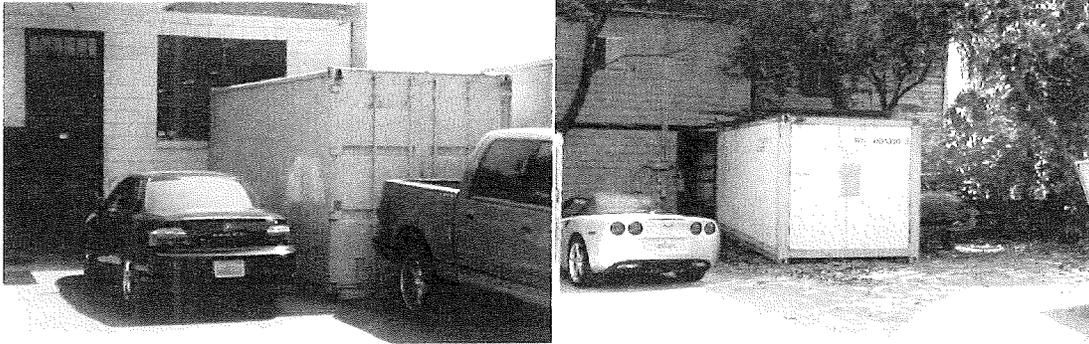
SUBJECT: Cargo Storage Containers

The City of San Dimas does not currently have an ordinance regulating cargo storage containers, nor do we have a formal written policy. Staff has taken the position that such containers are generally prohibited except as noted below. However, there have been occurrences where these cargo containers have been “parked” behind commercial businesses within the downtown and residential neighborhoods and the City has received complaints.

Cargo storage containers are prohibited in residential zones because of their industrial nature and inability to meet the design requirements. During the holidays the City has allowed Target to store overstock in cargo containers (out of public view) through the Temporary Use Permit process. Beyond what is allowed during a construction project, the City does not have many requests for using cargo containers.

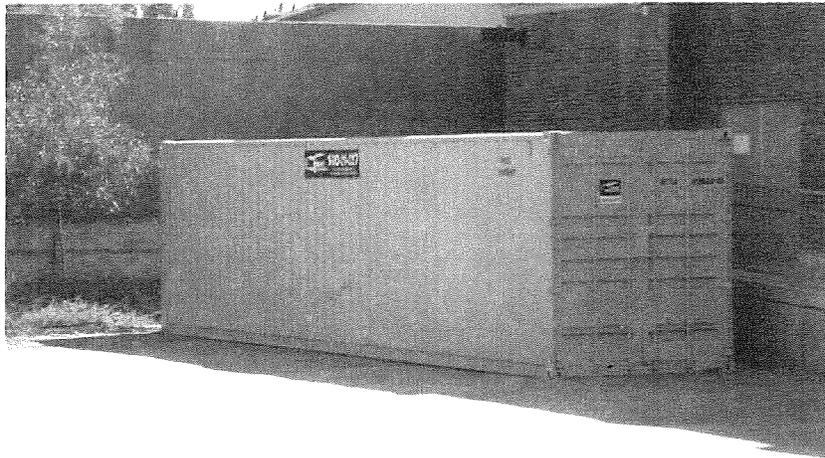
Staff has researched surrounding cities regulations/policies on cargo storage containers. Judging from the cities surveyed cargo containers are only permitted on a temporary basis and/or certain times of the year.

City	Ordinance	Process
Azusa	No (ord in the works) Considering an overlay zone to allow with a CUP	TUP only permitted during Oct 15 –January 15
Claremont	Yes	Need Directors approval; size limited to 8'x8'x20'; must not be in ROW or block vehicular visibility; weed/debris free; long term surrounded by 5 ft fence wall ,etc.
Covina	No	Special use in industrial zones or associated with a building permit.
Chino	No	TUP only permitted during Oct 15 –January 15 M-2 outdoor storage permitted when incidental to primary use.
Chino Hills	No	Use the outdoor display and storage ordinance. Nothing specific.
Glendora	No	Under nuisance ord. can not be in public view or visible from adjoining properties
La Verne	No	Prohibited by omission in all zones.
Pomona	No	Prohibited in all zones. They use the design review section to prohibit them.
West Covina	Yes	Administrative review up to 6 months could allow add'l 6 mo.. Only permitted during construction or similar approved building permit activity size limited to 20'x10', 10' tall Administrative Review
Walnut	No	Prohibited



125 West Bonita “Old Town Antique Mall” 213 West Bonita “The Train Shop”

Pictured above are examples of the cargo containers being used (un-permitted) in the downtown. The containers are located behind the businesses, visible from the alley. 125 West Bonita is also visible from 1st Street and the newly restored Walker House.



220 E. Bonita Avenue “Albertsons”

Pictured above is a storage container located behind Albertsons, visible from Walnut St.



The picture above shows a cargo container in a residential zone where a construction project is in progress.

If the City Council feels that the City is in need of regulations regarding cargo storage containers the City of Claremont and West Covina both have examples of ordinances in practice.

- c. Consider Municipal Code Text Amendment 09-05 - A request to amend the City's Municipal Code as required by Senate Bill No. 1627, revising the Zoning Code pertaining to Co-location of Wireless Communication Facilities (18.150)

ORDINANCE NO. 1194, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN DIMAS AMENDING TITLE 18 CHAPTER 150 OF THE SAN DIMAS MUNICIPAL ZONING CODE REGARDING CO-LOCATION OF CELL PHONE TOWERS

Administrative Aide Frey summarized a request to amend Chapter 18.150 of the City's Zoning Code to streamline the local permitting process regarding co-location of cell phone towers, and to bring the City in compliance with Senate Bill 1627. Staff recommends approval of Ordinance No. 1194.

Mayor Morris opened the public hearing and asked if anyone wished to speak regarding the proposed Municipal Code Text Amendment. There being no one, the public hearing was closed.

After the title was read, it was moved by Councilmember Badar, seconded by Mayor Pro Tem Bertone, to waive further reading and introduce **ORDINANCE NO. 1194, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN DIMAS AMENDING TITLE 18 CHAPTER 150 OF THE SAN DIMAS MUNICIPAL ZONING CODE REGARDING CO-LOCATION OF CELL PHONE TOWERS**. The motion carried unanimously.

7. PLANNING/DEVELOPMENT SERVICES

- a. Update on DOE Energy Strategy Development.

Assistant City Manager of Community Development Stevens reported that the City received a \$150,200 grant from the Department of Energy and as a result of the study conducted by CTG Energy, five top goals were identified for emergency efficiency and conservation based on short-term and long-term objectives. Mr. Stevens highlighted various strategies for implementing a public educational outreach program and said the final strategy approval is required to submit the final Energy Strategy due at the Department of Energy on February 24th. He requested Council comments and preliminary support on energy strategy.

In response to Mayor Pro Tem Bertone, Mr. Stevens replied that staff has funds to stimulate implementation and residents who want an emergency audit can be referred to pre-qualified Energy Consultants paid for by the City.

Councilmember Templeman suggested considering CalSense-type irrigation controllers to achieve water savings throughout parks and rights-of-way.

Mayor Morris suggested that the San Dimas Canyon Golf Course be considered to benefit from this program. He added that a study on optimal lighting might be helpful in future development.

Councilmember Ebner suggested subsidizing the cost on energy saving products.

Mr. Stevens appreciated the comments and said he would bring back a report in February, 2010.

- b. Review of existing policy regarding Cargo Storage Containers.

Associate Planner Lockett summarized the staff report and said Cargo/Sea Metal Storage containers used city-wide are unclassified in the zoning code. At the direction of City Council, staff provided additional information and analysis for further discussion to consider regulating the use of these containers. Staff recommends continuing with the existing policy limiting cargo storage containers to construction sites and limited (or seasonal) storage in some commercial and industrial zones. Staff does not support their use in the historic downtown.

In response to Council, Assistant City Manager Stevens replied that the existing zoning ordinance does not permit cargo storage and unless specifically authorized, the use is in violation of the zoning code. He said City Council direction is needed whether or not to allow cargo containers on a temporary or permanent basis, and in what zone should they be permitted.

Councilmember Templeman asked what options are available for historical buildings in the downtown area to add onto existing structures for storage. He said any new construction would trigger bringing the building up to current code which would then become cost prohibitive for the property owner.

Mr. Stevens replied that circumstances would vary from parcel to parcel and staff would need to review the requests individually. He said if space is needed for storage, a permanent structure is preferable to a storage container. However, permitting storage containers without time control seems detrimental in the long term.

In response to Council, Mr. Stevens said staff is proposing that cargo containers be allowed during construction in a commercial zone or light industrial zone on a temporary basis, which is defined as 30 days and not more than six months. He added that seasonable storage can be considered with an approved plan. He mentioned that staff is aware that youth groups are utilizing cargo containers as cost effective storage for equipment.

Mayor Pro Tem Bertone suggested that staff regulate cargo containers by conditional use permit and restrict visibility on the street.

Mayor Morris expressed concern that the existing policy is not being enforced. He suggested that property owners be given an amortization period for existing cargo containers. He invited audience members to comment.

- 1) **Cyndia Williams**, Old Towne Antiques, said the cargo container is essential to her business to provide storage on her property. She indicated that the container is painted to blend in with her existing building and is not visible from the street. She asked the City Council to reconsider her circumstance.
- 2) **Jim McCants** stated that Yucaipa enforces very strict regulations with the use of cargo containers and he felt Council's comment about being consistent with the treatment of recreation vehicles, trailers, and containers is an important point.
- 3) **Paul Kirby**, Train Stop, said the storage container in the rear of his property is essential to the operation of his business. He added that the container was not visible for many years until the fence he erected several years ago was torn down.

It was the consensus of the City Council to enforce the policy to restrict proliferation of new cargo containers, grandfather in existing storage containers with the caveat that if the property is sold, the containers must be removed; accommodate seasonal containers; and restrict the use in residential zones.

Mr. Stevens understood the consensus of the City Council and stated staff would put in writing a policy relative to new cargo containers and individually review long established cargo containers to provide amortization or a grace period. He said the policy will not be enforced during the interim period for existing cargo containers. He will bring back a report in approximately 60 days.

8. OTHER MATTERS

- a. Award of contract to S & M Moving Systems for relocation services to move from City Hall to the Temporary City Hall.



Planning Commission Staff Report

DATE April 7, 2010
TO Planning Commission
FROM Community Development Department
SUBJECT Review of Proposed Policy concerning Cargo Storage Containers

BACKGROUND

The issue of allowing cargo storage containers has been considered several times by the City Council (see attached Council Staff Report and City Council minutes dated January 26, 2010) At that time City Council directed Staff to develop a written policy that limited new cargo containers to seasonal use and to temporary circumstances such as construction In addition, Staff was directed to establish amortization or grace period or similar criteria to "phase out" long established cargo containers

Staff is drafting a policy pursuant to that direction and determined that input from the Planning Commission would be beneficial to our efforts A more detailed inventory of existing cargo containers was developed subsequent to the City Council meeting

ANALYSIS

While the inventory is a "work in progress" it does raise several issues relative to cargo containers A number (see Items 5, 10, 12, 17 & 18) are on public property such as schools and as such are not within the zoning jurisdiction of the City and will be exempt from any policy created Several (see Items 6, 13 & 16) are on City property and could be subjected to a different approach Two (see Items 1 & 4) are on residential property The remainder are located on commercial and industrial properties There are likely other sites with cargo containers not in this inventory

The following issues should be addressed in establishing appropriate parameters to address existing cargo containers

- 1 Seasonal cargo containers – Staff prefers not more than 30 days and linkage to a specific event such as Christmas There should probably be a limit on the number of events in any calendar year (2-4) A temporary use permit or other procedural control with site plan approval and time limits is probably also necessary

- 2 Temporary cargo containers during construction – These should probably be tied to the duration of a building permit but it may be appropriate to provide a maximum time. A temporary use permit or other procedural control with site plan approval and time limits is probably also necessary.
- 3 Other existing cargo containers – It is necessary to determine what “long established” cargo containers includes. Is there a time frame – should it be related to sale of property or change of business or a fixed time? Should there be an application process? Are there standards that should apply (i.e. screening from public view, parking loss if currently placed in a parking lot, etc. Should there be limits on the number or size of these cargo containers)?

It is likely that any approach will require an amendment to the Zoning Code – probably in the Temporary Use Chapter. However an Interim Policy will probably be established pending the Code Amendment to minimize the establishment of other non-permitted cargo containers. Staff intends to review the Draft Interim Policy with the Planning Commission before Council action is taken.

RECOMMENDATION

Staff requests any comments and/or direction from the Planning Commission.

Respectfully Submitted,



Larry Stevens
Assistant City Manager for Community Development

Attachments

- 1 City Council staff Report dated January 26, 2010
- 2 City Council Minutes for January 26, 2010
- 3 Table entitled “Cargo Containers around San Dimas”
- 4 Photographs of Cargo Containers in Table

CITY OF SAN DIMAS PLANNING COMMISSION MINUTES

Regularly Scheduled Meeting
Wednesday, April 7, 2010 at 7:00 p.m.
270 South Walnut Avenue, Sheriff's Community Meeting Room

Present

Chairman James Schoonover
Commissioner David Bratt
Commissioner Stephen Ensberg
Commission M. Yunus Rahi
Assistant City Manager of Community Development Larry Stevens
Director of Development Services Dan Coleman

Absent

Commissioner John Davis

CALL TO ORDER AND FLAG SALUTE

Chairman Schoonover called the regular meeting of the Planning Commission to order at 7:01 p.m. and Commissioner Bratt led the flag salute.

CONSENT CALENDAR

1. Approval of Minutes: February 17, 2010 (Davis, Ensberg absent)
March 3, 2010 (Davis absent)

MOTION: Moved by Bratt, seconded by Schoonover to approve the minutes of February 17, 2010. Motion carried 3-0-1-1 (Davis absent, Ensberg abstain).

MOTION: Moved by Bratt, seconded by Schoonover to approve the minutes of March 3, 2010. Motion carried 4-0-1 (Davis absent).

COMMISSION BUSINESS

2. REVIEW OF CARGO CONTAINER POLICY

Staff report presented by Assistant City Manager of Community Development Larry Stevens, who stated that in the past they have not allowed the use of cargo containers for storage on a long-term basis, though there wasn't a written policy. Recently there was a complaint filed about a specific one in a commercial zone, and when the property owner objected to the enforcement to the City Council, the Council asked Staff to review what other cities do and present options. In January 2010 when Staff went back to the Council, the recommendation was that cargo containers should be prohibited except in conjunction with construction. The

owners of Old Towne Antiques and The Train Stop argued that they have had their containers for many years and felt they were essential to the operation of their businesses. He stated several containers are located on public properties such as the school district, the City Yard and public parks, which technically are not subject to regulation. Staff did a further inventory which is reflected in the chart in the report. There may be more, but this is probably the majority of them. He felt there are about eight sites that are at issue because the others are either on public properties, or in residential zones where the Council has specifically indicated they are not appropriate. Staff is looking for the Commission's input on the ones that may be allowed to stay for a designated period of time, and if so, what standards should be set.

Assistant City Manager Stevens stated one option being considered for commercial retailers is to allow containers for seasonal storage for up to 30 days when issued a Temporary Use Permit. This would accommodate special needs but on a very limited basis. They also intend to allow with construction projects but would like to formalize the process so that there is some type of time limit associated.

As to the eight pre-existing containers at issue, it was felt there needed to be a timeframe given for their removal, and also standards established on their appearance, how they are screened, and their position in relation to available parking.

Chairman Schoonover felt there should definitely be a maintenance requirement, such as annual painting, and that they should be fenced or screened in some manner.

Commissioner Ensberg did not want to make it difficult for stores like Target or Albertson's to accommodate seasonal merchandise.

Assistant City Manager Stevens felt they could be allowed to bring them in several times a year for seasonal sales, and be issued a TUP for 30 days.

Commissioner Ensberg felt they should be given 60 days for each seasonal TUP. He also felt that there should be limit on how many can be at one location, and concurred with earlier statements on maintenance and screening requirements.

Commissioner Bratt concurred, and felt that for the existing ones, they should be phased out within the next three years.

Assistant City Manager Stevens stated it was felt that if a business needed long-term storage, they should make improvements to the building or rent an off-site storage unit. He also concurred with Commissioner Ensberg that the City should comply with the regulations as well to set an example.

In response to Commissioner Rahi, Assistant City Manager Stevens stated the intent is to prohibit cargo containers in residential zones except during construction. The owners of containers that are there now will be told to remove them immediately.

Commissioner Ensberg stated he was not in favor in allowing containers for the life of the building permit because sometimes projects can drag on for several years.

Assistant City Manager Stevens stated he would prepare a draft written policy and return to the Commission for comments before presenting it to the City Council. After the policy is adopted, he will be processing a code amendment to put some of the regulations into the Municipal Code.

STORAGE STRUCTURES

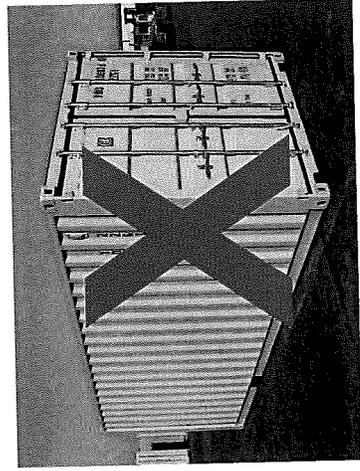
The following are some of the most frequently asked questions by homeowners regarding storage structures. We hope this answers most of your questions. Should you need additional information, please feel free to talk to our staff at the Building & Safety and Planning counters, or phone us at the numbers listed.

What is a storage structure?

Storage structures are used to store a wide variety of items, including, but not limited to, tools, gardening supplies, arts and crafts, seasonal clothes, mementos, etc. Storage structures can be attached to or detached from the main residence. A common type of storage structure is a portable shed. Examples of permanent storage structure is a barn.

Are storage containers allowed?

No. Storage containers, also known as "sea cargo containers" or simply "cargo containers," do not conform to the City's design standards. Cargo containers are only allowed on construction sites with an active building permit.



Do I need a building permit?

Up to 120 square feet floor area, and no more than 12 feet high from finished grade to highest point of structure: **No** permit required. If there is any mechanical, electrical, or plumbing: **Yes**, permit required.

Over 120 square feet floor area or more than 12 feet high: **Yes**, permit required. Contact the Building & Safety Department regarding plan check submittal requirements and code requirements.

What about inspections?

Inspections are required when a building permit is required. For inspection purposes, the approved plans, permit, and inspection card must be present at the time of the inspection. Call the Building & Safety Division at least 24 hours in advance to request an inspection.

What setbacks apply?

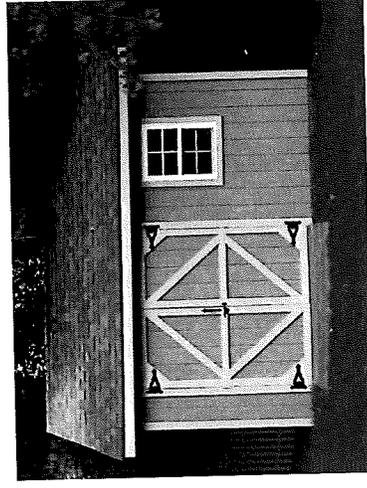
All storage structures must be located behind the main building line of the house, plus comply with setback requirements for your zone per the City's Zoning Code. For setback information on your lot, please contact the Planning Division.

What about lot coverage?

Storage structures must be counted in calculating compliance with maximum lot coverage of your zone.

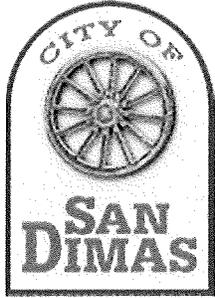
What design standards apply?

All storage structures are subject to the design requirements of the City's Zoning Code, regardless of size or whether a building permit is required. Should be architecturally compatible with residence or primary structure, including form, and architectural style. Additional design standards apply in the Town Core area. For more information, please contact the Planning Division.



Approval Process?

A site plan indicating location, height, and materials should be submitted to the Planning Division for review and approval prior to installation.



ITEM 9

MEMORANDUM

DATE: March 31, 2014

TO: Mayor and City Council

FROM: Community Development Department

SUBJECT: Approach to Downtown decorative lighting – current options, possible standards and program

Background:

There are no existing standards regarding decorative lighting downtown. There have been several attempts to organize a group to provide roofline lighting and discussions about adding lighting to the street trees. Several businesses have individually added lighting (Pozzettos – flood lights at roof; Wine Shop – accent lighting around windows, signs and portions of building; Walker House – accent lighting along architectural elements; façade program participants – gooseneck lighting over signs). After recent interest expressed by Council, Staff surveyed cities through ListServe but received only a few responses – none of which were very helpful.

Staff also met with Pozzetto's to discuss their interest in decorative lighting. Those discussions identified certain desires and constraints regarding lighting. These include:

- *Adding under-umbrella or edge lighting to the three tables in the outside eating area.* It is difficult to use the existing outlet to serve all three tables without having cords in the air or along the ground. These could be trip hazards and a liability especially since this outside eating area is in the public right-of-way. Staff suggested there are battery operated under-umbrella lights that could be used (cost is \$50-75).
- *Adding lighting around the perimeter of the existing wall sign.* This is not a type of sign lighting that is typically allowed. Staff suggested using gooseneck lighting similar to that deployed in the façade project as preferred. Apparently the landlord will not give rent credit for this type of tenant improvement and the business owner lacks adequate funds (approximately \$800) to install without getting credits on his rent.
- *Adding decorative lighting along the roofline.* Staff advised that this could be done at the present time.

Possible Lighting Opportunities:

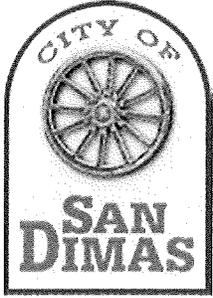
Types of Lighting	Location	Cost	Issues/Considerations
Pedestrian level lighting along the boardwalk	Public right-of-way	High	Possible trip hazards; source of power; continuing maintenance for City; City evaluating possible changes to boardwalk
Uplighting Street trees	Public right-of-	Medium	Source of power; continuing

	way		maintenance for City; City evaluating possible changes to boardwalk
String lighting street tree trunks and/or rail fencing	Public right-of-way	Medium	Source of power; continuing maintenance for City; City evaluating possible changes to boardwalk
Building wash lighting from street trees, street light standards and/or rail fencing	Public right-of-way	Medium	Source of power; continuing maintenance for City; City evaluating possible changes to boardwalk
Accent lighting around or along architectural elements including windows, doors, rooflines, awnings or other building elements	Private property	Medium to high	Determining which elements are appropriate; coordinated or individually; power supply; lighting detail/types.
Gooseneck lighting for signs	Private property	High	Power supply and installation

Considerations in Establishing a Lighting Policy/Program:

In evaluating the options located in the public right of way the most common approach would be a City project where the City would install and maintain whatever form(s) of lighting were selected as appropriate. This would require additional review to establish a budget. It would result in the most coordinated approach and best appearance because it would be done uniformly throughout the Downtown. On the other hand, the City could opt to allow individual businesses to install such lighting at their expense within the public right-of-way with an encroachment permit. The City would need to set some standards and should understand that the approach would likely be more piecemeal.

In terms of the private property options the biggest constraint is the availability of funds. Many of the businesses that might desire to add lighting might be constrained by landlord restrictions or lack of adequate funds. This can be partially overcome by creating a program similar to the façade program so that businesses are able to afford the lighting. If the Council desires to set up such a program it would require Staff to develop some eligibility criteria and determine levels of budget funding as we did for the façade program several years ago. This could include loans, grants or rebates.



ITEM 10

MEMORANDUM

DATE: March 31, 2014

TO: Mayor and City Council

FROM: Community Development Department

SUBJECT: Policy Direction regarding recent planning procedural requests – developer study sessions and meetings prior to the public review process; more coordinated approach to development of underutilized properties; shopping center issues.

Study Sessions

There are currently several developers that have been seeking study sessions and/or individual meetings with Councilmembers to secure feedback on their pending higher density residential developments projects. These include:

- Olson/Foothill Blvd. Small Lot Residential Project – Project is currently 48 detached single family residences on small lots (approximately 3000 square feet) on a 6.25 acre property currently occupied by an equestrian facility. Applications include General Plan Amendment, Zone Change (to Specific Plan), Specific Plan Code Amendment, Development Agreement, Tentative Tract Map, Precise Plan, Development Plan Review and Environmental review/Mitigated Negative Declaration. Applications are nearly complete and public hearing could be underway shortly.
- CitiVentures @ Eucla near 1st Street Condominium Project – Project is currently 48 condominium units on approximately 3.65 acres currently occupied by a contractors yard. Applications include General Plan Amendment, Zone Change (to Specific Plan), Specific Plan Code Amendment, Tentative Tract Map, Development Plan Review and Environmental review/Mitigated Negative Declaration. Applications are nearly complete and public hearing could be underway shortly.
- WF Construction on San Dimas Avenue between Allen & Gladstone – A pre-application to subdivide an approximately 4.8 acre equestrian facility into 14 single family lots averaging 7500 square feet. Applications would likely include a General Plan Amendment, Zone Change/Specific Plan, Tentative Tract Map, development Plan Review and Environmental review/Mitigated Negative Declaration.
- Canzoneri Proposals for Higher Density Residential on Village Court and/or Bonita/Cataract – Preliminary discussions about possible higher density residential and/or mixed use projects have identified possible, but not very defined, opportunities for future development and/or redevelopment.

Staff has not encouraged Council Study Sessions for any of these projects opting for neighborhood and community meetings as a preferred method to secure feedback. The Olson

Item 10

and CitiVentures projects have both held a number of neighborhood meetings to present their development proposals and secure feedback. Staff has encouraged WF to follow that same approach. However, all prefer getting additional feedback and support from the City Council in a Study session, especially since Staff has generally remained neutral as we have strived to address project-related issues in the pre-application and project completeness reviews.

Developers prefer Council Study Sessions as a means to provide information about their projects and to secure positive feedback and support at the earliest possible time in advance of spending commitments necessary to bring projects to the application and/or public hearing stages.

- Most Study Sessions on planning and development projects cannot provide decisions regarding projects because those decisions are more properly tied to the subsequent public hearings. There is usually little or no opportunity for public input at these study sessions.
- Comments provided by Councilmembers are usually made on an individual basis (rather than as a consensus). This can result in developers misreading the feedback and jumping to wrong conclusions about any perceived support.
- Staff usually provides general information on the projects but does not make recommendations or focus on many details or issues of the projects at this stage.
- Sometimes issues materialize as the project design is revised or adjusted. This could result in additional requests for study sessions to “resolve” these issues or points of disagreement with the Staff.
-

The most significant concern with holding Council Study sessions on development projects is walking the fine line to avoid the appearance of making decisions prior to the formal application and public hearing procedures. It is not difficult for both developers and the public to misunderstand the outcomes of these study sessions and feel that they are meetings at which decisions are made.

If the Council desires to reinstitute the practice of holding study sessions on development projects, Staff feels that establishing a written policy is appropriate. Such a policy should consider the following:

1. Timing of the study session
 - a. Conceptual idea stage
 - b. Preliminary design stage
 - c. Preapplication stage
 - d. Other
2. Types of projects appropriate for study sessions
 - a. Minimum parcel size
 - b. General plan amendments
 - c. Zone changes
 - d. Specific plans
 - e. Potential for controversy
 - f. Other
3. Possible joint study session with Planning Commission
4. Type of public noticing, if any (same as public hearing or something else)
5. Relationship, if any, to Community or neighborhood meetings
6. Nature of comments to be made
 - a. Individual Council comments only
 - b. Consensus/direction

- c. Amount or type of public comments
- d. Limited to information only presentations

The existing Zoning Code does currently provide an opportunity for some projects (Zone Changes, Specific Plans and MCTA's) to be authorized or initiated by the Planning Commission and/or City Council. The scope of this review is relatively narrow (i.e. Are there changed circumstances that warrant going forward with a potential change?). In addition, there is no direction in the Zoning Code on public notice other than being on the posted agenda. Modification to this procedural step may be a possible approach to addressing the study session matter.

Future Development of Underutilized Properties:

With most areas of the City built-out most future development opportunities present themselves on properties previously passed over because they were difficult to develop and redevelopment of properties either not currently utilized to their fullest potential or perceived as being capable of densification. The proposed developments are likely to be more dense than surrounding properties and there is little advance direction on what changes to density might be appropriate.

In December 2012 the Staff included a discussion on the Fall retreat on this topic but received little direction on how to address such future development opportunities. The following chart is from the December 2012 presentation:

<i>Property</i>	<i>Zoning</i>	<i>General Plan</i>	<i>Size</i>	<i>Use</i>	<i>Status</i>
1. 299 E. Foothill Blvd.	A-L	Open Space	6 acres	Equestrian Facility	Available with several development inquiries
2. LA Signal/ Flasher & Barricade	SP 22	Industrial	3 acres (multiple parcels)	Contractor yards	Available with several development inquiries
3. 741 N. San Dimas Avenue	SFA 16000	Single Family Very Low (0.2-3 du/ac)	4.83 acres	Equestrian facility	Available with several development inquiries
4. 811 N. San Dimas Avenue	SFA 16000	Single Family Very Low (0.2-3 du/ac)	2.87 acres	Nursery	Uncertain
5. Village Court Terminus	CG-1	Commercial	2.89 acres (2 parcels)	Vacant & Red Roof Inn	Vacant portion on market
6. North side of Gladstone	SP-24	Industrial	1.44 acres (8 parcels)	SFR & vacant	Nonconforming
7. Allen & Cataract	SFA 16000	Industrial	2.58 acres	6 units	Uncertain
8. Via Verde & Puente	AP	Office/ Professional	2.9 acres	vacant	Uncertain (foreclosure activity)
9. Bonita & Cataract	CG-2	Commercial	4.4 acres	vacant	RDA dissolution

Items 1,2,4,5 & 9 from this list are currently proposed for residential development at higher densities than surrounding properties and higher densities than have been the past norm in the City. Item 8 is approved for development of most of the property with a medical facility.

Without established development parameters in advance, it has been necessary to react to proposals and try to provide meaningful guidance on the appropriate level of densification. In part this has resulted in the renewed push for development study sessions. Staff certainly has some reservations about the appropriateness of densification and community meetings on some of these projects have also raised those questions.

Staff believes there is benefit in reinstating the December 2012 discussion to determine if there is a different approach that might work better and result in better guidance to potential developers. In particular, this would be beneficial regarding the WF proposal and Canzoneri concepts. Appropriate planning for some of these projects requires consideration of how to evaluate surrounding properties for possible inclusion in changes that might be contemplated.

Shopping Centers:

There have been several discussions regarding concerns about the changing nature of shopping centers and the effects of existing zoning and parking regulations on struggling shopping centers. The following chart summarizes the current status of the issues associated with the major centers in the City:

<i>Issue/Factor</i>	<i>San Dimas Plaza (Smart & Final)</i>	<i>Target</i>	<i>San Dimas Station</i>	<i>Pudding-stone</i>	<i>Stater Bros.</i>	<i>Via Verde</i>
Zoning	SP-18	SP-20	CG-1	CG-2	SP-2	CN
Vacancy Rate	Low	Low	High	Low	Low	Medium
Uses	No identified concerns	Recently updated	Application in process to consider changes	No identified concerns	No identified concerns	Concerns about major tenant
Parking	No identified issues	No identified issues	Major factor in considering tenants	No identified issues	No identified issues	No identified issues
Signage	Freeway sign + monument signs (being updated)	Freeway sign + monument signs	Freeway sign (just updated) + monument signs (partially installed)	Monument signs	Monument sign	Monument signs
Pending Requests	Smart & Final just opened. Chase proposing	None	Issues with sign installer. MCTA re uses &	None	None	None

	drive-thru ATM. Mobil car wash in plan check.		parking pending. Pre-app re exterior painting being discussed. Gym use under consideration.			
Overall Assessment	No major issues	No major issues	Struggling	No major issues	No major issues	Struggling

Staff is working with San Dimas Station regarding various changes. These include:

1. Monument Sign: Several of the permitted monument signs have been installed. At least was not installed per plan. Staff and owner having issues with sign contractor.
2. Uses: Owner has pending request to make adjustments in allowable uses. Staff is preparing MCTA for hearing before Planning Commission (probable early May).
3. Exterior painting: A preliminary proposal was presented to Staff last week. We are providing comments regarding the proposal. Applebee's & Red Robin have been discussing exterior revisions as well. Staff is looking at coordinating these proposals and trying to involve other owners within the center.
4. Parking: There is not sufficient parking per City standards to accommodate some uses being considered in the MCTA. In addition there are two undeveloped pads along Bonita which are separately owned and at least one has been the subject of development inquiries. It is likely the MCTA will also evaluate parking strategies.

Staff has met with new management at the Via Verde Center. It is premature to evaluate options at this time but the overall situation should be monitored especially with the recent Von's acquisition by Albertson's.