



**San Gabriel Valley Council of Governments**  
**AGENDA AND NOTICE**  
**OF THE MEETING OF THE SGVCOG PLANNING DIRECTORS**  
**TECHNICAL ADVISORY COMMITTEE (TAC)**  
**Thursday, March 22, 2018 – 12:00 PM**

**Chair: Craig Hensley**  
City of Duarte

**Vice-Chair: Michael Huntley**  
City of Monterey Park

**Members**

Alhambra  
Arcadia  
Azusa  
Baldwin Park  
Claremont  
Covina  
Diamond Bar  
Duarte  
El Monte  
Glendora  
Irwindale  
La Verne  
Monrovia  
Monterey Park  
Pasadena  
Pomona  
Rosemead  
San Dimas  
San Gabriel  
Sierra Madre  
South Pasadena  
Temple City  
Walnut  
West Covina  
LA County DRP

Thank you for participating in today's meeting. The Planners' Technical Advisory Committee encourages public participation and invites you to share your views on agenda items.

**MEETINGS:** *Regular Meetings of the Planners' Technical Advisory Committee are held on the fourth Thursday of each month at 12 PM at Upper San Gabriel Valley Municipal Water District-602 E. Huntington Dr., Suite B, Monrovia, CA 91016.* The Planners' Technical Advisory Committee agenda packet is available at the San Gabriel Valley Council of Government's (SGVCOG) Office, 1000 South Fremont Avenue, Suite 10210, Alhambra, CA, and on the website, [www.sgvkog.org](http://www.sgvkog.org). Copies are available via email upon request ([sgv@sgvkog.org](mailto:sgv@sgvkog.org)). Documents distributed to a majority of the Committee after the posting will be available for review in the SGVCOG office and on the SGVCOG website. Your attendance at this public meeting may result in the recording of your voice.

**CITIZEN PARTICIPATION:** Your participation is welcomed and invited at all Planners' Technical Advisory Committee meetings. Time is reserved at each regular meeting for those who wish to address the Board. SGVCOG requests that persons addressing the Committee refrain from making personal, slanderous, profane, or disruptive remarks.

**TO ADDRESS THE PLANNERS' TECHNICAL ADVISORY COMMITTEE:** At a regular meeting, the public may comment on any matter within the jurisdiction of the Committee during the public comment period and may also comment on any agenda item at the time it is discussed. At a special meeting, the public may only comment on items that are on the agenda. Members of the public wishing to speak are asked to complete a comment card or simply rise to be recognized when the Chair asks for public comments to speak. We ask that members of the public state their name for the record and keep their remarks brief. If several persons wish to address the Committee on a single item, the Chair may impose a time limit on individual remarks at the beginning of discussion. **The Planners' Technical Advisory Committee may not discuss or vote on items not on the agenda.**

**AGENDA ITEMS:** The Agenda contains the regular order of business of the Planners' Technical Advisory Committee. Items on the Agenda have generally been reviewed and investigated by the staff in advance of the meeting so that the Committee can be fully informed about a matter before making its decision.

**CONSENT CALENDAR:** Items listed on the Consent Calendar are considered to be routine and will be acted upon by one motion. There will be no separate discussion on these items unless a Committee member or citizen so requests. In this event, the item will be removed from the Consent Calendar and considered after the Consent Calendar. If you would like an item on the Consent Calendar discussed, simply tell Staff or a member of the Planners' Technical Advisory Committee.



In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the SGVCOG office at (626) 457-1800. Notification 48 hours prior to the meeting will enable the SGVCOG to make reasonable arrangement to ensure accessibility to this meeting.



**PRELIMINARY BUSINESS**

**3 MINUTES**

1. Call to Order
2. Roll Call
3. Public Comment (*If necessary, the Chair may place reasonable time limits on all comments*)

**CONSENT CALENDAR**

**1 MINUTE**

*(It is anticipated that the Committee may take action on the following matters)*

4. Planners TAC Meeting Minutes – 02/22/2018 -- Page 1  
*Recommended Action: Approve.*

**ACTION ITEMS**

**PRESENTATIONS**

**20 MINUTES**

5. City of Hope Specific Plan and EIR: Presentation by Jason Golding, Planning Manager, City of Duarte  
*Recommended Action: For information only.*

**DISCUSSION ITEMS**

**20 MINUTES**

6. Solicitation and discussion of specific compliance issues with LA County Fire Department's Fire Code Requirements -- Page 7  
*Recommended Action: For discussion.*

**INFORMATION ITEMS**

**UPDATE ITEMS**

**15 MINUTES**

7. Metro Measure M Subregional Administrative Funds Update: Presentation by Peter Duyshart, Project Assistant, SGVCOG -- Page 13  
*Recommended Action: For information only.*
8. Update on Measure M Subregional Fund Programming: Presentation by Peter Duyshart, Project Assistant, SGVCOG -- Page 17  
*Recommended Action: For information only.*
9. CicLAvia Heart of the Foothills Planning Update  
*Recommended Action: For information only.*
10. Update on Metro Open Streets Cycle 3 Grant  
*Recommended Action: For information only.*

**EXECUTIVE DIRECTOR'S COMMENTS**

**CHAIR'S REPORT**

**2 MINUTES**

11. Solicitation of presentation topics.  
*Recommended Action: For discussion.*
12. Current City Projects  
*Recommended Action: Discuss the idea of a monthly presentation on city projects by TAC members.*

**ANNOUNCEMENTS**

**1 MINUTE**

- April 26, 2018: Next Planning Directors' TAC Meeting.

**ADJOURN**



## **SGVCOG Planners TAC Meeting Minutes**

Date: February 22, 2018

Time: 12:00 P.M.

Location: Upper San Gabriel Valley Municipal Water District  
602 E. Huntington Dr., Monrovia, CA 91016

### **PRELIMINARY BUSINESS**

1. Call to Order. The meeting was called to order at 12:00 P.M.
2. Roll Call

#### **Planners TAC Members Present**

P. Lam; Alhambra  
L. Flores; Arcadia  
A. Harbin; Baldwin Park  
B. Johnson; Claremont  
B. Lee; Covina  
M. Nakajima, Diamond Bar  
C. Hensley, J. Golding; Duarte  
J. Kugel; Glendora  
E. Arreola, J. Larreta; Irwindale  
E. Scherer; La Verne  
L. Stevens; San Dimas  
T. Steinkruger, D. Whipple; San Gabriel  
D. Watkins, South Pasadena  
J. Anderson; West Covina  
M. Kim; LA County DRP

#### **Planners TAC Members Absent**

Azusa  
El Monte  
Monrovia  
Monterey Park  
Pasadena  
Pomona  
Rosemead  
Sierra Madre  
Temple City  
Walnut

#### **SGVCOG Staff / Guests**

M. Christoffels, Staff  
P. Duyshart, Staff  
H. Hsing, LA County DPW  
A. Chang; TransTech Engineers

3. Public Comment.

No public comment.

### **CONSENT CALENDAR**

4. Planners TAC Meeting Minutes – 01/25/2018  
**There was a motion to approve the minutes (M/S: A. Harbin/L. Stevens).**

**[Motion Passed]**

Ayes	Alhambra, Arcadia, Baldwin Park, Claremont, Covina, Diamond Bar, Duarte, Glendora, Irwindale, La Verne, San Dimas, San Gabriel, South Pasadena, West Covina, LA County DRP
Noes	
Abstain	
Absent	Azusa, El Monte, Monrovia, Monterey Park, Pasadena, Pomona, Rosemead, Sierra Madre, Temple City, Walnut

## ACTION ITEMS

### 5. SB 827: Planning and Zoning: Transit-Rich Housing Bonus (Wiener)

P. Duyshart, a Project Assistant with the SGVCOG, reported on this item. Duyshart first discussed some of the provisions of Senator Wiener's SB 827. This bill would exempt certain transit-oriented housing projects from locally developed and adopted City General Plans, including locally adopted height limitation, floor area ratios, densities, parking requirements, and design review standards, among other building requirements. These housing projects in designated "transit-rich housing" zones would be projects which are within one-half mile of a "major transit stop" or within a one-quarter mile radius of a "high-quality transit corridor."

Duyshart then continued by pointing out some of the arguments presented by local SGV cities and the League of California Cities. This bill will likely subvert and undercut cities' authority, particularly with regards to General Plans, Housing Elements, and SCSs. On a related note, in addition to the bill possibly weakening local government autonomy, the legislation could also render moot local public and community engagement, input, and outreach efforts, which goes against the principles of local resident participation and even local democracy.

Since SB 827 will be heard in the California Senate Committee on Transportation and Housing and in the Senate Committee on Governance and Finance within the next few weeks, COG staff is recommending that, if the SGVCOG Governing Board wishes to take a formal position on this piece of legislation, this would need to occur in the next month. This way, the COG has a public voice and opinion on this matter before the bill is deliberated on in the California Senate Committees.

Questions/Discussion: The following issues were discussed:

- One TAC member showed a map to the entire TAC; this map showed how SB 827's definition of a "transit-rich housing project" would actually include over half of the overall land his municipality. He then went on to point out that this proves that SB 827 is a bill which is too onerous, burdensome, and broad.
- This same TAC member argued that, besides opposing the technical provisions of this bill, the SGVCOG should also oppose this bill on principle alone, since the legislation takes away local control and devalues local resident input.
- Another TAC member reminded the COG that the South Pasadena City Council also recently voted to oppose SB 827.
- Additionally, a TAC member express concern and worry that Sen. Wiener is only considering Northern California policy, land-use, and housing issues pertaining to what he is trying to address in his bill.

**There was a motion to recommend that the SGVCOG Governing Board formally oppose SB 827 (Wiener). (M/S: L. Stevens/J. Anderson).**

**[Motion Passed]**

Ayes	Alhambra, Arcadia, Baldwin Park, Claremont, Covina, Diamond Bar, Duarte, Glendora, Irwindale, La Verne, San Dimas, San Gabriel, South Pasadena, West Covina, LA County DRP
Noes	
Abstain	
Absent	Azusa, El Monte, Monrovia, Monterey Park, Pasadena, Pomona, Rosemead, Sierra Madre, Temple City, Walnut

## PRESENTATIONS

### 6. City of La Verne's Enhanced Infrastructure Financing District (EIFD)

E. Scherer of the City of La Verne gave a presentation to the TAC about La Verne's EIFD, or Enhanced Infrastructure Financing District. He stated that La Verne is one of the only cities in the Los Angeles region which has an adopted EIFD. Scherer also showed a map of the proposed EIFD, and pointed out how this EIFD is near and adjacent to the City's future Metro Gold Line light rail station at E Street and Arrow Highway, and that there is also a sub-area at the University of La Verne's West campus near Arrow hwy. and Wheeler Ave. In addition to the EIFD, La Verne also recently changed the Old Town La Verne Specific Plan to support higher density and mixed-use development.

Scherer then went on to discuss the basics and purpose of the EIFD. EIFD's provide an opportunity to issue bonds for public projects and support economic development efforts within a particular boundary of a taxing agency's jurisdiction. La Verne is establishing its EIFD to fund and facilitate the construction of infrastructure improvements in and around the future Gold Line station; the City is also aiming to improve sustainability and connectivity with the future Gold Line station. Moreover, he wanted to make clear that EIFDs differ from RDAs in a few ways.

Additionally, Scherer provided an overview of all key and major steps that La Verne has taken on its EIFD since September 2015. These steps include researching and gathering infrastructure needs, costs, and timing estimates of EIFD improvements, drafting an analysis of potential funding sources for the proposed district, conducting public outreach, and holding a stakeholder meeting, drafting the Infrastructure Finance Plan (IFP) and getting approved by the Public Financing authority (PFA). Scherer also shared fiscal and monetary assumptions and findings from Kosmont, La Verne's consultant, as well as estimate infrastructure costs.

Questions/Discussion: The following issues were discussed:

- One TAC member asked why an EIFD was established, as opposed to another special financing district.
- One TAC member commented that La Verne should try to partner with Fairplex for implementing key infrastructure improvements.
- Another member asked if La Verne has any pending applications from property owners within the EIFD.
- A member asked about the politics of selling the EIFD to Council.

### 7. SGVCOG/ACE Program Project Development, Evaluation, and Approval Process

M. Christoffels presented on this item. He first mentioned how the goal is to bring a final draft review process to the Governing Board for official approval in May.

The reason why the SGVCOG needs to draft a new thorough project selection process is the Governing Board approved the new ACE Program to take on a wider array of capital construction projects besides just Alameda Corridor East projects. M. Christoffels went on to say that COG staff is looking for feedback, guidance, and direction on all aspects of the drafts of the project selection and approval processes.

M. Christoffels then went on to describe the proposed project selection process for Funded Projects. This overall process consists of five sub-processes: Threshold Criteria, Review, Negotiation, Programming, and Annual Updates. For the Threshold Criteria Process, project sponsors will submit Letters of Interest (LOI) to the SGVCOG/ACE. The LOI will be relatively simple to fill out, and should not be overly time-intensive, because the COG wants to devise an

easy project submission process for cities, to encourage more participation. This submission process will not be as intensive as a Metro call for projects scenario. The LOI will include sections regarding Project Description, Project Benefits, and a Statement of Need, among other sections. The Statement of Need will be weighted heavily, as the COG wants to assist cities which have resource limitations. Once the COG/ACE's call for projects is complete, the Governing Board will provide direction to staff regarding which projects are to proceed to the Review Phase, and this requires a majority vote of 19 agencies to proceed.

M. Christoffels proceeded to discuss the next step in the process, which is the Review Process. During this process, a Project Manager will provide a recommendation to the COG/ACE Chief Engineer regarding which projects are most viable and ready. These selected projects will then move on to the Negotiation Phase, which is Step 3 in the overarching process. As part of the Negotiation Phase, a Project Manager will prepare a draft master agreement for a selected project, the Chief Engineer and Project Manager will meet with the City Manager or other sponsoring agency contacts to review the proposed agreement, and the project sponsor provides a letter of commitment to the COG; this letter will indicate interest in having the COG manage the project. Moreover, the 4<sup>th</sup> step in the project selection and evaluation process is the Programming Stage, in which the Project Managers and Chief Engineer create a 5-year workplan of projects which make it past the Negotiation Phase, the COG Executive Director presents this workplan to the Governing Board for approval, and each individual agency-to-agency project agreement would also be submitted separately for approval by the Governing Board, too. Then, the final step in the process is the Annual Updates Process, which consists of the Governing Board reviewing the 5-year workplan every Spring.

M. Christoffels then went on to discuss the project review and approval process for Unfunded Projects. The five sub-processes for the Unfunded Projects Process are the same as they are for the Funded Project Process, but there are key structural differences. The steps during the Threshold Criteria and LOI sub-process are the same as for Funded Projects. For the Review Process, a Project Manager and the Director of Community and Government Relations reviews the LOI and schedules a meeting with the sponsoring agency, and then the former two individuals provide a recommendation to the Executive Director regarding whether or not the project should proceed to Negotiation. During the Negotiation Phase, a project manager will draft an MOU instead of a contract. Moreover, the COG will charge an annual flat fee to sponsoring agencies for the COG's services: the annual flat fee will be \$5,000 or \$10,000, depending on the project type. The Programming Stage for Unfunded Projects is the same as it is for Funded Projects. The Annual Updates Requirement is similar, too; however, if a project is successfully awarded funding, then the project sponsor may choose to submit the project for COG implementation.

M. Christoffels also added how if the COG and ACE get a lot of LOIs, then the COG would have to address issues with staff capacity. He reminded Committee members that one of the main purposes of the COG's role here is to play an advocacy role in securing funding and resources for cities' processes. He also wanted to make it clear that this Project Development Process will include all capital construction projects, such as water or storm water infrastructure projects, not just transportation projects.

Christoffels also wanted to remind cities that projects which have a wholistic and regional impact will have a better chance at getting selected than a project which is narrow or small in scope.

Questions/Discussion: The following issues were discussed:

- One TAC member asked how much some accepted projects will cost the SGVCOG.

- A second TAC member believes that multi-jurisdictional projects make the most subregional sense for the COG to support and assist with.
- Another member asked if the COG will do something similar with the Metro Measure M subregional money. M. Christoffels responded that this separate project selection process today has no money attached to it. The SGVCOG would be helping with technical assistance and grant searching for projects. On the other hand, Metro will be providing subregional funds for projects. Additionally, the Metro subregional programming process will occur before the COG's separate general call for projects.

## DISCUSSION ITEMS

### 8. Solicitation and discussion of specific compliance issues with LA County Fire Department's Fire Code Requirements

The Chair of the TAC, C. Hensley, facilitated and led the discussion on this topic. He stated that the purpose of discussing this item is to try to figure out how to proceed on this matter, and to identify the most common and pressing issues that cities have faced when interacting and working with the LA County Fire Department. If the cities of the TAC do decide to try to formally address a particular problem pertaining to difficulty with complying with the County's fire code requirements, how can the TAC address a problem, and which alternatives can the TAC consider? He asked Planning Directors and City Planners to share some of the problems that they have had when working with the LA County Fire Dept.

Questions/Discussion: The following issues were discussed:

- One Planning Director pointed out that when his city submits applications to LA County Fire, LA County Fire will not approve a project until the city's planning commission approves the project. However, after that action has been taken, then the Fire Department often makes significant changes to a plan check, and then after applying these changes to the project, the City has to bring the item back to the planning commission. He complained that this is an inefficient process, and slows down projects and plan checks.
- A second TAC member said he's observed that LA County Fire has been very inconsistent overall, in terms of its plan approval or evaluation procedures. LACF's Pomona office sometimes won't even review plan checks, but its Glendora office will. He also stated that LACF has been unresponsive too often, and that LACF will try to make final revisions on projects on which the city is just trying to receive tentative approval on.
- There was also a concern that the County does not even have a uniform or consistent established system for paying fees; it has a fee schedule, but that is about it. This makes the County seem unorganized.
- A TAC member said that his city has adopted the State code pertaining to some fire compliance issues rather than the County's code, since the County sometimes falls behind in the application and enforcement of its code.
- Another TAC member asked the entire TAC when the last time was that a City has received a copy of LA County Fire's fire department standards.

C. Hensley declared that this item will be put on next month's agenda, too, since a couple cities who have had specific problems with fire code compliance with the County were not represented at today's TAC meeting. He reminded committee members that if you have additional issues, or new ideas about solutions to some of the discussed problems, that they should be sent to P. Duyshart of the COG before the March TAC meeting.

## **INFORMATION ITEMS**

## **UPDATE ITEMS**

## **EXECUTIVE DIRECTOR'S COMMENTS**

There were no comments or announcements from or on behalf of the SGVCOG Executive Director.

## **CHAIR'S REPORT**

**9.** Solicitation of presentation topics

C. Hensley reminded members again that he wants cities to present on their projects and specific plans at future meetings. Duarte and Monterey Park will be presenting at the next couple of meetings.

**10.** Current City Projects

There was no discussion of city projects.

## **ANNOUNCEMENTS**

March 22<sup>nd</sup>, next Planning Directors' TAC Meeting.

L. Stevens of the City of San Dimas urged cities which have Gold Line Phase 2A stations that do not charge parking to reach out to Mr. Chen to ask when Metro will start charging for parking at all remaining Phase 2A stations. He does not think that Metro will conduct sufficient or effective outreach on this matter, and he believes that cities should hold Metro accountable for doing outreach. He also pointed out how Gold Line Phase 2B cities have had a plethora of problems with proposed parking plans near and around their future station sites right now.

## **ADJOURN**

The meeting adjourned at 1:06 P.M.



# REPORT

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DATE: March 22, 2018

TO: SGVCOG Planning Directors' Technical Advisory Committee

FROM: Marisa Creter, Executive Director

RE: Municipal Compliance Issues with the LA County Fire Department

## **RECOMMENDED ACTION**

For information and discussion only.

## **BACKGROUND**

At the October 2017 meeting of the Planning Directors' TAC, members expressed concerns that their respective cities have encountered some issues with complying with some of the LA County Fire Department's fire code requirements. Cities also conveyed that they have had communication and customer service problems with LA County Fire on certain correspondence, which has caused delays in implementation and completion of projects, and has caused additional compliance issues and ambiguities.

The Chair directed COG staff solicit specific compliance problems and hindrances that cities have encountered when attempting to adhere to LA County Fire Code or when trying to communicate with LA County Fire officials. Multiple cities have provided feedback on this matter, including instances of compliance difficulty and troubling customer service encounters between the respective cities' staff members and LA County Fire staff. Attachment A contains a list of issues which multiple cities have faced.

## **NEXT STEPS**

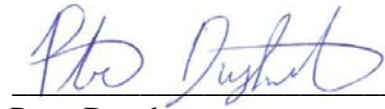
At February's Planning Directors' TAC meeting, TAC voting-members had their first opportunity to go more in-depth about some of their respective issues with LA County Fire code and plan check compliance, as well as customer service issues. The main purpose of this discussion was to get consensus from the TAC regarding how the COG should proceed going forward in working on this overarching issue.

At today's Planners' TAC meeting, at the direction of the Chair, the TAC will continue its discussion of specific compliance issues with LA County Fire Department's Fire Code Requirements. This follow-up discussion will enable TAC members to bring up any new, distinct issues which were not brought to the attention of the TAC in February; in particular, this will be an opportunity for member-cities which have had issues with LA County Fire but were not represented at the last TAC meeting to provide their input and perspective. Additionally, at today's meeting, members of the TAC can decide which particular issues it wants the COG to potentially try to address with LA County Fire. The TAC, if it wishes, can take action to act on any problems that it sees as particularly pressing.

# REPORT

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Prepared by:



Peter Duyshart  
Project Assistant

Approved by:



Marisa Creter  
Executive Director

## **ATTACHMENTS:**

Attachment A – Comprehensive List of City Compliance Problems with LA County Fire Department, Updated from February Meeting -- Page 9

Attachment B -- Fire Code Section 503.1 -- Page 12

SGVCOG Planners' TAC: Municipal Compliance Issues with the LA County Fire Department

QUESTIONS AND DISCUSSION FROM FEBRUARY'S PLANNERS' TAC MEETING:

- One Planning Director pointed out that when his city submits applications to LA County Fire, LA County Fire will not approve a project until the city's planning commission approves the project. However, after that action has been taken, then the Fire Department often makes significant changes to a plan check, and then after applying these changes to the project, the City has to bring the item back to the planning commission. He complained that this is an inefficient process, and slows down projects and plan checks.
- A second TAC member said he's observed that LA County Fire has been very inconsistent overall, in terms of its plan approval or evaluation procedures. LACF's Pomona office sometimes won't even review plan checks, but its Glendora office will. He also stated that LACF has been unresponsive too often, and that LACF will try to make final revisions on projects on which the city is just trying to receive tentative approval on.
- There was also a concern that the County does not even have a uniform or consistent established system for paying fees; it has a fee schedule, but that is about it. This makes the County seem unorganized.
- A TAC member said that his city has adopted the State code pertaining to some fire compliance issues rather than the County's code, since the County sometimes falls behind in the application and enforcement of its code.
- Another TAC member asked the entire TAC when the last time was that a City has received a copy of LA County Fire's fire department standards.

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General Compliance Issues and Burdens:

1. The Fire department often requires 20-foot wide driveways or parking pads in the front yard.
  - a. The driveways are required when a portion of a structure is more than 150 feet from the street.
  - b. The over-sized driveways are required even in cases where there is a 20-foot alley in the rear of the property.
  - c. The Fire Department will require or allow a 20-foot wide concrete pad to be poured in the front yard to allow Fire apparatuses closer access to the street.
  - d. These over-sized driveways and parking pads
    1. Violate the City's maximum driveway width.
      - For flag lots the City's Code sets a maximum width of 16 feet.
      - For all residential lots, the width of a driveway cannot be larger than the width of the parking area that it serves.
    2. Violate the City's rules which state that a driveway must lead to a vehicle parking area.
    3. Encourage people to park vehicles in the front yard, in violation of the City's Code.
    4. Force Planning staff to be inconsistent in enforcing driveway width rules.

5. Work counter to the City and County's desire of reducing stormwater runoff and the urban heat island effect
  6. Do not take into account the reality that most new houses install driveway gates, which will preclude access to the front yard parking pad.
2. Inconsistent application of LA County Fire Code. For example, some plan checkers will allow designers to use pavers installed on a sand base instead of concrete, others will require special calculations.
  3. The LA County Fire Department is unwilling to receive plans directly from the developer. The requirement is that the plans must come directly from the City, and LA County Fire has shown no flexibility or pragmatism in this requirement.
  4. The Fire Department refused to review the Plan Check plans prior to reviewing the Final Map. This is a burdensome requirement because, as with this project, the Final Map was not prepared to be processed until after Plan Check. Some neighboring jurisdictions do not even require the Final Map to be approved prior to building permits, let alone Plan Check.
  5. Withholding approval of small infill tract maps for architectural purposes and/or fee payments

Customer Service Problems:

1. Fire Inspectors do not treat the public and members of City staff with courtesy and respect. They have yelled at a city staff at a public event. They have threatened a contractor to either pull a permit for fire sprinklers within 24-hours or the inspector would tear down the structure.
2. Inquiries by phone and email from the City and developer were met with terse responses that referred back to previous requirements. The process was not collaborative which could have been better for all parties. It would have been much more helpful to respond by having a dialogue where the review processes and requirements were explained.
3. In general, for multiple SGV cities, the level of cooperativeness of LA County Fire with cities is very low. Those that have experienced processing through LA County Fire and municipal, city-run fire departments feel that local agencies are almost always more cooperative, responsive, and timely.

Timing and Response Problems:

4. Phone calls and emails to LA County Fire offices in Commerce are not returned, even when the placed from City staff members.

5. The Fire Department checker for the Fire Prevention Division was out of the office for three weeks and there was no colleague that was able to assist with this project in that person's absence. Phone calls were made to that employee's supervisor, however the supervisor was on leave as well with no designated person to assist in their absence.
6. On one project, after plans were cleared for Plan Check, they were submitted to the plan checker in Glendora, but the office lost track of the project. After the error was discovered, the plans were resubmitted. The plans were ultimately checked, but the review was delayed two weeks.
7. The total review time for Final Map review and Plan Check was approximately three months.

**Questions:**

- Are there other members of the Planner's TAC that are facing the same issue? Are there other issues that are causing friction between Planning staff and LA County Fire?
- How do jurisdictions that do not rely on County Fire to do plan check applications deal with these issues? Do these jurisdictions amend their Fire Code? Do they rely on some ability to interpret these rules differently or are these issues mitigated in a different way?
- How can we work with LA County Fire to reduce the minimum driveway size?

**FIRE DEPARTMENT MASTER KEY.****FIRE LANE.****KEY BOX.****TRAFFIC CALMING DEVICES.****SECTION 503****FIRE APPARATUS ACCESS ROADS**

**503.1 Where required.** Fire apparatus access roads shall be provided and maintained in accordance with Sections 503.1.1 through 503.1.3.

**503.1.1 Buildings and facilities.** Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet (45 720 mm) of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility.

**Exceptions:**

1. The fire code official is authorized to increase the dimension of 150 feet (45 720 mm) where any of the following conditions occur:
  - 1.1. The building is equipped throughout with an approved automatic sprinkler system installed in accordance with Section 903.3.1.1, 903.3.1.2 or 903.3.1.3.
  - 1.2. Fire apparatus access roads cannot be installed because of location on property, topography, waterways, nonnegotiable grades or other similar conditions, and an approved alternative means of fire protection is provided.
  - 1.3. There are not more than two Group R-3 or Group U occupancies.
2. Where approved by the fire code official, fire apparatus access roads shall be permitted to be exempted or modified for solar photovoltaic power generation facilities.

**503.1.2 Additional access.** The fire code official is authorized to require more than one fire apparatus access road based on the potential for impairment of a single road by vehicle congestion, condition of terrain, climatic conditions or other factors that could limit access.

**503.1.3 High-piled storage.** Fire department vehicle access to buildings used for high-piled combustible storage shall comply with the applicable provisions of Chapter 32.

**503.2 Specifications.** Fire apparatus access roads shall be installed and arranged in accordance with Sections 503.2.1 through 503.2.8.

[California Code of Regulations, Title 19, Division 1, §3.05(a)] *Fire Department Access and Egress. (Roads)*

(a) *Roads.* Required access roads from every building to a public street shall be all-weather hard-surfaced (suitable for use by fire apparatus) right-of-way not less than 20 feet in width. Such right-of-way shall be unobstructed and maintained only as access to the public street.

*Exception:* The enforcing agency may waive or modify this requirement if in his opinion such all-weather hard-surfaced condition is not necessary in the interest of public safety and welfare.

**503.2.1 Dimensions.** Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (6096 mm), exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches (4115 mm).

**503.2.2 Authority.** The fire code official shall have the authority to require or permit modifications to the required access widths where they are inadequate for fire or rescue operations or where necessary to meet the public safety objectives of the jurisdiction.

**503.2.3 Surface.** Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities.

**503.2.4 Turning radius.** The required turning radius of a fire apparatus access road shall be determined by the fire code official.

**503.2.5 Dead ends.** Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) in length shall be provided with an approved area for turning around fire apparatus.

**503.2.6 Bridges and elevated surfaces.** Where a bridge or an elevated surface is part of a fire apparatus access road, the bridge shall be constructed and maintained in accordance with AASHTO HB-17. Bridges and elevated surfaces shall be designed for a live load sufficient to carry the imposed loads of fire apparatus. Vehicle load limits shall be posted at both entrances to bridges where required by the fire code official. Where elevated surfaces designed for emergency vehicle use are adjacent to surfaces that are not designed for such use, approved barriers, approved signs or both shall be installed and maintained where required by the fire code official.

**503.2.7 Grade.** The grade of the fire apparatus access road shall be within the limits established by the fire code official based on the fire department's apparatus.

**503.2.8 Angles of approach and departure.** The angles of approach and departure for fire apparatus access roads shall be within the limits established by the fire code official based on the fire department's apparatus.

**503.3 Marking.** Where required by the fire code official, approved signs or other approved notices or markings that



# REPORT

DATE: March 22, 2018

TO: San Gabriel Valley Council of Governments Planning Directors' TAC

FROM: Marisa Creter, Executive Director

RE: **MEASURE M SUBREGIONAL ADMINISTRATIVE FUNDS**

## **RECOMMENDED ACTION**

For information only.

## **BACKGROUND**

In February 2017, the Governing Board directed staff to develop a Transportation Planner/Program Manager position and secure Measure M dollars to fund this position. Since that time, SGVCOG staff has participated in the Measure M Policy Advisory Council (PAC) to provide comment on the draft Measure M Guidelines. One objective of this participation was to secure this funding.

In June, the Metro Board of Directors adopted the Measure M guidelines at their June 22 meeting, and these guidelines identify a process by which these funds will be programmed by the subregional entities, including the SGVCOG, through the development of five-year subregional fund programming plans. These plans will be submitted to the Metro Board of Directors for adoption and will then guide the flow of funding to various specific projects that fall within each program. The guidelines also allow for up to 0.5% of the funding from each program to be used to for the development of these five-year programming plans, including conducting the necessary public outreach and coordination with jurisdictions and other stakeholders. As shown in Table 1 below, for the programs in the San Gabriel Valley, this 0.5% cap averages to \$185,125 annually.

<b>Program</b>	<b>Total Funding (in millions)</b>	<b>Average Funding Per Year (in millions)</b>	<b>0.5% (per year)</b>
Active Transportation	\$231	\$5.78	\$28,875
Bus System Improvement	\$55	\$1.38	\$6,875
First/last mile & Complete Streets	\$198	\$4.95	\$24,750
Highway Demand	\$231	\$5.78	\$28,875
Goods Movement	\$33	\$0.83	\$4,125
Highway Efficiency	\$534	\$13.35	\$66,750
Subregional Equity	\$199	\$4.98	\$24,875
<b>TOTAL</b>	<b>\$1,481</b>	<b>\$37</b>	<b>\$185,125</b>

**Table 1.**  
**SGVCOG Subregional Program Funding.**

In October, Metro staff released the draft revenue forecasts for the first five years of Measure M. These revenue forecasts are shown in Table 2, as well as the 0.5% available for administration for each of the funded programs.

Program	Total Funding (in millions) FY 17-22	Percent of 40-year Total	0.5% (total) FY 17-22
Active Transportation	\$12.2	5.3%	\$61,000
Bus System Improvement	\$2.9	5.3%	\$14,500
First/last mile & Complete Streets	\$10.4	5.3%	\$52,000
Highway Demand	\$12.2	5.3%	\$61,000
Goods Movement	-	-	-
Highway Efficiency	-	-	-
Subregional Equity	-	-	-
<b>TOTAL</b>	<b>\$37.7</b>	<b>2.5%</b>	<b>\$188,000</b>

**Table 2.**  
**FY 2017-22 SGVCOG Programmatic Funds**

As shown in Table 2, the SGVCOG’s programs are essentially “underfunded” in the first five years. That is, given the 40-year time frame of the programmatic funds, the baseline assumption would be that subregions would receive 12.5% of its programmatic funds in each of the 8 five-year programming periods. There are several reasons for this assumption. First, the SGVCOG, as well as some other subregions, have large capital projects, such as the Gold Line Phase 2B, programmed in the initial five-year period. Second, some of the SGVCOG’s programs (notably the highway programs) were not scheduled to receive funding until the final 10 years of the initial 40-year plan. Finally, Metro staff indicated that they were conservative with revenue estimates during the initial years of Measure M.

Given this revenue forecast, it is not feasible at this time to fund a transportation program manager using Measure M subregional administrative funds as the sole funding source. Averaged over the five years, the current funding provides for \$37,600 per year. Using the average of the proposed salary range for the position, it is estimated that the annual cost of the position (including salary and benefits) would be approximately \$120,000. Staff is proposing three alternatives for consideration and direction:

- **Option A:** Utilize the available funding to offset the cost of existing staff. Currently, existing SGVCOG staff performs these functions, to the extent possible. Additionally, the SGVCOG contracts with ACE for additional assistance and technical expertise. In FY 2017-18, the MOU with ACE for this work is budgeted at \$25,000.<sup>1</sup> These additional funds could be used to either offset or supplement this funding.
- **Option B:** Utilize the funding to hire a consulting firm to develop a five-year programming plan, conducting outreach to member agencies and other stakeholders. There has been extensive discussion at the Metro Policy Advisory Committee (PAC), led by the transit users group, about the desire to undertake a comprehensive public participation plan in developing the five-year programming plans. The Metro Board of Directors has not yet provided guidance on this subject. However, the SGVCOG could choose to dedicate a significant portion of the administrative funds to this purpose.

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<sup>1</sup> While the SGVCOG and ACE are in the process of integrating staff, the SGVCOG would still need sufficient funds to cover the cost of former “ACE staff” working on “SGVCOG activities” regardless of whether these is a single personnel structure.



- **Option C:** Approve a special assessment equal to 0.5% of cities' Measure M local return for this initial five-year period in order to fund this full-time position.<sup>2</sup> This would mirror the 0.5% administrative funding available under the subregional programs. Table 3 shows the cost per city based on the estimated annual local return revenue. Combined with the subregional funds, this would provide a total of \$163,068 annually, which would be sufficient to fully fund the position.

City	Local Return	0.5% (Annual)	0.5% (5 year Total)
Alhambra	\$ 1,215,300	\$ 6,077	\$ 30,383
Arcadia	820,600	4,103	20,515
Azusa	702,200	3,511	17,555
Baldwin Park	1,094,600	5,473	27,365
Bradbury	15,400	77	385
Claremont	515,400	2,577	12,885
Covina	694,400	3,472	17,360
Diamond Bar	805,100	4,026	20,128
Duarte	310,300	1,552	7,758
El Monte	1,644,800	8,224	41,120
Glendora	731,100	3,656	18,278
Industry	6,300	32	158
Irwindale	20,900	105	523
La Puente	578,100	2,891	14,453
La Verne	469,400	2,347	11,735
Monrovia	531,400	2,657	13,285
Montebello	910,700	4,554	22,768
Monterey Park	881,700	4,409	22,043
Pomona	2,165,400	10,827	54,135
Rosemead	781,600	3,908	19,540
San Dimas	493,200	2,466	12,330
San Gabriel	575,600	2,878	14,390
San Marino	190,600	953	4,765
Sierra Madre	158,200	791	3,955
South El Monte	296,100	1,481	7,403
Temple City	515,300	2,577	12,883
Walnut	429,900	2,150	10,748
West Covina	1,540,000	7,700	38,500
LA County <sup>3</sup>	14,943,600	30,000	150,000
<b>Total</b>	<b>\$ 34,037,200</b>	<b>\$ 125,468</b>	<b>\$ 627,340</b>

**Table 3.**  
**Proposed Matching Funds for Subregional Planning.**

<sup>2</sup> This special assessment would only include cities included in the San Gabriel Valley subregion under Measure M, as well as the County.

<sup>3</sup> The annual local return estimate for LA County represents the total funding across the County for all unincorporated communities. Based on estimates of the unincorporated population in the San Gabriel Valley, an assessment of \$10,000 per Supervisorial District was included in this chart.

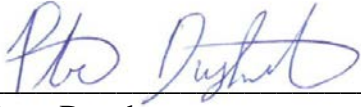
The three administrative funding proposals were first presented to the Transportation Committee at its meeting on November 16, 2017. After discussion and debate on the matter, the Committee made and approved a motion to have all funding options presented to the City Managers' Steering Committee, the Public Works TAC and the Planning Directors' TAC for feedback and direction. At its November 20, 2017 meeting, the Public Works TAC took no formal vote on, and did not endorse, any of the three options. At the Planning Directors' TAC on November 30, 2017, the Planning Directors' TAC did approve a motion to support Option C, which proposes approving a special assessment equal to 0.5% of cities' Measure M local return for the initial five-year period in order to fund a full-time transportation planning position.

Additionally, the City Managers' Steering Committee, at its December 6, 2017 meeting, expressed support for Option C. However, this Committee ultimately recommended that Option A be pursued for the time being, and that the SGVCOG should revisit the issue later in 2018, citing the ongoing integration between the SGVCOG and ACE as the main reason for delaying possible implementation of Option C. Moreover, at the Transportation Committee in January 2018, COG staff reported to the Committee that, for the time being, the COG has decided to postpone pursuing Option C and the possible hiring of a Transportation Planner, due to the City Managers' worry that there would be too much confusion if Option C was adopted while the integration between the COG and ACE was ongoing. While the Transportation Committee took no formal action on the item at the January 2018 meeting, many members of the Committee expressed support for this decision.

After taking into consideration the valuable feedback, suggestions, and input of these four committees, SGVCOG Staff proposes to move forward with Option A for now; this option calls for utilizing the available Measure M funding which is allocated specifically for development of these five-year programming plans to offset the cost of existing staff.

### **NEXT STEPS**

In order to move forward with Option A, in which the COG would utilize the available \$37,600 annually in funding to offset the cost and work of existing staff for transportation management projects, the SGVCOG Governing Board needed to formally authorize the Executive Director to be able to negotiate an agreement with LA Metro for use of Measure M subregional administrative funds. At its March 15 meeting, the Governing Board considered and passed a motion to grant this authority to the Executive Director.

Prepared by:   
Peter Duyshart  
Project Assistant

Approved by:   
Marisa Creter  
Interim Executive Director

# REPORT

DATE: March 22, 2018

TO: San Gabriel Valley Council of Governments Planning Directors' TAC

FROM: Marisa Creter, Executive Director

RE: **Update on Measure M Subregional Fund Programming**

## **RECOMMENDED ACTION**

For information only.

## **BACKGROUND**

In June, the Metro Board of Directors adopted the Measure M guidelines, establishing a process by which subregional funds under Measure M will be programmed by the subregional entities, including the SGVCOG, through the development of five-year subregional fund programming plans. In accordance with these guidelines, five-year project specific programming plans, or MSP 5-Year Plans, will have to be submitted to the Metro Board of Directors for adoption, which will subsequently guide the flow of funding to various specific projects that fall within each program. Based on the projected initial five-year cash flow for each subregional fund in the San Gabriel Valley subregion and recommendations by the SGVCOG Governing Board, the funds that would be available for programming are as follows:

Program	Sub-region	Funding Dates	FY 2017 FY 2018	FY 2018 FY 2019	FY 2019 FY 2020	FY 2020 FY 2021	FY 2021 FY 2022	5-Year Total	40-Year Fund Total	5-Year Percentage of Total
Active Transportation Prog. (Including Greenway Proj.)	sg	FY 2018-57	\$ 2.40	\$ 3.00	\$ 3.00	\$ 3.10	\$ 3.20	\$ 14.70	\$ 231.00	6.36%
Bus System Improvement Program	sg	FY 2018-57	\$ 0.50	\$ -	\$ -	\$ -	\$ -	\$ 0.50	\$ 55.00	0.91%
First/Last Mile and Complete Streets	sg	FY 2018-57	\$ 2.00	\$ 2.00	\$ 4.00	\$ 4.60	\$ 4.80	\$ 17.40	\$ 198.00	8.79%
Highway Demand Based Prog. (HOV Ext. & Connect.)	sg	FY 2018-57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 231.00	0.00%
Goods Movement (Improvements & RR Xing Elim.)	sg	FY 2048-57						\$ -	\$ 33.00	0.00%
Highway Efficiency Program	sg	FY 2048-57	\$ 2.30	\$ 2.40	\$ 0.50			\$ 5.20	\$ 534.00	0.97%
ITS-Technology Program (Advanced Signal Tech.)	sg	FY 2048-57						\$ -	\$ 66.00	0.00%
<b>San Gabriel Valley MY Subregion Total</b>								<b>\$ 37.80</b>	<b>\$ 1,348.00</b>	<b>2.80%</b>
<b>Gold Line Foothill Extension to Claremont</b>	sg	FY 2019-25			?	?	?		\$ 1,019.00	
<b>SR-71 Gap</b>	sg	FY 2022-26							\$ 248.00	
<b>SR-57/60</b>	sg	FY 2025-31							\$ 205.00	
<b>Gold Line Eastside Extension</b>	sg	FY 2029-35							\$ 543.00	
<b>I-605/10 Interchange</b>	sg	FY 2043-47							\$ 126.00	
<b>SR-60/605 Interchange</b>	sg	FY 2043-47							\$ 130.00	
<b>Major Projects San Gabriel Valley Total</b>									<b>\$ 2,271.00</b>	
<b>Overall Total</b>									<b>\$ 3,619.00</b>	

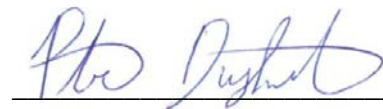
**Table 1.**  
**Adopted Measure M Multi-Year Subregional Program 5-Year Allocation (\$ in millions)**

Now that SGVCOG Staff has approved and finalized monetary allocations for each of the sub-programs of the MSP 5-Year Plan to work with, COG staff can draft a list of selected projects to be constructed based on the amount of money that is available for each sub-program. Below are

the steps for this process; these steps were also presented to the Transportation Committee in January 2018 when COG staff presented the Committee with the proposed Measure M Subregional Funds Public Outreach and Participation Plan, which was adopted by the Governing Board in February 2018.

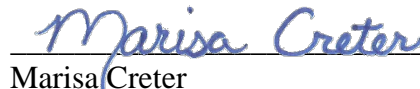
1. Staff is in the initial stages of developing a preliminary proposed project list for each sub-fund based on cash flow and results for the adopted Mobility Matrix.
2. This list will be distributed to COG member agencies and other stakeholders and posted on the COG's website for comment. Staff will attempt to make personal contact with known stakeholders and offer briefings if desired.
3. The proposed project list, as well as any comments received, will be agendized for the Public Works and Planning TACs in April 2018 for discussion and public input.
4. Recommendations from the TACs will be forwarded to the COG's Transportation Committee and agendized for the May 2018 meeting for discussion and public input.
5. Final recommendations from the COG's Transportation Committee will be forwarded to the COG's Governing Board for final approval in June 2018.
6. Upon approval of the MSP 5-Year Plan by the Metro Board and subsequent execution of funding MOU's with each individual project implementing agency, further outreach regarding the design, environmental clearance and construction of those projects will be handled individually by the implementing agency in accordance with funding guidelines and local policies.

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Approved by:



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Interim Executive Director