



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

NO. 2 PORTUGUESE BEND ROAD
ROLLING HILLS, CA 90274
(310) 377-1521
FAX (310) 377-7288

AGENDA REGULAR MEETING

**CITY COUNCIL
MONDAY, JULY 8, 2019**

**CITY OF ROLLING HILLS
7:00 P.M.**

Next Resolution No. 1242

Next Ordinance No. 362

1. CALL TO ORDER

2. ROLL CALL

PLEDGE OF ALLEGIANCE

3. OPEN AGENDA - PUBLIC COMMENT WELCOME

*This is the appropriate time for members of the public to make comments regarding the items on the consent calendar or items **not** listed on this agenda. Pursuant to the Brown Act, no action will take place on any items not on the agenda.*

4. CONSENT CALENDAR

Matters which may be acted upon by the City Council in a single motion. Any Councilmember may request removal of any item from the Consent Calendar causing it to be considered under Council Actions.

A. MINUTES – REGULAR MEETING OF JUNE 24, 2019.

RECOMMENDATION: APPROVE AS PRESENTED

B. PAYMENT OF BILLS.

RECOMMENDATION: APPROVE AS PRESENTED

5. COMMISSION ITEMS

A. CONSIDERATION TO RECEIVE AND FILE RESOLUTION NO. 2019-11 FROM THE PLANNING COMMISSION GRANTING APPROVAL OF A CONDITIONAL USE PERMIT TO CONVERT AN EXISTING 689 SQUARE FOOT STABLE, TO A MIXED-USE STRUCTURE IN ZONING CASE NO. 959 AT 49 EASTFIELD DRIVE (LOT 33-EF) ROLLING HILLS, CA, (WALDMAN).

B. CONSIDERATION TO RECEIVE AND FILE RESOLUTION NO. 2019-10 FROM THE PLANNING COMMISSION GRANTING APPROVAL FOR A SITE PLAN REVIEW FOR THE CONSTRUCTION OF A NEW RESIDENCE WITH ATTACHED GARAGE AND BASEMENT, RETAINING WALL, SWIMMING

POOL, AND GRADING; CONDITIONAL USE PERMITS TO CONSTRUCT A STABLE AND CORRAL; AND VARIANCES TO EXCEED THE MAXIMUM PERMITTED DISTURBANCE OF THE LOT AND TO ENCROACH WITH A RETAINING WALL INTO THE SIDE YARD SETBACK IN ZONING CASE NO. 955 AT 1 POPPY TRAIL, (LOT 90-B2-RH), (YEH).

- C. CONSIDERATION TO RECEIVE AND FILE RESOLUTION NO. 2019-08 FROM THE PLANNING COMMISSION GRANTING APPROVAL FOR A SITE PLAN REVIEW AND A CONDITIONAL USE PERMIT FOR GRADING AND CONSTRUCTION OF A NEW STABLE WITH A LOFT IN ZONING CASE NO. 953 AT 13 PORTUGUESE BEND ROAD, ROLLING HILLS, CA (LOT 77-RH) (CARDENAS).

6. PUBLIC HEARINGS

- A. REVIEW AND APPROVE APPLICATION NO. ZONING CASE NO. 957
- B. AN ORDINANCE OF THE CITY OF ROLLING HILLS, CALIFORNIA, AMENDING SECTION 8.08.580 CONSTRUCTION AND DEMOLITION WASTE OF THE CITY OF ROLLING HILLS MUNICIPAL CODE.

7. OLD BUSINESS

- A. CONSIDERATION AND APPROVAL OF LIGHTING UPGRADE AT TENNIS COURTS 2 AND 3.
- B. CONSIDERATION AND APPROVAL OF PROPOSED AMENITIES BY THE ROLLING HILLS COMMUNITY ASSOCIATION, AND THE MANDATED AMERICAN WITH DISABILITY ACT (ADA) IMPROVEMENTS AT THE TENNIS COURTS.

8. NEW BUSINESS

- A. CONSIDERATION AND APPROVAL OF A PROFESSIONAL SERVICE AGREEMENT WITH ALAN PALERMO CONSULTING FOR PROJECT MANAGEMENT SERVICES FOR FISCAL YEAR 2019-2020 FOR AN AMOUNT NOT-TO-EXCEED \$53,120.

9. MATTERS FROM THE CITY COUNCIL AND MEETING ATTENDANCE REPORTS

- A. DISCUSS FIRE FUEL ABATEMENT ALONG THE CITY'S SOUTHERN BORDER, AREAS ADJACENT TO THE PALOS VERDES PENINSULA LAND CONSERVANCY (ORAL).
- B. ANNOUNCEMENT OF THE 60 DAY COMMENT PERIOD (JUNE 19, 2019 THROUGH AUGUST 19, 2019) TO THE DRAFT ENVIRONMENT IMPACT REPORT FOR THE SOLANA RESIDENTIAL DEVELOPMENT PROJECT – A PROPOSED 248

APARTMENT UNITS IN THREE 5-STORY BUILDINGS NEAR THE NORTHWEST CORNER OF HAWTHORNE BOULEVARD AND VIA VALMONTE (ORAL).

10. MATTERS FROM STAFF

- A. STATUS REPORT ON THE POTENTIAL COST SHARE FORMULA TO FUND TWO SCHOOL RESOURCE OFFICER (SRO) TO BE EMPLOYED BY THE PALOS VERDES PENINSULA UNIFIED SCHOOL DISTRICT (PVPUSD) AND DISCUSS THE SROs PROPOSED RESPONSIBILITIES/DUTIES (ORAL).
- B. CONSIDERATION AND APPROVAL OF \$1,500 FOR A SUMMER INTERN THROUGH EXP SUMMER INTERNSHIP PROGRAM.

11. ADJOURNMENT

Next meeting: Monday, July 15, 2019 at 7:00 p.m. in the Council Chamber, Rolling Hills City Hall, 2 Portuguese Bend Road, Rolling Hills, California.

Public Comment is welcome on any item prior to City Council action on the item.

Documents pertaining to an agenda item received after the posting of the agenda are available for review in the City Clerk's office or at the meeting at which the item will be considered.

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in this meeting due to your disability, please contact the City Clerk at (310) 377-1521 at least 48 hours prior to the meeting to enable the City to make reasonable arrangements to ensure accessibility and accommodation for your review of this agenda and attendance at this meeting.

All Planning Commission items have been determined to be categorically exempt pursuant to the California Environmental Quality Act (CEQA) Guidelines unless otherwise stated.

**MINUTES OF
A REGULAR MEETING
OF THE
CITY COUNCIL OF THE
CITY OF ROLLING HILLS, CALIFORNIA
MONDAY, JUNE 24, 2019**

1. CALL TO ORDER

A regular meeting of the City Council of the City of Rolling Hills was called to order by Mayor Mirsch at 7:00p.m. in the City Council Chamber at City Hall, 2 Portuguese Bend Road, Rolling Hills, California.

2. ROLL CALL

Councilmembers Present:	Mayor Mirsch, Pieper, Black, and Wilson.
Councilmembers Absent:	Dieringer
Others Present:	Jane Abzug, City Attorney. Planning Director, Yolanta Schwartz James Powers, Lomita Station Captain Alfred Visco

Mayor Mirsch introduced the new Captain of Lomita Station, James Powers.

PLEDGE OF ALLEGIANCE

3. OPEN AGENDA - PUBLIC COMMENT WELCOME

Mr. Alfred Visco stated that he has been in touch with the Land Conservancy and City of RPV staff regarding fuel abatement program along the border with the City of RH. Initially, he was very encouraged by the response and had a walk through with the RPV staff along the boundary and was told that RPV will be clearing the areas. He said RPV and the Land Conservancy have a map of areas that were previously cleared for fuel abatement. However, in the last week he was told that RPV is analyzing the entire City and will set priorities for the entire City not just the area in the Conservancy. Mr. Visco suggested, that the City get involved and if necessary engage an attorney to force RPV and the Conservancy to abate the fire fuel along RH border. He suggested that this topic be agendized at the July 8, 2019 CC meeting. Mayor Mirsch responded that she appreciate Mr. Visco's work, but that this topic may not be able make it on the July 8th agenda, as she would like to discuss it with the City Manger and reach out to RPV.

Mr. Visco also asked what is the City doing about the dead vegetation on the vacant lot off of Ranchero Road. He stated that the RHCA Manager told him that they do not have an address for the new owner. Mr. Visco stated that the City should be able to find on-line who owns the lot.

DRAFT

Planning Director Schwartz responded that she got an email address for the new owner from RHCA staff and that City staff contacted the owner.

4. CONSENT CALENDAR

Matters which may be acted upon by the City Council in a single motion. Any Councilmember may request removal of any item from the Consent Calendar causing it to be considered under Council Actions.

- A. MINUTES – REGULAR MEETING OF JUNE 10, 2019.
RECOMMENDATION: APPROVE AS PRESENTED
- B. PAYMENT OF BILLS.
RECOMMENDATION: APPROVE AS PRESENTED
- C. REPUBLIC SERVICES RECYCLING TONNAGE REPORT FOR MAY 2019.
RECOMMENDATION: APPROVE AS PRESENTED
- D. FINANCIAL STATEMENT FOR THE MONTH OF MAY 2019.
RECOMMENDATION: APPROVE AS PRESENTED

Mayor Pro-Tem Pieper made a motion to approve the items on the consent calendar as presented. Councilmember Black seconded the motion and the motion carried without objection by a voice vote as follows:

AYES: COUNCILMEMBERS: Mayor Mirsch, Pieper, Black and Wilson
NOES: COUNCILMEMBERS: None.
ABSENT: COUNCILMEMBERS: Dieringer.
ABSTAIN: COUNCILMEMBERS: None.

5. COMMISSION ITEMS

NONE.

6. PUBLIC HEARINGS

NONE.

7. OLD BUSINESS

NONE.

8. NEW BUSINESS

- A. CONSIDERATION AND APPROVAL OF A FIVE-YEAR (2019-2024) MUNICIPAL LAW ENFORCEMENT SERVICE AGREEMENT AND SUPPLEMENTAL TRAFFIC ENFORCEMENT WITH THE LOS ANGELES COUNTY SHERIFF'S DEPARTMENT.

DRAFT

Planning Director Schwartz gave brief overview of the proposed agreement including the Supplemental Traffic Enforcement. She stated that the proposal submitted to the Traffic Commission and then to the Finance Budget Committee for the Supplemental Traffic Enforcement was incorrect and that an amended proposal is included in the Council's packet. The difference between them is less than \$1,000. Discussion ensued regarding the value of the Supplemental Traffic Enforcement and the number of hours the Sheriff devotes to the City. Council member Pieper suggested that the patrol schedule be re-visited, and be more varied. Councilmember Black queried if the City benefits from the extra patrol. Councilmember Wilson explained that the Traffic Commission sees value in the program.

Mayor Mirsch asked if Captain Powers would like to say something before the Council asks questions on the proposed agreement. Captain Powers introduced himself and gave a short background on his career. He stated that teaching is his passion and that he spent a lot of time during his career teaching.

In response to Mayor Mirsch's questions regarding the proposed agreement, Captain Powers explained the budget tables and how the calculations are derived.

Mayor Mirsch opened the item to the public for comments. There being no comments from the public, Councilmember Black moved to approve the five-year Municipal Law Enforcement Service Agreement and the Supplemental Traffic Enforcement. Mayor Pro-Tem Pieper seconded the motion and the motion carried without objection by a voice vote as follows:

AYES: COUNCILMEMBERS: Mayor Mirsch, Pieper, Black and Wilson.

NOES: COUNCILMEMBERS: None.

ABSENT: COUNCILMEMBERS: Dieringer.

ABSTAIN: COUNCILMEMBERS: None.

B. CONSIDERATION OF APPROVAL OF RESOLUTION NO. 1241, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS MODIFYING ROLLING HILLS FEES BY INCREASING CONSTRUCTION AND DEMOLITION PERMIT FEE, ESTABLISHING WATER EFFICIENT LANDSCAPE ORDINANCE REVIEW FEE, ESTABLISHING COMPLIANCE DEPOSITS AND REPEALING RESOLUTION NO. 1226.

Planning Director Schwartz provided a brief explanation of the Resolution and the proposed amendments. She stated that an increase in the Construction & Demolition (C & D) fee from \$25 to \$100 per permit is included in the Resolution as well as a deposit of \$750, which is refundable upon the City receiving the required C & D compliance reports showing that the construction material was recycled. She stated that a \$1,500 fee for the implementation of the Water Efficient Landscape Ordinance, (MWELo), and a deposit of \$5,000 is also added to the Resolution. The \$5,000 deposit is fully refundable when the applicant submits Certificate of Compliance with the MWELo. She stated that Resolution No. 1241 memorializes these changes and that no other fees are being amended.

Councilmember Black asked when was the fee for view preservation increased to \$2,000. Planning Director Schwartz responded that this fee was amended when the City adopted the new View Preservation Ordinance in 2017.

DRAFT

Mayor Mirsch called for public comments. Mr. Visco inquired about the C & D deposit of \$750. Planning Director Schwartz stated that the deposit will be collected from the hauler of the construction materials and would be refunded to the hauler.

Assistant City Attorney, Abzug, stated that an ordinance is being prepared to include the C & D fee and deposit in the Municipal Code.

There being no further comments, Council member Wilson moved to approve Resolution No. 1241 to amend the fees and repeal Resolution No. 1226. Mayo Pro-Tem Pieper seconded the motion, and the motion carried without objection by a voice vote as follows:

AYES: COUNCILMEMBERS: Mayor Mirsch, Pieper and Wilson.

NOES: COUNCILMEMBERS: Black.

ABSENT: COUNCILMEMBERS: Dieringer.

ABSTAIN: COUNCILMEMBERS: None.

In response to Mayor Mirsch why Councilmember Black is voting against the approval, Councilmember Black stated that he does not agree with the \$2,000 View Preservation fee.

9. MATTERS FROM THE CITY COUNCIL AND MEETING ATTENDANCE REPORTS

NONE.

10. MATTERS FROM STAFF

- A. STATUS REPORT ON THE EASEMENT DEDICATION AND ANNEXATION OF THE SEWER LINE ALONG JOHNS CANYON ROAD BY THE LOS ANGELES COUNTY SEWER MAINTENANCE DISTRICT (ORAL).

Planning Director Schwartz reported that in October 2018 the City engaged Willdan Engineering to prepare documents for the sewer annexation project along Johns Canyon Road, which Mr. Colyear at 35 Crest Road West constructed. She sated that Willdan prepared the document and staff planned to bring the item to the City Council at the June 24, 2019 meeting for consideration and adoption. Following staff's review of the Resolutions and documents prepared by Willdan, staff questioned the easement dedication language and one of the Resolutions. Planning Director Schwartz reported that Willdan was not able to provide answers prior to the City Council meeting, and the item was therefore removed from the Agenda. Staff requested that Willdan re-check the documents and submit accurate documentation to the City for adoption.

DRAFT

11. ADJOURNMENT

Hearing no further business before the City Council, Mayor Mirsch adjourned the meeting at 7:50 p.m. to a Field Trip meeting on July 2, 2019 at 7:00 am at 5 Flying Mane Lane. The next regular meeting of the City Council is scheduled to be held on Monday, July 8, 2019 beginning at 7:00 p.m. in the City Council Chamber at City Hall, 2 Portuguese Bend Road, Rolling Hills, California.

Respectfully submitted,

Elaine Jeng, P.E.
City Clerk / City Manager

Approved,

Leah Mirsch
Mayor



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

NO. 2 PORTUGUESE BEND ROAD
ROLLING HILLS, CALIF. 90274
(310) 377-1521
FAX: (310) 377-7288

7/08/2019 CHECK RUN A

CHECK NO.	CHECK DATE	PAYEE	DESCRIPTION	AMOUNT
25920	06/10/2019	CLEVERLY -VOIDED CHECK	RFI2 RESPONSE	(825.00)
25958	06/10/2019	CLEVERLY -REPLACEMENT CHECK	RFI2 RESPONSE	825.00
25959	07/08/2019	ABILA	JUNE 2019 SERVICES	175.00
25960	07/08/2019	CCCA	2019-2020 CITY MEMBERSHIP DUES	1,400.00
25961	07/08/2019	COUNTY OF LOS ANGELES	MAY 2019 COYOTE CONTROL SERVICES	3,786.12
25962	07/08/2019	COUNTY OF LOS ANGELES	MAY 2019 SERVICES	77.17
25963	07/08/2019	DELL	NEW COMPUTERS	5,381.81
25964	07/08/2019	DIVERGEIT	IT SUPPLIES	19.58
25965	07/08/2019	EXECUTIVE-SUITE SERVICES, INC.	JUNE 2019 JANITORIAL SERVICES	594.00
25966	07/08/2019	LA COUNTY SHERIFF'S DEPARTMENT	MAY 2019 TRAFFIC ENFORCEMENT	2,763.38
25967	07/08/2019	PUBLIC ENTITY RISK MANAGEMENT	1986-87 POLICY YEAR ASSESSMENT	8,308.00
25968	07/08/2019	ROGERS, ANDERSON, MALODY	MAY 2019 ACCOUNTING SERVICES	10,350.00
25969	07/08/2019	ROLLING HILLS ESTATES	2019 RESURFACING PROJECT	11,340.00
25970	07/08/2019	SOUTHERN CALIFORNIA EDISON	USAGE 5-17-2019 TO 6-18-2019	1,647.72
25971	07/08/2019	USCM	DEFERRED COMP - 6-21-19 AND 7-5-2019	2,302.50
25972	07/08/2019	VANTAGEPOINT TRANSFER AGENTS -	DEFERRED COMP - 6-21-19 AND 7-5-2019	1,467.60
25973	07/08/2019	WILLDAN INC.	MAY 2019 SERVICES	465.00
25974		VOIDED CHECK	PRINTING ERROR	-
25975		VOIDED CHECK	PRINTING ERROR	-
25976		VOIDED CHECK	PRINTING ERROR	-
25977		VOIDED CHECK	PRINTING ERROR	-
25978		VOIDED CHECK	PRINTING ERROR	-
25979		VOIDED CHECK	PRINTING ERROR	-
EFT	7/1/2019	CALPERS	HEALTH INSURANCE JULY 2019	4,757.20
EFT	7/1/2019	CALPERS	RETIREMENT INSURANCE JUNE 2019	4,366.92
EFT	7/8/2019	CALPERS	UNFUNDED CLASSIC AND PEPRA	40,619.00
* PR LINK	6/21/2019	PR LINK - PAYROLL PROCESSING	PROCESSING FEE	60.20
* PR LINK	6/21/2019	PR LINK - PAYROLL & PR TAXES	PAY PERIOD - JUNE 5, 2019 THROUGH JUNE 18, 2019	14,870.44
* PR LINK	7/5/2019	PR LINK - PAYROLL PROCESSING	PROCESSING FEE	62.15
* PR LINK	7/5/2019	PR LINK - PAYROLL & PR TAXES	PAY PERIOD - JUNE 19, 2019 THROUGH JULY 2, 2019	14,645.53
				\$ 129,459.32
				99,821.00

I, Elaine Jeng, City Manager of Rolling Hills, California certify that the above demands are accurate and there is available in the General Fund a balance of \$129,459.32 or the payment of above items.

Elaine Jeng, P.E., City Manager

07/05/19

* Previously Disbursed



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

NO. 2 PORTUGUESE BEND ROAD
ROLLING HILLS, CA 90274
(310) 377-1521
FAX (310) 377-7288

Agenda Item No: 5A
Mtg. Date: 07/08/2019

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: YOLANTA SCHWARTZ, PLANNING DIRECTOR

THROUGH: ELAINE JENG, P.E., CITY MANAGER

SUBJECT: CONSIDERATION TO RECEIVE AND FILE RESOLUTION NO. 2019-11 FROM THE PLANNING COMMISSION GRANTING APPROVAL OF A CONDITIONAL USE PERMIT TO CONVERT AN EXISTING 689 SQUARE FOOT STABLE, TO A MIXED-USE STRUCTURE IN ZONING CASE NO. 959 AT 49 EASTFIELD DRIVE (LOT 33-EF) ROLLING HILLS, CA, (WALDMAN).

DATE: JULY 8, 2019

ATTACHMENT:

1. RESOLUTION NO. 2019-11

BACKGROUND

In 2013, the prior owners of the property were granted a Conditional Use Permit for a 689 square foot stable and a 550 square foot corral. In March 2012 an administrative approval was granted to construct a 971 square foot addition with 1,196 square foot basement and for a major remodel of the residence, and a 756 square foot pool.

The property is zoned RAS-1 and the gross lot area is 1.30 acres and 1.17 acres excluding the roadway easement. The net lot area for development purposes is 0.97 acres or 42,295 square feet. The property is developed with a 3,261 square foot residence with 1,196 square foot basement and 948 square foot attached garage, 689 square foot stable, 756 square feet swimming pool and a spa, detached trellis, attached porches and a service yard.

The Planning Commission at their June 25, 2019 Adjourned meeting adopted Resolution No. 2019-11 granting the request and found that the use is compatible with the site, meets the requirements of a mixed-use structure and there is an adequate and feasible area on the property for a future stable and corral.

DISCUSSION

The applicants request a Conditional Use Permit to legalize a conversion of an existing 689 square foot stable to a mixed-use structure which includes a 450 square foot recreation room and a 239 square foot storage space. The structure has an attached 211 square foot porch. The project also includes setting aside a 1,000 sq.ft. area for a future stable and corral. Access to the future stable corral is available through the existing access pathway. The lot was graded in the past and the disturbed area is 71.6% of the net lot area. The applicants propose to stay within the previously disturbed area when designating a stable/corral set aside.

Lot Coverage

The existing structural coverage of 15.4% (20% max. permitted) and total lot coverage of 30.13% (35% max. permitted) are only changing due to the added stable set aside of 450 square feet; therefore the resulting structural coverage is 16.5% (20% max. permitted) and total lot coverage is 31.17% (35% max. permitted), in conformance with the code requirements.

Conditions for Mixed-Use

Section 17.16.040 of the Rolling Hills Municipal Code permits a mixed-use structure that exceeds two hundred square feet provided a Conditional Use Permit has been issued subject to the conditions set forth in Section 17.16.210(A)(6).

Section 17.12.130(M) of the Rolling Hills Municipal Code defines mixed use structure as: "Mixed use structure" means a structure detached from the primary building and used or designed to be used for a garage or for two or more of the following uses: garage, keeping of horses or other permitted animals, storage of equestrian, agricultural and general household goods, recreational purposes, an office, a study or other uses. Two or more of the same uses within the structure are not permitted. If any of the uses include keeping of horses or other permitted animals, no portion of the structure may contain a guest-house or sleeping quarters for humans.

The converted structure meets the applicable conditions and is so stipulated in the Resolution.

Utility Lines

All utility lines have already been placed underground.

Neighbors' Participation

No neighbors objected to the project. At the Planning Commission field trip owner of an adjacent property was present in support of the conversion.

Environmental Review

The project has been determined to be categorically exempt (Class 3) pursuant to Section 15303 of the California Environmental Quality Act (CEQA) Guidelines.

RECOMMENDATION

Staff recommends that the City Council receive and file this report.

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RESOLUTION NO. 2019-11

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ROLLING HILLS GRANTING APPROVAL OF A CONDITIONAL USE PERMIT TO CONVERT AN EXISTING 689 SQUARE FOOT STABLE, TO A MIXED-USE STRUCTURE IN ZONING CASE NO. 959 AT **49 EASTFIELD DRIVE** (LOT 33-EF) ROLLING HILLS, CA, (WALDMAN).

THE PLANNING COMMISSION OF THE CITY OF ROLLING HILLS DOES HEREBY FIND, RESOLVE AND ORDER AS FOLLOWS:

Section 1. Application was duly filed by Mr. and Mrs. Waldman (Applicants) with respect to real property located at 49 Eastfield Drive (Lot 33-EF) requesting a Conditional Use Permit to convert an existing 689 square foot stable to a mixed use structure, 450 square foot recreation room and a 239 square foot storage space, while reserving an area for future stable and corral elsewhere on the lot.

Section 2. The property is zoned RAS-1 and consists of 1.17 acres, excluding the roadway easement. The net lot area for development purposes is 0.97 acres or 42,295 square feet.

Section 3. The property is currently developed with a 3,261 square foot residence with 1,196 square foot basement, 948 square foot attached garage, 689 square foot stable, service yard, swimming pool and equipment area. The stable was built in 2013 and in 2012 additions were made to the residence and the residence underwent a major remodel.

Section 4. The structure that was originally constructed as a stable is currently not used as a stable. The applicants propose to use this structure as a recreation room and storage room and allocate an area elsewhere on the lot for a future stable and corral subject to a future Conditional Use Permit.

Section 5. On May 21, 2019, the Planning Commission conducted a duly noticed public hearing on the subject application in the field at 49 Eastfield Drive and at its evening meeting on May 21, 2019. The applicant and his agent were notified of the public hearings in writing by first class mail and they were present at the hearings. Evidence was heard and presented from all persons interested in affecting said proposal and from members of the City staff.

Section 6. The Planning Commission finds that the project qualifies as a Class 1 Exemption pursuant to 14 CCR Section 15301 (Existing Facilities) and as Class 3 Exemption pursuant to 14 CCR Section 15303 (New Construction or Conversion of Small Structures) and is therefore categorically exempt from environmental review under the California Environmental Quality Act.

Section 7. Section 17.16.040 of the Rolling Hills Municipal Code permits a mixed-use structure that exceeds two hundred square feet provided a Conditional Use Permit has been issued subject to the conditions set forth in Section 17.16.210(A)(6). Applicants seek a mixed-use structure with a 450 square foot recreation room and a 239 square foot storage space. With respect to this request for a Conditional Use Permit, the Planning Commission finds as follows:

A. The proposed conditional use is consistent with the General Plan. The conversion of a structure previously approved as a stable into a mixed use would be consistent with the purposes and objectives of the General Plan because the use is consistent with similar uses in the community and meets all the applicable code development standards for a mixed-use structure. The project also designates an area being set aside for the future stable and corral which is adequately sized to accommodate a 450 square foot stable and 550 square foot adjoining corral. Such area is appropriately located in that it will be sufficiently separated from nearby structures used for habitation or containing sleeping quarters both on and off the project site.

B. The nature, condition and development of adjacent uses, buildings and structures have been considered, and that the use will not adversely affect or be materially detrimental to these adjacent uses, building or structures. The interior remodeling of a stable to a mixed-use structure will not adversely affect or be materially detrimental to adjacent uses, buildings, or structures because the structure is located near outdoor recreational amenities including a play field and walkways accessing the residence. The mixed-use structure's orientation is towards the lot interior and main residence as opposed to towards neighbors and its general location is of sufficient distance from nearby residences so as to not impact the view or privacy of surrounding neighbors. The mixed-use structure complies with the low profile residential development pattern of the community and is screened from neighbors view and separated by a bridle trail that will be retained.

C. The site for the proposed conditional use is of adequate size and shape to accommodate the use and buildings proposed. The net lot area for development purposes is 0.97 acres or 42,295 square feet. The property is currently developed with a 3,261 square foot residence, including 1,196 square foot basement, 948 square foot attached garage, service yard, swimming pool, and equipment area. The proposed mixed-use structure is 450 square feet for the recreation room and 239 square feet for the storage space. The lot can accommodate the proposed mixed use structure.

D. The proposed conditional use complies with all applicable development standards of the zone district. The 689 square foot mixed-use structure is less than the maximum 800 square feet permitted under the RHMC and does not encroach into any setback areas and is not located in the front yard of the lot.

E. The proposed conditional use is consistent with the portions of the Los Angeles County Hazardous Waste Management Plan relating to siting criteria for hazardous waste facilities because the project site is not listed on the current State of California Hazardous Waste and Substances Sites List.

F. The proposed conditional use observes the spirit and intent of Title 17 (Zoning) because the mixed-use structure complies with the requirements of the Title 17. The mixed-use structure is screened from adjacent properties and is not obtrusive to neighbors. Additionally, an adequate area has been set aside for the construction of a future stable structure and adjacent corral.

Section 8. Based upon the foregoing findings, the Planning Commission hereby approves Zoning Case No. 959 for a Conditional Use Permit for conversion of a stable to a 450 square foot recreation room and a 239 square foot storage room with a set aside area for a future 450 square foot stable and 550 square foot corral, subject to the following conditions:

A. The Conditional Use Permit approval shall expire within two years from the effective date of approval as defined in Section 17.42.070, unless otherwise extended pursuant to the requirements of this section.

B. If any condition of this resolution is violated, the entitlement granted by this resolution shall be suspended and the privileges granted hereunder shall lapse and upon receipt of written notice from the City, all construction work being performed on the subject property shall immediately cease, other than work determined by the City Manager or his/her designee required to cure the violation. The suspension and stop work order will be lifted once the Applicant cures the violation to the satisfaction of the City Manager or his/her designee. In the event that the Applicant disputes the City Manager or his/her designee's determination that a violation exists or disputes how the violation must be cured, the Applicant may request a hearing before the City Council. The hearing shall be scheduled at the next regular meeting of the City Council for which the agenda has not yet been posted; the Applicant shall be provided written notice of the hearing. The stop work order shall remain in effect during the pendency of the hearing. The City Council shall make a determination as to whether a violation of this Resolution has occurred. If the Council determines that a violation has not occurred or has been cured by the time of the hearing, the Council will lift the suspension and the stop work order. If the Council determines that a violation has occurred and has not yet been cured, the Council shall provide the Applicant with a deadline to cure the violation; no construction work shall be performed on the property until and unless the violation is cured by the deadline, other than work designated by the Council to accomplish the cure. If the violation is not cured by the deadline, the Council may either extend the deadline at the Applicant's request or schedule a hearing for the revocation of the entitlements granted by this Resolution pursuant to Chapter 17.58 of the Rolling Hills Municipal Code (RHMC).

C. All requirements of the Building and Construction Ordinance, the Zoning ordinance, and of the zone in which the subject property is located must be complied with unless otherwise set forth in this permit, or shown otherwise on an approved plan.

D. The lot shall be developed and maintained in substantial conformance with the site plan on file dated May 14, 2019 except as otherwise provided in these conditions. The working drawings submitted to the Department of Building and Safety for plan check review shall conform to the approved development plan. All conditions of the Conditional Use Permit approval shall be incorporated into the building permit working drawings, and where applicable complied with prior to issuance of a building permit from the building department.

E. Prior to submittal of final working drawings to the Building and Safety Department for issuance of building permits, the plans for the project shall be submitted to City staff for verification that the final plans are in compliance with the plans approved by the Planning Commission.

F. A licensed professional preparing construction plans for this project for Building Department review shall execute a Certificate affirming that the plans conform in all respects to this Resolution approving this project and all of the conditions set forth therein and the City's Building Code and Zoning Ordinance.

Further, the person obtaining a building permit for the conversion shall execute a Certificate of Construction affirming that the project will be constructed according to this Resolution and any plans approved therewith.

G. The existing structural coverage of 15.4% (20% max. permitted) and total lot coverage of 30.13% (35% max. permitted) are only changing based on the added stable set aside area of 450 square feet. The proposed structural coverage is 16.5% (20% max. permitted) and total lot coverage is proposed to be 31.17% (35% max. permitted).

H. The lot was graded in the past and the disturbed area is 71.6%. The applicants shall stay within the previously disturbed area for the designated stable/corral set aside area.

I. There shall be no grading for this project.

J. The applicant shall comply with all requirements of the Lighting Ordinance of the City of Rolling Hills (RHMC 17.16.190 E), pertaining to lighting for the mixed use structure; roofing material requirements of properties in the Very High Fire Hazard Severity Zone, and all other ordinances and laws of the City of Rolling Hills and the LA County Building Code.

K. The mixed-use structure shall not be used as sleeping quarters and may not be rented out. Kitchenette and sanitary facility consisting of a toilet, shower and a sink may be constructed within the recreation room. The mixed-use structure shall not be located in the front yard of any setback and shall not exceed 800 square feet.

L. During remodel for the conversion, the property owners shall be required to schedule and regulate construction and related traffic noise throughout the day between the hours of 7 AM and 6 PM, Monday through Saturday only, when construction and mechanical equipment noise is permitted, so as not to interfere with the quiet residential environment of the City of Rolling Hills.

M. During and after construction, all parking shall take place on the project site and, if necessary, any overflow parking shall take place within nearby roadway easements.

N. The property owners shall be required to conform with the Regional Water Quality Control Board and County Public Works Department Best Management Practices (BMP's) requirements related to solid waste and storm water management.

O. The applicant shall execute an Affidavit of Acceptance of all conditions of this permit pursuant to Zoning Ordinance, or the approval shall not be effective.

P. Any action challenging the final decision of the City made as a result of the public hearing on this application must be filed within the time limits set forth in Section 17.54.070 of the Rolling Hills Municipal Code and Code of Civil Procedure Section 1094.6.

PASSED, APPROVED AND ADOPTED THIS 25th DAY OF JUNE 2019.

BRAD CHELF, CHAIRMAN

ATTEST:

CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) §§
CITY OF ROLLING HILLS)

I certify that the foregoing Resolution No. 2019-11 entitled:

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ROLLING HILLS GRANTING APPROVAL OF A CONDITIONAL USE PERMIT TO CONVERT AN EXISTING 689 SQUARE FOOT STABLE, TO A MIXED-USE STRUCTURE IN ZONING CASE NO. 959 AT **49 EASTFIELD DRIVE** (LOT 33-EF) ROLLING HILLS, CA, (WALDMAN).

was approved and adopted at an adjourned regular meeting of the Planning Commission on June 25, 2019 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

and in compliance with the laws of California was posted at the following:

Administrative Offices

CITY CLERK



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

NO. 2 PORTUGUESE BEND ROAD
ROLLING HILLS, CA 90274
(310) 377-1521
FAX (310) 377-7288

Agenda Item No: 5B
Mtg. Date: 07/08/2019

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: YOLANTA SCHWARTZ, PLANNING DIRECTOR

THROUGH: ELAINE JENG, P.E., CITY MANAGER

SUBJECT: CONSIDERATION TO RECEIVE AND FILE RESOLUTION NO. 2019-10 FROM THE PLANNING COMMISSION GRANTING APPROVAL FOR A SITE PLAN REVIEW FOR THE CONSTRUCTION OF A NEW RESIDENCE WITH ATTACHED GARAGE AND BASEMENT, RETAINING WALL, SWIMMING POOL, AND GRADING; CONDITIONAL USE PERMITS TO CONSTRUCT A STABLE AND CORRAL; AND VARIANCES TO EXCEED THE MAXIMUM PERMITTED DISTURBANCE OF THE LOT AND TO ENCROACH WITH A RETAINING WALL INTO THE SIDE YARD SETBACK IN ZONING CASE NO. 955 AT 1 POPPY TRAIL, (LOT 90-B2-RH), (YEH).

DATE: July 08, 2019

ATTACHMENT:

- 1. RESOLUTION NO. 2019-10**
- 2. CORRESPONDENCE FROM 3 POPPY TRAIL**

BACKGROUND

The Planning Commission at their June 25, 2019 Adjourned meeting adopted Resolution No. 2019-10 granting a Site Plan Review, Conditional Use Permit and Variances for the construction of a new residence with a basement, garage, covered porch, stable with corral, retaining walls, new swimming pool and other outdoor amenities on a vacant parcel. The Planning Commission found that the project is compatible with the neighborhood, the uses are not obtrusive with sufficient open space

between surrounding structures and maintain sufficient setbacks to provide buffers between residential uses; and that the proposed stable use furthers the goal of the General Plan to encourage construction of stables in the City.

DISCUSSION

The applicant requests a Site Plan Review for a new 6,374 square foot residence with 756 square foot attached garage and 934 square foot basement, a 1,643 square foot swimming pool & spa, a retaining wall ranging in height from 6" curb to 5' along the north western limits of the building pad, a portion of which is in the side setback, and overall grading of 5,600 cubic yards. Also proposed are several outdoor amenities, such as a BBQ, service yard and water feature. 520 cubic yards of dirt is proposed to be exported from the basement and pool excavation.

The applicants also request a Conditional Use Permit for a new 452 square foot stable and 575 square foot corral and a Variance to encroach between 1-foot to 2.5 feet into the side setback with a not to exceed 5' high and 160' long retaining wall. The retaining walls in setback would only be visible to owner and not adjacent properties. The Building Code requires height of walls to be certain distance from structures to an ascending slope. In order to comply and create a slightly larger yard area, the applicants propose to push out an existing retaining wall, (which is located along the side setback line), by a few feet to enlarge the building pad by 860 square feet. A variance for disturbance of the lot to 69.6% is also requested.

During the remediation of the landslide, the lot was graded and slopes reconstructed and at that time a variance for disturbance of the lot was granted of 55%, (40% max. permitted). According to new evaluation of the disturbed area of the lot by the Civil Engineer, calculated specifically for this application, the disturbance of the lot is 69.6%, and is greater than the variance of 55% granted in 2010. The lower percent reported in the original project application for the landslide remediation was based on projected disturbance for the remediation, and was a numerical error provided by the Civil Engineer. Therefore, a new variance is required for the 69.6% disturbance.

Other than the requested Variances the project meets the City's development standards requirements.

Environmental Determination

The project has been determined to be categorically exempt pursuant to the California Environmental Quality Act (CEQA) under Class 3, Section 15303 New Construction. Earlier approved elements and anticipated development activities for the subject property were previously reviewed and mitigations are covered by a Mitigated Negative Declaration adopted in October 2010, and as corrected in 2017.

Neighbors' Participation

No neighbors participated during the proceedings of this case nor were present at the field trips. However, prior to the June 25, 2019 Planning Commission meeting staff received a letter from property owners at 3 Poppy Trail expressing concerns with the location of the structures on the building pad and that the development is overlooking their home, (see attached). The Architects for the project met with the owners of 3 Poppy Trail and prepared a rendering of a sight distance view from the project site, including a landscaping plan. The neighbors seem to be satisfied with the outcome and have not contacted staff nor attended the Planning Commission meeting.

RECOMMENDATION

Staff recommends that the City Council receive and file this report.

RESOLUTION NO. 2019-10

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ROLLING HILLS GRANTING APPROVAL FOR A SITE PLAN REVIEW FOR THE CONSTRUCTION OF A NEW RESIDENCE WITH ATTACHED GARAGE AND BASEMENT, RETAINING WALL, SWIMMING POOL, AND GRADING; CONDITIONAL USE PERMITS TO CONSTRUCT A STABLE AND CORRAL; AND VARIANCES TO EXCEED THE MAXIMUM PERMITTED DISTURBANCE OF THE LOT AND TO ENCROACH A RETAINING WALL INTO THE SIDE YARD SETBACK IN ZONING CASE NO. 955 AT **1 POPPY TRAIL, (LOT 90-B2-RH)**, (YEH).

THE PLANNING COMMISSION DOES HEREBY FIND, RESOLVE, AND ORDER AS FOLLOWS:

Section 1. An application was duly filed by Mr. Roger Yeh (Applicant) for construction of a new 6,374 square foot residence, including 756 square foot attached garage and 934 square foot basement, a 1,643 square foot swimming pool and spa, grading of 5,600 cubic yards of dirt including excavation of a pool and basement, and a retaining wall along the north western limits of the building pad; Conditional Use Permits for a 452 square foot stable and 575 square foot corral; and Variances to exceed the maximum permitted lot disturbance and for the retaining wall along the north western limits of the building pad to be located in the side yard setback.

Section 2. On March 5, 2005, a landslide occurred on the property located at 1 Poppy Trail Road and below the roadway easement for Poppy Trail Road. The landslide buried a portion of Poppy Trail Road, which was the sole means of ingress and egress for nine residential lots. The dirt movement affected two adjacent lots. During the remediation process through several lot line adjustments between the affected parcels, two lots were created at 0 Poppy Trail and 1 Poppy Trail. 1 Poppy Trail is the subject of this Resolution.

Section 3. Following the landslide, the City of Rolling Hills (City) and the Rolling Hills Community Association undertook various improvements and, between April and October of 2010, developed detailed project plans for remediation of the failed slope. In connection with the Landslide Remediation Project for 0 Poppy Trail and 1 Poppy Trail, an Initial Study was prepared that determined that, with the implementation of mitigation measures, the project would not have a significant adverse effect on the environment. Therefore, a Mitigated Negative Declaration (MND) was prepared and, on October 4, 2010, the City Council approved and adopted the MND relating to 0 Poppy Trail and 1 Poppy Trail. An Addendum to the MND ("First Addendum") was adopted by the Planning Commission on February 15, 2011 and reported to the City Council to address revisions to the plan to reduce or eliminate some of the retaining walls through selected modifications to the grading plan. A Second Addendum to the MND was adopted because an updated survey of 0 Poppy

Trail Road revealed that the existing disturbance for 0 Poppy Trail Road was 78.95%--not 65% as previously discussed in the MND ("Second Addendum"). The Second Addendum also reflected that while an updated survey was not conducted for 1 Poppy Trail, the engineer estimated that the disturbance was 78%--not 55% as previously discussed in the MND. Recently, an updated survey of 1 Poppy Trail Road was conducted which revealed that the existing disturbance is 69.6%, which is under the 78% disturbance analyzed in the Second Addendum.

Section 4. Following the first public hearing on January 15, 2019, staff came across information that there may be an adjacent ecologically sensitive area as designated by the County of Los Angeles located in the area of the proposed widening of the driveway. Normally a single family development with appurtenant structures is exempt from CEQA (14 CCR Section 15303). To process the application, the City analyzed whether an exception to that exemption applied because of the new information. Based on the City's evaluation, it was found that the project is exempt and that there is no evidence to suggest that an exception to the exemption applies.

First, the City relied upon the MND, including the First Addendum and Second Addendum, prepared for the remediation project that concluded that the project would not have a significant adverse effect on the environment. The biological resources section analyzed the following: five vegetation communities, including the urban/developed, disturbed habitat, southern mixed chaparral, non-native grassland, and southern willow scrub; two sensitive habitats, including the southern mixed chaparral and southern willow scrub; twenty-five sensitive plant species; and sixteen sensitive animal species.

Second, the City relied upon the opinion of a biologist that compared the conclusions in the MND with the new County Significant Ecological Area (SEA) to see whether the MND covered the same environmental sensitivities as in the County SEA. The biologist concluded that there were no sensitive biological resources within the proposed project footprint, and therefore no significant impacts would result from the project implementation. The biologist also found that the area currently in question was already developed or was in a disturbed condition as a result of the landslide and that no sensitive biological resources were located in the area currently proposed for development at the time the MND was prepared in 2010.

Section 5. The Planning Commission conducted duly noticed public hearings to consider the application at their regular meeting on January 15, 2019, April 16, 2019, and May 21, 2019 and at a field trip on May 21, 2019. Neighbors within 1,000-foot radius were notified of the public hearings and notices were published in the Peninsula News on January 3, 2019 and April 4, 2019. The Applicant and his agents were notified of the public hearings in writing by first class mail and the Applicant's agents were in attendance at the hearings. Evidence was heard and presented from all persons interested in affecting said proposal and from members of the City staff. Owners of one of the adjacent properties expressed concern with the siting of the structure on the

building pad as it overlooked their property. The Planning Commission reviewed, analyzed, and studied said proposal.

Section 6. The property is zoned RAS-2 and the gross lot area is 5.5 acres. The net lot area of the lot for development purposes is 204,383 square feet or 4.69 acres. The lot is vacant but has a graded, previously created building pad as well as a 15' wide driveway leading to the building pad. Poppy Trail road crosses the lot and Georgeff Trail, a bridle trail dedicated to the Rolling Hills Community Association, also crosses on the lot. The portion of the lot located below Poppy Trail Road has been designated as an easement to the RHCA and as a SEA by the County.

Section 7. The Planning Commission finds that the development project is exempt from the California Environmental Quality Act, (CEQA) pursuant to Section 15303 (new construction of single family residence and accessory structures) of the CEQA guidelines.

Section 8. Site Plan Review is required for the construction of the 6,374 square foot residence, including 934 square foot basement and 756 square foot attached garage, pursuant to Rolling Hills Municipal Code (RHMC) Section 17.46.020; the 1,643 square foot swimming pool pursuant to RHMC Section 17.46.020; the 5,600 cubic yards of grading pursuant to RHMC Section 17.46.020, and a not to exceed 5 foot retaining wall along the northwestern limits of the building pad pursuant to RHMC Sections 17.16.190 and 17.16.210. With respect to the Site Plan Review, the Planning Commission makes the following findings of fact:

A. The project complies with and is consistent with the goals and policies of the general plan and all requirements of the zoning ordinance. The 6,374 square foot residence, including 934 square foot basement and 756 square foot attached garage, and the 1,643 square foot swimming pool comply with the General Plan requirement of low profile, low-density residential development with sufficient open space between surrounding structures and maintain sufficient setbacks to provide buffers between residential uses. The construction of these features also does not require variances from any zoning requirement.

The 5,600 cubic yards of grading complies with the general plan and all requirements of the zoning ordinance. There is no additional disturbance planned for the proposed project at 1 Poppy Trail Road; all grading that will be conducted in connection with the proposed project consists of smoothing and evening out the existing building pad and slightly extending the building pad to account for the larger yard. The net lot area of the lot is over 4 acres and the lot is adjacent to other large lots along Poppy Trail. A building pad was created as a result of grading for slope remediation and the Applicant will utilize that pad as minimally enlarged by 860 square feet to provide Fire Department access and a slightly larger yard for Applicant's enjoyment of the property.

The not to exceed 5 foot retaining wall along the northwestern limits of the building pad complies with the general plan and all requirements of the zoning ordinance, subject to a variance to extend the retaining wall into the side yard setback. During remediation of the lot, a building pad was developed towards the rear of the property, on which the proposed construction will take place. The rear limit of the building pad is located along an existing retaining wall. Due to the limited size of the building pad area, this wall is proposed to be moved between 1-2.5' into the setback to create a slightly larger yard and meet the Building Code distance requirement between an ascending slope and a structure and to allow the required Fire Department passage of 5' around the entire structure. The wall will only be visible from the subject residence and not from adjacent properties. The retaining wall will match adjacent wall style and material. The retaining wall supports the General Plan as it will provide safety to the residents and meet the building code and Fire Department requirements.

B. The project substantially preserves the natural and undeveloped state of the lot by minimizing building coverage. The topography and the configuration of the lot have been considered, and the proposed project will be constructed on the existing building pad except that the pad will be minimally enlarged by 860 square feet to provide Fire Department access and a slightly larger yard for the occupants. The lot coverage is 27,979 square feet or 13.7% which is below the maximum lot coverage limitation of 35%. The building pad leaves the steeper and more densely vegetated areas in their existing state. The project in general will retain the existing slopes and vegetation.

C. The project is harmonious in scale and mass with the site, the natural terrain and surrounding residences. The proposed development, as conditioned, is consistent with the scale of the neighborhood when compared to new residences in the vicinity of said lot. The proposed project is screened from the road so as to reduce the visual impact of the development. The development plan takes into consideration the views from Poppy Trail. The development will be set back from the road so that views from the road will not be blocked. Significant portions of the lot will be left undeveloped. The development location will be the least intrusive to surrounding properties, is of sufficient distance from nearby residences so that it will not impact the view or privacy of surrounding neighbors, and will allow the owners to enjoy their property without significantly impacting surrounding property owners. The proposed 5' retaining wall will not alter the terrain of the building pad and is necessary to support the ascending slope behind the building pad. The wall is harmonious in scale as it will be only visible from the yard of the subject residents and not by any other neighbors.

D. The project preserves and integrates into the site design, to the greatest extent possible, existing topographic features of the site, including surrounding native vegetation, mature trees, drainage courses and land forms (such as hillsides and knolls). The area of the proposed construction does not contain any native or mature vegetation; it was graded as a result of the landslide remediation for the purpose of constructing a residence and accessory structures. Following the landslide remediation the remainder

of the lot has been vegetated with native plants and shrubs, which will not be affected by the construction of this project.

The 6,374 square foot residence, including 934 square foot basement and 756 square foot attached garage, and the 1,643 square foot swimming pool preserve and integrate existing topographic features of the site including vegetation as the construction will only take place on the building pad as minimally enlarged by 860 square feet to provide Fire Department access and a slightly larger yard for the occupants. All of the construction is on previously disturbed areas.

The 5,600 cubic yards of grading preserves and integrates existing topographic features of the site including vegetation as the construction will only take place on the existing building pad and slight extension of the building pad as minimally enlarged by 860 square feet to provide Fire Department access and a slightly larger yard for the occupants. The grading will not cause any new disturbance. It will only flatten the area for construction.

The not to exceed 5 foot retaining wall along the northwestern limits of the building pad preserves and integrates existing topographic features of the site because it does not alter the topography of the site and replaces an existing 5' tall retaining wall except that it is moved 1-2.5 feet westerly. The wall will not affect native vegetation or mature trees. It will not affect any drainage course, as the drainage for the lot was previously designed. In fact it incorporates the drainage design by allowing a drainage swale to be constructed behind the wall and provides for weeping holes through the wall that will allow the sheet flow water from the slope above to drain around the building pad and into a previously designed drainage course. This will protect the building pad and the structure from flooding during heavy rains.

E. Grading has been designed to follow natural contours of the site and to minimize the amount of grading required to create the building area. No new disturbance will be generated by the grading. The grading will only occur over the previously disturbed areas.

F. Grading will not modify existing drainage channels nor redirect drainage flow, unless such flow is redirected into an existing drainage course. No new disturbance will be generated by the grading. The grading will only occur over the previously disturbed areas. The project will not affect any drainage course as the drainage for the lot was previously designed. In fact it incorporates the drainage design by allowing a drainage swale to be constructed behind the wall and provides for weeping holes through the wall that will allow the sheet flow water from the slope above to drain around the building pad and into a previously designed drainage course. This will protect the building pad and the structure from flooding during heavy rains.

G. The project preserves surrounding native vegetation and mature trees and supplements these elements with drought-tolerant landscaping which is compatible with and enhances the rural character of the community, and landscaping provides a

buffer or transition area between private and public areas. The project will retain the existing vegetation planted following the landslide remediation on all slopes outside the building pad. The area of the proposed construction does not contain any native or mature vegetation; it was graded as a result of the landslide remediation for the purpose of constructing a residence and accessory structures. Following the landslide remediation the remainder of the lot has been vegetated with native plants and shrubs which will not be affected by the construction of this project. The development will be screened and landscaped with trees and shrubs. The landscaping will provide a buffer or transition area between private and public areas. The grading will only take place on previously disturbed areas and will not disturb surrounding vegetation or mature trees. The retaining wall will not disturb surrounding native vegetation or mature trees. The retaining wall is only visible to the Applicant and not from adjacent properties.

H. The project is sensitive and not detrimental to the convenient and safe movement of pedestrians and vehicles. The property is zoned RAS-2 and the gross lot area is 5.5 acres. The net lot area of the lot for development purposes is 204,383 square feet or 4.69 acres. The 6,374 square foot residence, including 934 square foot basement and 756 square foot attached garage, and the 1,643 square foot swimming pool is positioned to make the best use of the property which is restricted for development by Poppy Trail Road and the Georgeff Trail. Grading will extend the building pad slightly by 860 square feet to provide Fire Department access and a slightly larger yard for the occupants. This will provide better access to the property and movement for pedestrians around the property. The new 20' driveway, as required by the Fire Department, will be safe for two cars to drive past each other. There is ample parking in the garages and in the turnaround area at the front of the house so all visitors parking will be contained on site outside of the setbacks. The 5-foot retaining wall provides for a larger backyard for Applicant to enjoy open space on the property.

I. The project conforms to the requirements of the California Environmental Quality Act. The development project is exempt from CEQA pursuant to Section 15303 (new construction of single family residence and accessory structures) of the CEQA guidelines.

Section 9. Section 17.16.040 of the RHMC requires Conditional Use Permits for construction of a stable over 200 square feet in size and a corral over 550 square feet in size subject to requirements under Section 17.18.060. The project proposes a 452 square foot stable and a 575 square foot corral. With respect to this request for Conditional Use Permits, the Planning Commission finds as follows:

A. The proposed conditional use is consistent with the General Plan. The proposed stable and corral are consistent with similar uses in the community and meet all the applicable code development standards for such use. The stable and corral are appropriately located in that they will be sufficiently separated from nearby structures. The stable and corral promote equestrian uses and therefore further the City's goal to remain an equestrian community. The stable and corral comply with the low profile

residential development pattern of the community and will not give the property an over-built look.

B. The nature, condition and development of adjacent uses, buildings and structures have been considered, and that the use will not adversely affect or be materially detrimental to these adjacent uses, building or structures. The proposed stable and corral are located a sufficient distance from nearby residences so as to not impact the view or privacy of surrounding neighbors.

C. The site for the proposed conditional use is of adequate size and shape to accommodate the use and buildings proposed. The lot is over 4.6 acres net in size and is sufficiently large to accommodate the 452 square foot stable and 575 square foot corral. Sufficient areas of the lot will remain open and unobstructed.

D. The proposed conditional use complies with all applicable development standards of the zone district. The proposed conditional use complies with all applicable development standards, including the requirements for stables set forth in Section 17.18.060 and the requirements for corrals set forth in Section 17.18.090. The stable will not be located in the front yard or in any setback. The stable and corral will be located no less than thirty-five feet from the side property lines and no less than twenty-five feet from rear property line. The stable is designed so that at least 60% of the entire structure will be maintained for agricultural space and a maximum of 40%, but not to exceed 800 square feet, of the entire structure will be maintained as a tack room; the agricultural space is 327 square feet or 72.3% of the size of the structure and the tack room is 125 square feet or 27.6% of the structure. The corral will be fenced and contiguous to the stable. The corral will not be located on a portion of the lot where the slope is greater than 4:1. The corral will be 35 feet from any residential structure and will only be used for the exclusive purpose of keeping permitted domestic animals.

E. The proposed conditional use is consistent with the portions of the Los Angeles County Hazardous Waste Management Plan relating to siting criteria for hazardous waste facilities because the project site is not listed on the current State of California Hazardous Waste and Substances Sites List.

F. The proposed conditional use observes the spirit and intent of this title. The proposed stable and corral observe the spirit and intent of the zoning title because they are providing for uses that are encouraged throughout the City as each property is required to have a stable and corral or a set aside thereof. It also meets all development standards and therefore observes the spirit and intent of the zoning ordinance.

Section 10. Sections 17.38.010 through 17.38.050 of the RHMC permit approval of a Variance from the standards and requirements of the Zoning Ordinance when exceptional or extraordinary circumstances applicable to the property and not applicable to other similar properties in the same zone prevent the owner from making use of a parcel of property to the same extent enjoyed by similar properties in the same vicinity. A variance from Section 17.16.070(B) is required because it states that the lot

disturbance shall be limited to 40% of the net lot area and a variance from Section 17.16.150 is required because it states that setback shall be maintained unoccupied and unobstructed by any structure. The Applicant is requesting a variance for 69.6% disturbance of the net lot area and to encroach with a not to exceed 5'-high retaining wall into the side yard setback. With respect to this request for Variances, the Planning Commission finds as follows:

A. There are exceptional and extraordinary circumstances and conditions applicable to the property or to the intended use that do not apply generally to the other property in the same zone. Unlike most other properties in this zone, there was a landslide on this property, which was remediated and caused greater than 40% of the lot to be disturbed. Previously, 55% disturbance was approved as a result of the remediation. This calculation did not take into consideration the graded areas of the lot, which were not affected by the landslide and were therefore not remediated or the final lot lines of the lots that resulted after remediation of the landslide. Pursuant to an updated survey of 1 Poppy Trail Road, the existing disturbance is actually 69.6%, which is why the Applicant seeks a variance. There is no additional disturbance planned for the proposed project at 1 Poppy Trail Road; all grading will be conducted in connection with the proposed project will consist of smoothing and evening out previously disturbed areas.

During remediation of the lot, a building pad was developed towards the rear of the property, on which the proposed construction will take place. The rear limit of the building pad is located in close proximity to an existing retaining wall. Due to the limited size of the building pad area, this wall is proposed to be moved between 1-2.5' into the setback to create a slightly larger yard and meet the Building Code distance requirement between an ascending slope and a structure and to allow the required Fire Department passage of 5' around the entire structure. The wall would only be visible from the residence and not from adjacent properties. The retaining wall will match adjacent wall style and material.

B. The Variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity and zone, but which would be denied to the property in question. The landslide has resulted in the need to remediate and stabilize the lot, which caused greater than the allowed disturbance of the lot. The property owner is not proposing to disturb additional areas of the lot. The dirt movement for the currently proposed development entails smoothing out the previously graded building pad and building pad extension, widening by 5' the previously graded driveway, and getting the site ready for construction.

Due to the remediation of the lot and that the building pad was developed towards the rear of the property, there is a small area for a yard. The extension of the proposed retaining wall into the side setback will provide the Applicant with a slightly larger yard while meeting the Building Code distance requirement between an ascending slope and a structure and to allow the required Fire Department passage of 5'

around the entire structure. Other properties in the vicinity have on average larger yards, which is denied to 1 Poppy Trail due to the effects of the landslide and the remediation efforts.

C. The granting of the Variance would not be materially detrimental to the public welfare or injurious to the property or improvements in such vicinity. The proposed grading will not increase disturbance and therefore will not be detrimental to the public welfare or injurious to the property or improvements in the area. The grading will only occur on previously disturbed areas.

The proposed retaining wall will not be detrimental to the public welfare or injurious to the property or improvements in such vicinity as it is a very small portion of the development adjacent to an existing building pad where no other disturbance will be undertaken. The wall is not visible from other adjacent properties and will provide Applicant with greater use of the property which is restricted by Poppy Trail Road and Georgeff Trail.

D. In granting the variance, the spirit and intent of the Zoning Code will be observed. Through the remediation process, the property was previously granted a variance for disturbance in the amount of 55% based on a consultant's estimation of the disturbance. Later, it was discovered that more of the property was disturbed. A Second Addendum to the MND was prepared to address the discrepancy and reflected that a consultant estimated the disturbance to be approximately 78%. Applicant has not applied for a discretionary entitlement since the Second Addendum. Based on a new survey, the actual disturbance on the property is 69.9%, which is less than the 78% discussed in the Second Addendum. This project does not seek any additional disturbance. It seeks a variance to authorize the 69.9% disturbance.

The wall encroachment is minimal-between 1'-2.5' into the side yard setback and is sited behind the residence and will be visible only to the residence. The wall encroachment would allow the owners to enjoy a slightly greater yard and maintain the required distance between a slope and structure. The Zoning Code supports open space which the additional square footage of yard will provide.

E. The variance does not grant special privilege to the Applicant. The landslide and the remediation efforts caused the disturbance to exceed the maximum allowable under the RHMC. The remediation of landslides improved the safety and aesthetic of the land not only for Applicant but also for surrounding residences.

The wall encroachment is minimal between 1'-2.5' into the side yard setback and is sited behind the residence. The wall encroachment would allow the owners to enjoy a slightly greater yard and maintain the required distance between a slope and structure. The wall is not visible from other adjacent properties and will provide Applicant with greater use of the property which is restricted by Poppy Trail Road and Georgeff Trail.

F. The variance is consistent with the portions of the County of Los Angeles Hazardous Waste Management Plan relating to siting and siting criteria for hazardous waste facilities because there are no hazardous waste facilities at issue in this case.

G. The variance request is consistent with the General Plan. The proposed grading for the project will provide for residential uses and equestrian uses which is in line with the General Plan. The proposed retaining wall for the project will provide the Applicant with a slightly greater yard while maintaining the required distance between a slope and structure. This will provide for more open space on the property of which the Applicant can make use since the property is restricted by Poppy Trail Road and Georgeff Trail. This additional open space is consistent with the General Plan.

Section 11. Based upon the foregoing findings, the Planning Commission hereby approves Zoning Case No. 955 request for construction of construction of a new 6,374 square foot residence, including 756 square foot attached garage and 934 square foot basement, a 1,643 square foot swimming pool and spa, grading of 5,600 cubic yards of dirt including excavation of a pool and basement, and a retaining wall along the north western limits of the building pad; Conditional Use Permits for a 452 square foot stable and 575 square foot corral; and Variances to exceed the maximum permitted lot disturbance and for the retaining wall along the north western limits of the building pad **to be** located in the side yard setback, subject to the following conditions:

A. The Site Plan, Variances, and Conditional Use Permit approval shall expire within two years from the effective date of approval if construction pursuant to this approval has not commenced within that time period, as required by Sections 17.46.080, 17.42.070 and 17.38.070 of the RHMC, or the approval granted is otherwise extended pursuant to the requirements of those sections.

B. If any condition of this resolution is violated, the entitlement granted by this resolution shall be suspended and the privileges granted hereunder shall lapse and upon receipt of written notice from the City, all construction work being performed on the subject property shall immediately cease, other than work determined by the City Manager or his/her designee required to cure the violation. The suspension and stop work order will be lifted once the Applicant cures the violation to the satisfaction of the City Manager or his/her designee. In the event that the Applicant disputes the City Manager or his/her designee's determination that a violation exists or disputes how the violation must be cured, the Applicant may request a hearing before the City Council. The hearing shall be scheduled at the next regular meeting of the City Council for which the agenda has not yet been posted; the Applicant shall be provided written notice of the hearing. The stop work order shall remain in effect during the pendency of the hearing. The City Council shall make a determination as to whether a violation of this Resolution has occurred. If the Council determines that a violation has not occurred or has been cured by the time of the hearing, the Council will lift the suspension and the stop work order. If the Council determines that a violation has occurred and has not yet been cured, the Council shall provide the Applicant with a deadline to cure the violation; no construction work shall be performed on the property until and unless the

violation is cured by the deadline, other than work designated by the Council to accomplish the cure. If the violation is not cured by the deadline, the Council may either extend the deadline at the Applicant's request or schedule a hearing for the revocation of the entitlements granted by this Resolution pursuant to Chapter 17.58 of the RHMC.

C. All requirements of the Building and Construction Ordinance, the Zoning Ordinance, and of the zone in which the subject property is located must be complied with unless otherwise set forth in the Permit, or shown otherwise on an approved plan.

D. Prior to submittal of final working drawings to Building and Safety Department for issuance of building permits, the plans for the project shall be submitted to City staff for verification that the final plans are in compliance with the plans approved by the City Council.

E. The lot shall be developed and maintained in substantial conformance with the site plan on file dated April 10, 2019 except as otherwise provided in these conditions. All conditions of the Site Plan Review, Variances and Conditional Use Permit approvals shall be incorporated into the building permit working drawings, and where applicable complied with prior to issuance of a grading or building permit from the building department.

The conditions of approval of this Resolution shall be printed onto building plans submitted to the Building Department for review and shall be kept on site at all times.

Any modifications and/or changes to the approved project, including resulting from field conditions, shall be discussed and approved by staff prior to implementing the changes.

F. A licensed professional preparing construction plans for this project for Building Department review shall execute a Certificate affirming that the plans conform in all respects to this Resolution approving this project and all of the conditions set forth therein and the City's Building Code and Zoning Ordinance.

Further, the person obtaining a building and/or grading permit for this project shall execute a Certificate of Construction stating that the project will be constructed according to this Resolution and any plans approved therewith.

G. The structural net lot coverage shall not exceed 10,809 square feet or 5.28%, in conformance with the structural lot coverage limitations, (20% max. permitted). The total lot coverage shall not exceed (structural and flatwork) 28,041 square feet or 13.72%, in conformance with the total lot coverage limitations, (35% max. permitted).

H. The disturbed area of the lot, including the area for the stable and corral and including the previously remediated and stabilized area of the lot shall not exceed 69.6%. Grading for this project shall not exceed 5,600 cubic yards, total, to even out and compact the existing building pad and for basement and pool excavation, and is to be balanced on site.

I. The existing residential building pad of 23,750 square feet may be enlarged to 24,610 square feet and shall not exceed structural coverage of 10,809 square feet or 43.9%; and with allowed deductions, 43.7% coverage.

J. A driveway and a turn-around shall be provided per the Fire Department requirements.

K. A minimum of five-foot path and/or walkway, which does not have to be paved, shall be provided around the entire perimeter of all of the proposed structures, or as otherwise required by the Fire Department.

L. The height of the highest ridgeline of the residence shall not exceed 18.25 feet from the finished grade to the finished surface of the roof. The highest ridgeline of the stable shall not exceed 12.25 feet from the finished grade to the finished surface of the roof.

M. The stable shall not exceed 452 square feet and the corral 575 square feet. All provisions of Chapter 17.18 of the zoning ordinance shall be complied with, including the size of the tack room and agricultural spaces.

N. The conditions of approval enumerated in Resolution No. 2010-21, (Site Plan and Variances for remediation and stabilization of the lot following the landslide), where applicable, shall be complied with and shall include but not be limited to the following:

a. The MSE (Mechanically Stabilized Earth) walls shall be landscaped and maintained in good condition at all times.

b. The previously remediated slopes shall be maintained with suitable deep-rooted ground cover and be in substantial compliance with the landscaping plans approved for the land stabilization and remediation in Zoning Case No. 791.

c. The area of the lot, located across Poppy Trail, (westerly thereof) has been designated as Ecologically Sensitive Area and no construction, parking, staging, storage or any other activity shall take place in this area.

O. Trees or shrubs shall be planted in a manner that their growth does not obstruct views of neighboring properties, but are to be planted to screen the home, stable and accessory structures from neighbors, and shall be maintained at a height of the ridgeline of the structure(s) it is intended to screen. Trees and shrubs shall not result in a hedge like screen. The landscaping shall utilize to the maximum extent feasible, plants that are native to the area, are water-wise and are consistent with the rural

character of the community. The landscaping shall be subject to the requirements of the City's Water Efficient Landscape Ordinance, (Chapter 13.18 of the RHMC), and shall be submitted to the City prior to obtaining a grading permit.

P. The pool and pool equipment area shall be screened with landscaping. Sound attenuating equipment shall be installed to dampen the sound from the pool equipment area and the pool pump. The project shall utilize the most quiet and technologically advanced equipment to dampen the sound. Per LA County Building Code, pool barrier/fencing shall be required.

Q. The Applicant shall comply with all requirements of the Lighting Ordinance of the City of Rolling Hills (RHMC 17.16.190 E), pertaining to lighting on said property; roofing requirements and material requirements for properties in the Very High Fire Hazard Severity Zone. A copy of the Fire Department approved Fuel Modification plan and certification shall be deposited with the City.

R. All utility lines to all structures on the lot shall be placed underground, subject to all applicable standards and requirements.

S. Hydrology, soils, geology and other reports, as required by the Building and Public Works Departments, and as may be required by the Building Official, shall be prepared.

T. A construction fence may be allowed or may be required by the City or the Building Department staff for the duration of the construction of the project. City staff shall approve the location and height of the fence. The construction fence shall not be placed more than 15 calendar days prior to commencement of the construction and shall be removed within 15 calendar days of substantial completion of the project as determined by City staff or at any given time at the discretion of City staff.

U. Placement of one construction and one office trailer may be permitted for the duration of on-site construction activities during an active building permit; each shall be no larger than 8' x 40' in size, and must be authorized by City staff with such authorization being revoked at any point deemed reasonable by City staff. Such trailers, to maximum extent practicable shall be located in a manner not visible from the street. Unless otherwise approved by staff, with proof of a good cause, such trailers shall not be located in any setback or front yard, may be placed on the site no more than 15 calendar days prior to commencement of construction and must be removed within 15 calendar days of expiration of a building permit, revocation, or finalization of the project.

V. Minimum of 65% of any construction materials must be recycled or diverted from landfills. The hauler of the materials shall obtain City's Construction and Demolition permits for waste hauling prior to start of work and provide proper documentation to the City.

W. *During construction*, conformance with the air quality management district requirements, stormwater pollution prevention practices, county and local ordinances and engineering practices so that people or property are not exposed to undue vehicle trips, noise, dust, and objectionable odors shall be required.

X. *During construction*, to the extent feasible, all parking shall take place on the project site, but if necessary, any overflow parking may take place within the unimproved roadway easements along adjacent streets, and shall not obstruct neighboring driveways, visibility at intersections or pedestrian and equestrian passage. During construction, to the maximum extent feasible, employees of the contractor shall car-pool into the City. To the extent feasible, a minimum of 4' wide path, from the edge of the roadway pavement, for pedestrian and equestrian passage shall be available and be clear of vehicles, construction materials and equipment at all times. A flagmen shall be used to direct traffic when necessary, including during delivery of large construction equipment or materials.

Y. *During construction*, the property owners shall be required to schedule and regulate construction and related traffic noise throughout the day between the hours of 7 AM and 6 PM, Monday through Saturday only, when construction and mechanical equipment noise is permitted, so as not to interfere with the quiet residential environment of the City of Rolling Hills.

Z. The contractor shall not use tools that could produce a spark, including for clearing and grubbing, during red flag warning conditions. Weather conditions can be found at:

http://www.wrhn.noaa.gov/lox/main.php?suite=safety&page=hazard_definitions#FIR

E. It is the sole responsibility of the property owner and/or his/her contractor to monitor the red flag warning conditions. Should a red flag warning be declared and if work is to be conducted on the property, the contractor shall have readily available fire extinguisher.

AA. The property owners shall be required to conform with the Regional Water Quality Control Board and County Public Works Department Best Management Practices (BMP's) requirements related to solid waste, drainage, cisterns, and storm water drainage facilities management and to the City's Low Impact development Ordinance (LID), if applicable. Further the property owners shall be required to conform to the County Health Department requirements for a septic system.

AB. Prior to finaling of the project an "as graded" and "as constructed" plans and certifications, including certifications of ridgelines of the structures, shall be provided to the Planning Department and the Building Department to ascertain that the completed project is in compliance with the approved plans. In addition, any modifications made to the project during construction, shall be depicted on the "as built/as graded" plan.

AC. The Applicant shall execute an Affidavit of Acceptance of all conditions of this permit pursuant to Zoning Ordinance, or the approval shall not be effective. The affidavit shall be recorded together with the resolution.

PASSED, APPROVED AND ADOPTED THIS 25th DAY OF JUNE, 2019.

BRAD CHELF, CHAIRMAN

ATTEST:

CITY CLERK

Any action challenging the final decision of the City made as a result of the public hearing on this application must be filed within the time limits set forth in Section 17.54.070 of the Rolling Hills Municipal Code and Code of Civil Procedure Section 1094.6.

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) §§
CITY OF ROLLING HILLS)

I certify that the foregoing Resolution No. 2019-10 entitled:

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ROLLING HILLS GRANTING APPROVAL FOR A SITE PLAN REVIEW FOR THE CONSTRUCTION OF A NEW RESIDENCE WITH ATTACHED GARAGE AND BASEMENT, RETAINING WALL, SWIMMING POOL, AND GRADING; A CONDITIONAL USE PERMIT TO CONSTRUCT A STABLE AND CORRAL; AND VARIANCES TO EXCEED THE MAXIMUM PERMITTED DISTURBANCE OF THE LOT AND TO ENCROACH A RETAINING WALL INTO THE SIDE YARD SETBACK IN ZONING CASE NO. 955 AT **1 POPPY TRAIL, (LOT 90-B2-RH), (YEH).**

was approved and adopted at an adjourned regular meeting of the Planning Commission on June 25, 2019 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

and in compliance with the laws of California was posted at the following:

Administrative Offices

CITY CLERK

Received 5/28/19

Sent: Sunday, May 26, 2019 at 6:02 PM
From: "Dawn Jonas" <dbjonas@email.com>
To: info@rhca.net

Subject: 1 Poppy trail

We want to object to the design of the house at 1 Poppy Trail as shown on the sight.

We were quaranteed when the lots were divided and the litigation was settled that the city would not allow a residence to built that would look directy down to our house.

We were told that you would require the house to be set back and landscaping to be planted so that the residents would not be able to look down into our house.

As you will recall, that lot was formally a barn and tennis court.

Please keep your word.

if there is anything else we need to do please let us know.

Bob and Dawn Jonas

3 Poppy Trail

RECEIVED

MAY 28 2019

City of Rolling Hills

BY _____



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

NO. 2 PORTUGUESE BEND ROAD
ROLLING HILLS, CA 90274
(310) 377-1521
FAX (310) 377-7288

Agenda Item No: 5C
Mtg. Date: 07/08/2019

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: YOLANTA SCHWARTZ, PLANNING DIRECTOR

THROUGH: ELAINE JENG, P.E., CITY MANAGER

SUBJECT: CONSIDERATION TO RECEIVE AND FILE RESOLUTION NO. 2019-08 FROM THE PLANNING COMMISSION GRANTING APPROVAL FOR A SITE PLAN REVIEW AND A CONDITIONAL USE PERMIT FOR GRADING AND CONSTRUCTION OF A NEW STABLE WITH A LOFT IN ZONING CASE NO. 953 AT 13 PORTUGUESE BEND ROAD, ROLLING HILLS, CA (LOT 77-RH) (CARDENAS).

DATE: July 08, 2019

ATTACHMENT:

- 1. MEMORANDUM TO RECUSE COUNCILMEMBER JEFF PIEPER**
- 2. RESOLUTION NO. 2019-08**
- 3. CORRESPONDENCE FROM 11 PORTUGUESE BEND ROAD**

BACKGROUND

The Planning Commission at their June 25, 2019 Adjourned meeting adopted Resolution No. 2019-08 granting a Conditional Use Permit and a Site Plan Review for construction of a new stable with a loft and to retain an existing corral located in the front yard, which is legal non-conforming condition. The Planning Commission found that the project meets all the Zoning Code provisions for a stable; that there already exists a stable (1,505 sf) in the location of the proposed stable and therefore the project will not change the character of and is compatible with the neighborhood and that the use furthers the goal of the General Plan to encourage construction of stables in the City.

The property is zoned RAS-1 and the gross lot area is 2.12 acres. For development purposes the net lot area of the lot is 79,761 square feet. The property is currently developed with a 3,436 square foot residence, 1,213 square foot detached garage, a 1,505 square foot single story stable with corral, covered patio, a swimming pool and a spa.

DISCUSSION

The applicant is requesting a Site Plan Review and Conditional Use Permit to construct a new 2,464 square foot stable, including a 758 square foot tack room with a bathroom, plus an 896 square foot loft and 1,024 square feet covered porches. That portion of the stable having the loft will be 24' high from finished grade. Proposed also is 1,470 cubic yards of grading, which will be balanced on site.

The project meets the City's development standard requirements.

Neighbors' Concerns

Dr. and Mrs. Gebhard of 11 Portuguese Bend Road, and a representative on their behalf, objected to the project on the basis that it is too massive, looming over their house, is too large and too close to their property and that their privacy, air and light will be diminished. Dr. Gebhard attended all of the meetings and submitted several letters; the latest one dated February 13, 2019. A memo included with the February 13, 2019 letter questions whether any improper communication transpired between the Commissioners and therefore resulted in violation of Dr. Gebhard's civil rights. He also questions the fairness of the proceedings and objectivity, given that the applicant is a commissioner and that he was allowed to speak on his own behalf and that the other recused commissioner also spoke in support of the project. Assistant City Attorney, Jane Abzug, responded to the inquiries at the meetings of January 15 and June 25, 2019 and opined that it was proper for the remaining commissioners to review the project and that the recused commissioners can participate as resident and/or as applicant. Further, after questioning the Commissioners regarding their interaction and communication on this project, she opined that no violations occurred.

In addition, at the Planning Commission meeting on June 25, 2019, a neighbor of 15 Portuguese Bend Road expressed concerns with other matters on 13 Portuguese Bend Road. Being that the June 25, 2019 was not a public hearing, and the concerns did not relate to the stable, the Planning Commission asked the resident to work with staff on these matters.

Environmental Review

The project has been determined to be categorically exempt pursuant to Class 3, Section 15303 of the California Environmental Quality Act (CEQA) guidelines.

RECOMMENDATION

Staff recommends that the City Council receive and file this report.



Agenda Item No: 5C
Mtg. Date: 07/08/2019

MEMORANDUM TO RECUSE

TO: Honorable Mayor and Members of the City Council

FROM: Yolanta Schwartz, Planning Director

SUBJECT: Zoning Case No. 953
13 Portuguese Bend Road

DATE: July 8, 2019

Due to the proximity of the property of **Councilmember Pieper** to the subject property, **Councilmember Pieper** should recuse himself from consideration of Zoning Case No. 953 at 13 Portuguese Bend Road. He may, however, take a seat in the audience and participate as a resident.

RESOLUTION NO. 2019-08

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ROLLING HILLS GRANTING APPROVAL FOR A SITE PLAN REVIEW AND A CONDITIONAL USE PERMIT FOR GRADING AND CONSTRUCTION OF A NEW STABLE WITH A LOFT IN ZONING CASE NO. 953 AT 13 PORTUGUESE BEND ROAD, ROLLING HILLS, CA (LOT 77-RH) (CARDENAS).

THE PLANNING COMMISSION DOES HEREBY FIND, RESOLVE AND ORDER AS FOLLOWS:

Section 1. An application was duly filed by Mr. Sean Cardenas (Applicant) to request a Site Plan Review for 1,470 cubic yard of grading (total cut and fill with dirt to be balanced on site) and a Conditional Use Permit to construct a new 2,464 square foot stable, including a 702 square foot tack room, 56 square foot bathroom, and a 896 square foot loft, with 1,024 square feet of covered porches. With the proposed grading, the disturbed area of the lot would be the same as the existing at 67.1%.

Section 2. The Planning Commission conducted duly noticed public hearings to consider the application on December 12, 2018 and January 15, 2019 and at a field trip on January 15, 2019. At the January 15, 2019 evening meeting, the Planning Commission directed staff to prepare a Resolution of Approval. Two Planning Commissioners were recused from the project. Neighbors within a 1,000-foot radius were notified by mail of the public hearings and a notice was published in the Peninsula News on November 29, 2018. Due to lack of quorum, the Resolution of Approval could not be decided upon at the February, March, April, or May 2019 Planning Commission meetings, and was continued to the June 25, 2019 Adjourned Planning Commission meeting. The Applicant and his agent were notified of the public hearings and the Applicant was in attendance at the hearings. Evidence was heard and presented from all persons interested in affecting said proposal and from members of the City staff. Adjacent neighbors and a member of the public collectively voiced written and verbal objections to the project.

Section 3. The property is zoned RAS-1 and the gross lot area is 2.12 acres. For development purposes, the net lot area of the lot is 79,761 square feet. The property is currently developed with a 3,436 square foot residence, 1,213 square foot detached garage, a 1,505 square foot stable with corral, and a swimming pool and spa. The corral is located in the front yard area and is legal non-conforming.

Section 4. The Planning Commission finds that the project is categorically exempt pursuant to Section 15303, Class 3 (New Construction or Conversation of Small Structures) of the California Environmental Quality Act (CEQA) because it involves the demolition of an existing stable (1,505 square feet) and construction of a new stable

(2,464 square feet) which is an accessory structure as well as accompanying grading for the construction.

Section 5. Section 17.18.050 of the Rolling Hills Municipal Code (RHMC) permits approval of a stable over 200 square feet with a Conditional Use Permit subject to the requirements for stables set forth in Section 17.18.060 of the RHMC. The project proposes construction of a new stable (2,464 square feet). With respect to this request for a Conditional Use Permit, the Planning Commission finds as follows:

A. The proposed conditional use is consistent with the General Plan. The granting of a Conditional Use Permit for the new stable is consistent with the purposes and objectives of the General Plan because the stable is consistent with similar uses in the community, meets all the applicable code development standards for a stable, and is located in an area on the property that is adequately sized to accommodate such equestrian use. The proposed use is appropriately located in that it will be sufficiently separated from nearby structures used for habitation or containing sleeping quarters with over 35 feet in distance. The development of the stable would be constructed in furtherance of the General Plan goal of promoting and encouraging equestrian uses.

B. That the nature, condition and development of adjacent uses, buildings and structures have been considered, and that the use will not adversely affect or be materially detrimental to these adjacent uses, building or structures. The proposed stable will not adversely affect or be materially detrimental to these adjacent uses, buildings, or structures because the proposed stable's orientation places the openings with the most frequent use away from neighbors and its general location is of sufficient distance from nearby residences so as to not impact views of surrounding neighbors. The proposed stable is to be located separate from all living areas on the property and will be located generally in the same location as an existing stable is located.

C. The site for the proposed conditional use is of adequate size and shape to accommodate the use and buildings proposed. The stable complies with the City's adopted Stable Guidelines and development pattern of the community. The lot is 1.83 acres in size, for development purposes, and 2.12 acres gross. It is sufficiently large to accommodate the proposed use. The footprint of the proposed enlarged stable fully encompasses the existing stable footprint so there is neither a significant change in the location of the existing equestrian uses nor a significant effect on the property.

D. The proposed conditional use complies with all applicable development standards of the zone district. The proposed conditional use complies with all applicable development standards, including the requirements for stables set forth in Section 17.18.060. The stable will not be located in the front yard or in any setback. The stable will be located no less than twenty-five feet from the side property lines and from rear property line. The stable is designed so that at least 60% of the entire structure will be maintained for agricultural space and a maximum of 40%, but not to exceed 800 square feet, of the entire structure will be maintained as a tack room. The tack room is

also authorized to have a bathroom. The stable is also authorized to have a loft. The proposed stable does not require any variances.

E. The proposed conditional use is consistent with the portions of the Los Angeles County Hazardous Waste Management Plan relating to siting criteria for hazardous waste facilities, because the project site is not listed on the current State of California Hazardous Waste and Substances Sites List.

F. The proposed conditional use observes the spirit and intent of this title. The proposed stable observes the spirit and intent of the zoning title because it provides for a use that is encouraged throughout the City as each property is required to have a stable and corral or a set aside therefor. It also meets all development standards and therefore observes the spirit and intent of the zoning ordinance.

Section 6. Section 17.46.020 requires Site Plan Review for any grading. The project proposes 1,470 cubic yard of grading (total cut and fill with dirt to be balanced on site) for construction of the stable and the new pervious section of driveway off the existing driveway that will provide vehicular access to the new stable. With respect to the Site Plan Review for grading, the Planning Commission makes the following findings of fact:

A. The project complies with and is consistent with the goals and policies of the general plan and all requirements of the zoning ordinance. The proposed grading is compatible with the General Plan and the Zoning Ordinance because its purpose is to grade for an equestrian facility, which is encouraged by the City, and the grading will be performed on a previously graded area and therefore will not result in additional disturbance. Grading will only be needed to level the area due to the demolition of an existing stable, the addition of the new stable, and addition of the pervious section of the driveway leading to the stable. The development will be compatible with low-density residential development with sufficient open space between surrounding structures and will maintain sufficient setbacks to provide buffers between residential uses. Although the disturbed area exceeds the maximum permitted amount of 40%, the existing disturbance already exists and there is no proposed change in disturbance. The grading for the equestrian use will promote the rural, equestrian aesthetic of Rolling Hills.

B. The project substantially preserves the natural and undeveloped state of the lot by minimizing building coverage. The only grading for the proposed project is directly related to the construction of the new stable and the new pervious section of driveway off the existing driveway that will provide vehicular access to the new stable. Further, the footprint of the proposed enlarged stable fully encompasses the existing stable footprint so there is neither a significant change in the location of the existing equestrian uses nor a significant effect on the property. No additional disturbance of the lot is being proposed. The total lot coverage proposed, including structures and flatwork, will not exceed 21,637 square feet or 27.13%, of the net lot area (accounting for

deductions) which is in conformance with lot coverage limitations (35% maximum). The project only increases the lot coverage by 3.85%.

C. The project is harmonious in scale and mass with the site, the natural terrain and surrounding residences. The grading will be conducted largely on and around the same location as the existing stable, in an area that was previously graded. Portions of the lot will be left undeveloped.

D. The project preserves and integrates into the site design, to the greatest extent possible, existing topographic features of the site, including surrounding native vegetation, mature trees, drainage courses and land forms (such as hillsides and knolls). There will be no significant changes to the site design, as the residential uses will remain and the new stable will take place of an existing stable. The existing topography or topographic features will not be affected and the vegetated slopes in the rear, the bushes in the front, and the several large trees will remain on the lot. There will be no change to the drainage course. The additional discharge from the increased impervious surfaces of the enlarged stable and driveway will continue to drain into the canyon behind the stable.

E. Grading has been designed to follow natural contours of the site and to minimize the amount of grading required to create the building area. The footprint of the proposed enlarged stable fully encompasses the existing stable footprint so there is neither a significant change in the location of the existing equestrian uses nor a significant effect on the property. The proposed grading will level the already disturbed area for the construction of the new stable and for the new pervious section of driveway off the existing driveway that will provide vehicular access to the new stable.

F. Grading will not modify existing drainage channels nor redirect drainage flow, unless such flow is redirected into an existing drainage course. No drainage channels will be affected by the proposed grading. The footprint of the proposed enlarged stable fully encompasses the existing stable footprint so there is neither a significant change in the location of the existing equestrian uses nor a significant effect on the property. The proposed grading will level the already disturbed area for the construction of the new stable and for the new pervious section of driveway off the existing driveway that will provide vehicular access to the new stable.

G. The project preserves surrounding native vegetation and mature trees and supplements these elements with drought-tolerant landscaping which is compatible with and enhances the rural character of the community, and landscaping provides a buffer or transition area between private and public areas. The existing landscaping, which will remain, provides a buffer or transition area between private and public areas. There are several large trees existing to the south of the stable, which will remain. In addition, the existing drought tolerant bushes along the front of the property will also remain. To the rear of the stable is vegetated descending slope leading to a bridle trail, retaining the rural character of the community.

H. The project is sensitive and not detrimental to the convenient and safe movement of pedestrians and vehicles. The grading provides for a no less than 6-foot wide roughened surface or dirt vehicular access from the main driveway to allow delivery of feed to and removal of waste from the stable. The pervious vehicular access is 22 feet wide that provides greater access to the stable and movement around the property.

I. The project conforms to the requirements of the California Environmental Quality Act. The project is categorically exempt pursuant to Section 15303, Class 3 (New Construction or Conversation of Small Structures) of the California Environmental Quality Act (CEQA) because it involve the demolition of an existing stable (1,505 square feet) and construction of a new stable (2,464 square feet) which is an accessory structure as well as accompanying grading for the construction.

Section 7. Based upon the foregoing findings, the Planning Commission hereby approves Zoning Case No. 953 for Site Plan Review for 1,470 cubic yards of grading to be balanced on site and Conditional Use Permit to construct a new 2,464 square foot stable, including a 702 square foot tack room, 56 square foot bathroom, and a 896 square foot loft, with 1,024 square feet covered porches, subject to the following conditions:

A. The Conditional Use Permit and Site Plan approvals shall expire within two years from the effective date of approval as defined in Sections 17.46.070 and 17.42.080 of the Zoning Ordinance, unless otherwise extended pursuant to the requirements of these sections.

B. If any condition of this resolution is violated, the entitlement granted by this resolution shall be suspended and the privileges granted hereunder shall lapse and upon receipt of written notice from the City, all construction work being performed on the subject property shall immediately cease, other than work determined by the City Manager or his/her designee required to cure the violation. The suspension and stop work order will be lifted once the Applicant cures the violation to the satisfaction of the City Manager or his/her designee. In the event that the Applicant disputes the City Manager or his/her designee's determination that a violation exists or disputes how the violation must be cured, the Applicant may request a hearing before the City Council. The hearing shall be scheduled at the next regular meeting of the City Council for which the agenda has not yet been posted; the Applicant shall be provided written notice of the hearing. The stop work order shall remain in effect during the pendency of the hearing. The City Council shall make a determination as to whether a violation of this Resolution has occurred. If the Council determines that a violation has not occurred or has been cured by the time of the hearing, the Council will lift the suspension and the stop work order. If the Council determines that a violation has occurred and has not yet been cured, the Council shall provide the Applicant with a deadline to cure the violation; no construction work shall be performed on the property until and unless the violation is cured by the deadline, other than work designated by the Council to

accomplish the cure. If the violation is not cured by the deadline, the Council may either extend the deadline at the Applicant's request or schedule a hearing for the revocation of the entitlements granted by this Resolution pursuant to Chapter 17.58 of the RHMC.

C. All requirements of the Building and Construction Ordinance, the Zoning ordinance, and of the zone in which the subject property is located must be complied with unless otherwise set forth in this permit, or shown otherwise on an approved plan.

D. The lot shall be developed and maintained in substantial conformance with the site plan on file dated January 2, 2019, except as otherwise provided in these conditions. The working drawings submitted to the Department of Building and Safety for plan check review shall conform to the approved development plan. All conditions of the Site Plan Review and Conditional Use Permit approvals shall be incorporated into the building permit working drawings, and where applicable complied with prior to issuance of a grading or building permit from the building department. The conditions of approval of this Resolution shall be printed onto building plans submitted to the Building Department for review and shall be kept on site at all times.

Any modifications and/or changes to the approved project, including resulting from field conditions, shall be discussed and approved by staff prior to implementing the changes.

E. Prior to submittal of final working drawings to Building and Safety Department for issuance of building permits, the plans for the project shall be submitted to City staff for verification that the final plans are in compliance with the plans approved by the Planning Commission.

F. A licensed professional preparing construction plans for this project for Building Department review shall execute a Certificate affirming that the plans conform in all respects to this Resolution approving this project and all of the conditions set forth therein and the City's Building Code and Zoning Ordinance.

Further, the person obtaining a building and/or grading permit for this project shall execute a Certificate of Construction affirming that the project will be constructed according to this Resolution and any plans approved therewith.

G. Structural lot coverage of the lot shall not exceed 10,497 square feet or 13.16% of the net lot area (accounting for deductions), in conformance with lot coverage limitations (20% maximum).

The total lot coverage proposed, including structures and flatwork, shall not exceed 21,637 square feet or 27.13%, of the net lot area, (accounting for deductions) in conformance with lot coverage limitations (35% maximum).

H. The disturbed area of the lot, including the approved stable and corral shall not exceed 67.1%. Grading for this project shall not exceed a total of 1,470 cubic yards with no export or import of dirt.

I. The stable building pad is proposed at 12,170 square feet and coverage shall not exceed 27.46%.

J. The ridge height of the stable shall not exceed 24' from the finished grade to the finished surface of the roof. Two cupolas may be constructed, subject to the RHCA Architectural Committee review and approval.

K. The loft, if used for other than storage of hay and feed, may have removable glazed openings. The loft may not be used as a tack room. The plate height for the wall of the loft shall be no greater than 7 feet.

L. Direct access to the stalls shall be of decomposed granite or like, 100% pervious material; direct access to the tack room may not be entirely paved.

M. A minimum of five-foot walkable path and/or walkway, which does not have to be paved, shall be provided around the entire perimeter of the stable.

N. At any time there are horses on the property, Best Management Practices (BMPs) shall be applied for manure control, including but not be limited to removal of the manure on a daily basis or provision of a receptacle with a tight closing lid that is constructed of brick, stone, concrete, metal or wood lined with metal or other sound material and that is safeguarded against access by flies. The contents of said receptacles shall be removed once a week. It is prohibited to dispose of manure or any animal waste into the Municipal Separate Storm Sewer System (MS4), into natural drainage course or spread on the property.

O. The applicant shall comply with all requirements of the Lighting Ordinance of the City of Rolling Hills (RHMC 17.16.190 E), pertaining to lighting for the stable; roofing material requirements of properties in the Very High Fire Hazard Severity Zone, and all other ordinances and laws of the City of Rolling Hills and the LA County Building Code.

P. All utility lines to the stable shall be placed underground, subject to all applicable standards and requirements.

Q. Hydrology, soils, geology and other reports, as required by the Building and Public Works Departments, and as may be required by the Building Official, shall be prepared.

R. Prior to issuance of a building permit, if Fire Department Fire Fuel Modification plan is required, such approved plan shall be submitted to the City. If any

trees or shrubs are to be planted for the stable project, such shrubs or trees shall not grow into a hedge or impede any neighbors' views and the plan shall provide that they shall be maintained at a height no higher than the roofline of the stable. The landscaping plan shall utilize to the maximum extent feasible, plants that are native to the area, are water-wise and are consistent with the rural character of the community. If applicable, the landscaping shall be subject to the requirements of the City's Water Efficient Landscape Ordinance, (Chapter 13.18 of the RHMC).

S. The north property line, easement line and setback line in the vicinity of the construction of this project shall remain staked throughout the construction. The silhouette (story poles) shall be taken down and removed from the property immediately upon completion of the review process of the project.

T. Minimum of 65% of any construction materials must be recycled or diverted from landfills. The hauler of the materials shall obtain City's Construction and Demolition permits for waste hauling prior to start of work and provide proper documentation to the City.

U. A construction fence may be allowed or may be required by the City or the Building Department staff for the duration of the construction of the project. City staff shall approve the location and height of the fence. The construction fence shall not be placed more than 15 calendar days prior to commencement of the construction and shall be removed within 15 calendar days of substantial completion of the project as determined by City staff or at any given time at the discretion of City staff.

V. Placement of one construction and one office trailer may be permitted for the duration of on-site construction activities during an active building permit; each shall be no larger than 8' x 40' in size, and must be authorized by City staff with such authorization being revoked at any point deemed reasonable by City staff. Such trailers, to maximum extent practicable shall be located in a manner not visible from the street. Unless otherwise approved by staff, with proof of a good cause, such trailers shall not be located in any setback or front yard, may be placed on the site no more than 15 calendar days prior to commencement of construction and must be removed within 15 calendar days of expiration of a building permit, revocation, or finalization of the project.

W. Prior to any demolition of the existing structures associated with the project, an investigation shall be conducted for the presence of hazardous chemicals, lead-based paints or products, mercury and asbestos-containing materials (ACMs). If hazardous chemicals, lead-based paints or products, mercury or ACMs are identified, remediation shall be undertaken in compliance with California environmental regulations and policies.

X. Construction vehicles or equipment, employees vehicles, delivery trucks shall not impede any traffic lanes to the maximum extend practical; and if necessary to block traffic in order to aid in the construction, no more than a single lane may be

blocked for a short period of time and flagmen utilized on both sides of the impeded area to direct traffic.

Y. *During construction*, conformance with the air quality management district requirements, storm water pollution prevention practices, county and local ordinances and engineering practices shall be required, so that people or property are not exposed to undue vehicle trips, noise, dust, and objectionable odors.

Z. *During construction*, all parking shall take place on the project site, and, if necessary, any overflow parking may take place within the unimproved roadway easements and shall not obstruct neighboring driveways or pedestrian and equestrian passage. During construction, to the maximum extent feasible, employees of the contractor shall car-pool into the City. A minimum of 4' wide path, from the edge of the roadway pavement, for pedestrian and equestrian passage shall be available and clear at all times.

AA. *During construction*, the property owners shall be required to schedule and regulate construction and related traffic noise throughout the day between the hours of 7 AM and 6 PM, Monday through Saturday only, when construction and mechanical equipment noise is permitted, so as not to interfere with the quiet residential environment of the City of Rolling Hills.

AB. The contractor shall not use tools that could produce a spark, including for clearing and grubbing, during red flag warning conditions. Weather conditions can be found at:

http://www.wrhn.noaa.gov/lox/main.pho?suite=safety&page=hazard_definitions#FIRE

E. It is the sole responsibility of the property owner and/or his/her contractor to monitor the red flag warning conditions. Should a red flag warning be declared and if work is to be conducted on the property, the contractor shall have readily available fire extinguisher.

AC. The property owners shall be required to conform with the Regional Water Quality Control Board and County Public Works Department Best Management Practices (BMP's) requirements related to solid waste, drainage and septic tank construction and maintenance in conformance with the County Health Department.

AD. Prior to finaling of the project an "as graded" and "as constructed" plans and certifications, including certifications of the ridgeline of the stable, shall be provided to the Planning Department and the Building Department to ascertain that the completed project is in compliance with the approved plans. In addition, any modification made to the project during construction, shall be depicted/listed on the "as built/as graded" plan.

AF. The applicant shall execute an Affidavit of Acceptance of all conditions of this permit pursuant to Zoning Ordinance, or the approval shall not be effective. The affidavit shall be recorded together with the resolution.

PASSED, APPROVED AND ADOPTED THIS 25TH DAY OF JUNE 2019.

BRAD CHELF, CHAIRMAN

ATTEST:

CITY CLERK

Any action challenging the final decision of the City made as a result of the public hearing on this application must be filed within the time limits set forth in Section 17.54.070 of the Rolling Hills Municipal Code and Code of Civil Procedure Section 1094.6.

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) §§
CITY OF ROLLING HILLS)

I certify that the foregoing Resolution No. 2019-08 entitled:

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ROLLING HILLS GRANTING APPROVAL FOR A SITE PLAN REVIEW AND A CONDITIONAL USE PERMIT FOR GRADING AND CONSTRUCTION OF A NEW STABLE WITH A LOFT IN ZONING CASE NO. 953 AT 13 PORTUGUESE BEND ROAD, ROLLING HILLS, CA, (LOT 77-RH) (CARDENAS).

was approved and adopted at an adjourned regular meeting of the Planning Commission on June 25, 2019, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

and in compliance with the laws of California was posted at the following:

Administrative Offices

CITY CLERK

JOHN F. GEBHARD, M.D.
LESLIE JAYNE GEBHARD
#11 PORTUGUESE BEND ROAD
ROLLING HILLS, CALIFORNIA 90274

RECEIVED

JUL 03 2019

City of Rolling Hills
By _____

JULY 3, 2019

TO: MEMBERS OF THE ROLLING HILLS CITY COUNCIL

RE: ZONING CASE NO. 953
13 PORTUGUESE BEND ROAD
SEAN CARDENAS

We are respectfully requesting that Zoning Case No. 953, approved by the Planning Commission on 06/25/19, be taken under the Jurisdiction of the Rolling Hills City Council.

The process leading to its' approval in the Planning Commission has been awkward, at best, taking over six months and requiring the recusal of two of the five Planning Commissioners.

We have expressed to the Planning Commission our deep concerns regarding the negative impact this project will have on our privacy, well being and property values. The size and mass of the proposed barn with its' close proximity to our living space is out of character with other structures in Rolling Hills.

We feel we have suggested remedies for resolving some of our concerns such as moving the location of the proposed barn on the Cardenas property.

The Planning Commission has had a deaf-ear to our concerns with no suggestions from them to mitigate those concerns.

Sincerely,

John F Gebhard

Jayne Gebhard



HAND DELIVERED

JOHN F. GEBHARD, M.D.
LESLIE JAYNE GEBHARD
#11 PORTUGUESE BEND ROAD
ROLLING HILLS, CALIFORNIA 90274

RECEIVED

FEB 19 2019

City of Rolling Hills
By _____

February 13, 2019

VIA FIRST CLASS MAIL TO CITY CLERK

Dear Rolling Hills Planning Commission Members,

This is our third letter to you regarding Zoning Case 953. It should be included as an extension of the previous concerns to us in regard to the proposed barn. We will try not to restate those concerns in this letter, but they are still valid from our perspective. Those letters were dated 12/3/2018 and 1/8/2019 and are attached.

We do have additional concerns regarding the present presented plans in addition to those in our two previous letters to you. They would include:

--Septic system issues in light of the proposed toilet

--Lighting issue considering the size of the barn

--issues with activity at the barn with regard to potential boarders

In a broader sense, we are more concerned with the general concept problems, which we feel, were not addressed in the previous Planning Commission meetings and field trips. The first is the mass, size, and height of the barn. Under section 1v.46.050 Required findings 3. "The project is harmonious in scale and mass with the site, the natural terrain and surrounding residences ". There is nothing harmonious or in the scale of the surrounding neighborhood. This barn is two stories and approaching 2/3rd the size of the house on its' lot or my house for that matter. There are not any two level structures anywhere nearby.

JOHN F. GEBHARD, M.D.
LESLIE JAYNE GEBHARD
#11 PORTUGUESE BEND ROAD
ROLLING HILLS, CALIFORNIA 90274

Page-2

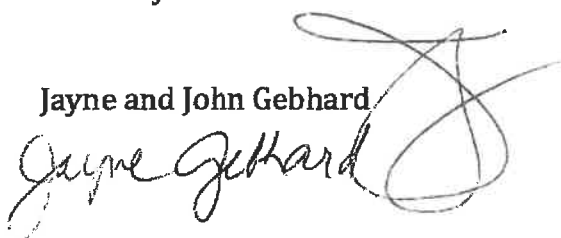
Under 1v.42.050 Basis for approval or denial of conditional use permit: "that nature, condition, and development of adjacent uses, buildings and structures have been considered, and the use will not adversely affect or be materially detrimental to these adjacent uses, buildings or structures. " While the planning commission has told me repeatedly that the project will increase my property value, I am in procession of at least one realtor's opinion that it will decrease my property value. It interferes with my light, airflow and privacy. It will negatively effect my quality of life and property value.

Under the Ad Hoc Report on Location of Stables-bullet point three: "Proximity to any neighbor's livable structures should be taken into account. Stables are encouraged to be placed away from neighboring uses as much as feasible." This barn directly affects my patio and two of our bedrooms. It was suggested during the field trip by a commissioner that the whole barn could be placed to the east to front Portuguese Bend Rd. That would mitigate some of my issues with my bedroom and patio living. During the Planning Commission meeting there was absolutely no attempt to try to rectify in any way our needs.

Finally, the fact that two of the Commissioners had to recuse themselves on this case has to again be visited. I don't feel my concerns and needs were heard at all by the Planning Commission. I have little doubt that this project will be approved at the meeting scheduled Feb 19 but would hope that the City Council would take it under its' consideration and revisit the whole process. I would expect not to have to pay a fee to appeal this case considering the facts. I have attached a Memorandum forwarded to the City Clerk for all your consideration.

Sincerely

Jayne and John Gebhard

A handwritten signature in cursive script, appearing to read "Jayne Gebhard", is written over a large, stylized circular flourish or scribble.

MEMORANDUM

To: City Clerk of the City of Rolling Hills for Distribution to Affected Members of the Planning Commission, and Whomever Else as Appropriate

From: Dr. John Gebhard, Affected Neighbor

Date: February 12, 2019

Re: Zoning Cse No. 953 - 13 Portuguese Road

Hello Honorable Members of the Planning Commission,

I want to share with you a conversation I had with a patient of mine, a retired former city attorney. Being on inactive status, he could not represent me and made it clear he was not giving me legal advice. But, we had an interesting discussion.

"The obvious gorilla in the room," he said, "is the Civil Rights Act." He went on to say most people see the Civil Rights Act as stuff related to race. Well, according to him, it's not. He says the Act says any person under color of law who deprives any other person of a right guaranteed by the Constitution violates the civil rights of that person.

"Obviously," he went on to say, "you have the Constitutional right to a fair hearing. Equally obvious is the fact that the members of Planing Commissions are acting under color of law when conducting public hearings."

He said in my case he saw the potential of real risk in the voting members of the Planning Commission. There's the reasonable suspicion they had to vote for their Planning Commission buddy. In the ordinary course of human events, buddies want to help buddies. When that happens, warning flags are raised.

He reminisced about his mentor and warning flags. As his mentor would say: "Don't worry about the red flags, the police and prosecutors will take care of them. Beware of flags painted tainted."

He went on and said it's all about a fair hearing and the right to contest any facts or feelings used by the trier of fact in reaching a decision. "With reference to your case," he said, "do you have a right to know if and what the presumed buddies talked about in the hallway, or over drinks, or in the car on the way to the meeting, if such are the facts? It's a constant battle. The continuing issue is what must be disclosed in writing or orally at public hearings so it can be contested by the Applicant."

I pointed out that the City said the Application complied with all the rules. I asked, "If all the rules were complied with, how can a buddy help a buddy?"

His answer was that if all that was to be discussed at the hearing was compliance with the rules then the Commissioner should be replaced by a computer. The computer is better at identifying rules. The computer knows rules the Commissioner never heard of. If such were the case, every other Tuesday a couple computers could meet and make decisions. In fact it's more than rule compliance.

He pointed out if there were not areas of discretion at Planning Commission hearings, why are they having a hearing? He said there are probably some guidelines concerning quality-of-life in the Ordinance that needs be decided. He said he would tell his Planning Commissions the goal is their decisions be based only upon the evidence presented at the hearing. Obviously that standard is seldom reached 100%, but when it's "painted tainted," you must pay attention. Wariness is essential. You may have crossed the line. You may have unintentionally violated somebody's civil rights. He said violation of the Civil Rights Act can result in actual and punitive damages against the City and individual violators. Attorney's fees are granted to the prevailing party. Courts don't like violation of Civil Rights. Violators shine like bullies at trials. "It's serious stuff," he added.

"The good news for Planning Commissioners," he said, "is they can get protection from

the city attorney. If they seek the city attorney's advice and follow it, they have protection. The liability is on the city attorney, assuming the Commissioners fully disclose to the city attorney."

I'm not sure I'm fully aware of all of the gray areas, but I assure you, I don't want my civil rights violated, any more than you would want your civil rights violated.

In that context, in the exercise my rights as a citizen of the City of Rolling Hills, I request the issues of a fair hearing in this matter be referred to the city attorney for full review through meetings with the planning commissioners and staff and whomever, and a written opinion be submitted to the appropriate parties by the city attorney.

Respectfully Submitted



John Gebhard

JOHN F. GEBHARD, M.D.
LESLIE JAYNE GEBHARD
#11 PORTUGUESE BEND ROAD
ROLLING HILLS, CALIFORNIA 90274

January 8, 2019

HAND DELIVERED

ROLLING HILLS PLANNING COMMISSION

C/O Julia Stewart

Dear Ms. Stewart,

This letter is in follow-up to, and in addition to my letter to you dated December 3, 2018. I have attached a copy of my previous letter for your reference. In addition to our three principal concerns outlined in that letter, we have expanded and additional concerns now that the proposed site of construction has been flagged over this past weekend.

The size and height of the proposed structure has even more mass than conjured up from the drawn plans. There is absolutely no doubt that the structure will impact and limit the light entering the entire South-side of our home. There is little doubt the structure will impact and limit the air flowing into the South -side of our home.

We are concerned that the increased square-footage of the structure will have a negative impact on the water-drainage from the South-side of the hill which is always a problem during even moderate rains.

We are particularly concerned that from a Planning Commission of five individuals, two had to recuse themselves from the process of evaluating this project. The potential conflict that here is suspicious to say the least.

We understand that while the structure may have met the building requirements of the City of Rolling Hills, it does not fit the Community. Where is there another property in the city where anyone's home is adjacent to a Two-story building? This structure is at least 35 feet above our property elevation. It looks directly down on our bedrooms, bathroom and patio and pool. It will greatly affect our privacy

Mr. Seabourne, the recused commissioner, during the comment period of the December 12 meeting stated that he supported the project because it would increase his property values if approved. I have absolutely no doubt it will do the same to my home's value. Put this structure adjacent to Mr. Seabourne's "backyard" and he would no doubt have a different perspective. The simple fact is that we are the only family negatively impacted by this project.

Finally, we have been residents of Rolling Hills since 1981. We have tried to be good citizens and good neighbors. We don't want ~~not~~ to have Sean and Monique have a new barn, but not this concept. It's the wrong place and the wrong size.

We end, after all the negative stuff, by thanking Sean for fishing my two-year-old grand son out of our pool on a cold winter day. Where he came from we still don't know, but for that we will be eternally grateful.

Jayne and John Gebhard

JOHN F. GEBHARD, M.D.
LESLIE JAYNE GEBHARD
711 PORTUGUESE BEND ROAD
ROLLING HILLS, CALIFORNIA 90274

Agenda Item No.: 4EFT
Mtg. Date: 12-12-18

RECEIVED

DEC - 4 2018

City of Rolling Hills
By _____

Dec. 3, 2018

HAND DELIVERED

Dear Julia Stewart,

We appreciate being made aware of the process for Rolling Hills' consideration of the proposed barn construction at 13 Portuguese Bend Rd. We have three principal concerns:

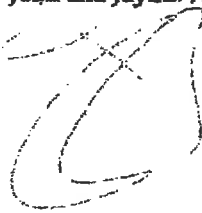
The first is the proximity of the proposed barn to our property line. It appears to be ten feet closer. Is the barn as proposed within a setback area? Would a location further away be acceptable?

The second is the size and height of the barn. Twenty-five feet tall and 2700 square feet is a big barn. Again it will be closer to our house. A smaller structure would be more palatable to us.

Finally, we noted the loft area of the proposed barn has plumbing. Is the barn intended as a dwelling unit? The possibility of human habitation so close to our house is not appealing.

Would you please make the Planning Commission aware of our concerns? We are happy to appear at the Planning Commission meeting scheduled next week. Thank you for your consideration.

John and Jayne Gebhard



10/10



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

NO. 2 PORTUGUESE BEND ROAD
ROLLING HILLS, CA 90274
(310) 377-1521
FAX (310) 377-7288

Agenda Item No: 6A
Mtg. Date: 07/08/2019

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: YOLANTA SCHWARTZ, PLANNING DIRECTOR

THROUGH: ELAINE JENG, P.E., CITY MANAGER

SUBJECT: REVIEW AND APPROVE APPLICATION NO. ZONING CASE NO. 957

DATE: JULY 08, 2019

ATTACHMENT:

- 1. CORRESPONDENCE WITH SOUTHERN CALIFORNIA EDISON**
- 2. GEOLOGICAL OPINION LETTER FROM T.I.N. ENGINEERING COMPANY**
- 3. ANALYSIS OF UNDERGROUNDING MAIN LINE FROM CHECKERS CONSTRUCTION**
- 4. LETTER ON THE USE OF EXPLOSIVES FOR EXCAVATION FROM ECM**
- 5. PICTURES OF THE PROJECT SITE**

BACKGROUND

On May 21, 2019, the Planning Commission granted a Variance in Zoning Case No. 957 to allow the applicant, Mr. Walker, not to underground utility lines from the house to a pole located on his property. The applicant has recently completed a 990 square foot addition and major renovation on the house. Pursuant to Section 17.27.030 of the Zoning Code, one of the conditions of the residential approval was to underground the utility lines. The provision does not dictate which pole on or off the property one must underground to.

At the June 10, 2019 City Council meeting, following a report from staff on the Planning Commission's action to approve the Variance, the City Council took the case under jurisdiction. Pursuant to Section 15.54.015 of the Rolling Hills Municipal Code, review hearing for cases taken under jurisdiction by the City Council shall be conducted as de novo hearings. The City Council scheduled a field trip to the property on July 2, 2019.

DISCUSSION

Prior to the applicant filing for a variance, staff met with the owner on site and also spoke to Edison planner to discuss alternatives, such as trenching in a different direction or around the hill and connecting to the new panel from a different angle or trenching closer to the surface. The Edison Planner did not think these were feasible options. The applicant stated that he considered these options as well and spoke to experts in this field and was advised that these are not viable alternatives.

The property is located below street level. The utility pole from which the applicant is drawing power is located approximately 20-25' above the residence. The existing above ground cable and telephone lines cross a steep slope, (approximately 66%), on subject property and connect to a panel located on the northeastern wall of the house. The electrical lines come in from a utility pole located below the house, near a corral area, and go to the pole above the house. The distance between the poles is approximately 175 feet, measuring in a straight line.

The City Council visited the site on July 2, 2019 and continued the hearing to July 8, 2019. Staff was directed to contact Edison Co. regarding the low strung main power lines (from the closest power pole to the project site to the next power pole downstream) going through trees and bushes on the property.

According to Edison Planner the condition on the property where the electrical wires go through the trees is dangerous and it would be Edison's responsibility to trim the trees. As far as how the undergrounding could be accomplished between the lower and upper pole and to the house, and if a new pole would need to be installed, as of the writing of this report, the Edison Planner was not able to go to the property and provide input to staff.

REPORTS SUBMITTED

The owner engaged several companies who submitted letters to explain the difficulty in undergrounding the lines. The letters are enclosed with this staff report.

1. Kevin Duong, Edison Co. Planner states that he has concerns with the soils integrity due to "the sharp pitch of the hill side slope" between the power pole and the panel location. He has submitted a schematic of the depth of the trench that would have to be dug to bury the lines, and states that it would have to go through bedrock.

2. T.I.N Engineering Company completed a geologic investigation for the slope between the house and the power pole. Although the report does not address why the utility lines could not be placed underground, it describes the steep slope and bedrock in close proximity to the surface. The report states that Edison Co. requires 30" deep trench, for placing their lines underground and trenching in bedrock is difficult. According to Edison, at 30" deep there are existing telecommunication conduits. Edison is required to separate the lines by 12". The underground electrical line for the project would need to be 42" deep (30"+12").

3. Robert Storrie of Checker Construction submitted a letter stating that in his opinion as a contractor, the undergrounding from the power pole to the house panel would be "fiscally, environmentally and structurally irresponsible".

4. E C M, Earth, Construction and Mining contractor submitted a letter stating that due to the location of bedrock one would have to use dynamite to create a trench for undergrounding. He also states that the vibration, besides creating a nuisance for neighbors, can travel through the rock strata and can cause slope failure and/or subsidence at a later date due to land movement or water saturation.

CEQA

The project has been determined to be categorically exempt pursuant to the California Environmental Quality Act (CEQA).

RECOMMENDATION

It is recommended that the City Council continue the public hearing and provide direction to staff.

VARIANCE REQUIRED FINDINGS
A. That there are exceptional or extraordinary circumstances or conditions applicable to the property that do not apply generally to other properties in the same vicinity and zone; and
B. That such variance is necessary for the preservation and enjoyment of substantial property rights possessed by other properties in the same vicinity and zone but which is denied the property in question; and
C. That the granting of such variance will not be materially detrimental to the public welfare or injurious to properties or improvements in the vicinity; and
D. That in granting the variance, the spirit and intent of this title will be observed; and
E. That the variance does not grant special privilege;
F. That the variance is consistent with the portions of the County of Los Angeles Hazardous Waste Management Plan relating to siting and siting criteria for hazardous waste facilities; and
G. That the variance request is consistent with the General Plan of the City of Rolling Hills.



Joseph Spierer <joe@calarchitect.com>

RE: (External):5 Flying Mane Lane

1 message

Kevin Duong <Kevin.Duong@sce.com>
To: Joseph Spierer <joe@calarchitect.com>
Cc: "Angel Mejia Jr." <Angel.Mejia@sce.com>

Wed, Feb 13, 2019 at 4:28 PM

Hello Joseph,

Please print out this email as confirmation from SCE that maintaining an Overhead Conductor Service for the proposed 200Amp Panel upgrade for this address is permissible with SCE, as it meets our guidelines and code requirements for 200Amp Top Fed Panels.

I did see concern for the support soil's integrity due to the sharp pitch of the hill side slope from the power source down to this customer's panel location.

Let me know should have any additional concerns or questions.

Thank you,

Kevin Van Duong**Electrical Distribution Planner**

South Bay Local Planning

Ofc: (310) 783-9302 | Cel: (310) 713-4910 | Pax 33302

SCE Rules | SCE Rates | SCE Underground Structures | SCE Electrical Service Requirements

RECEIVED
MAR 12 2019
City of Rolling Hills
By _____



Energy for What's Ahead™

5 Flying Mane

Tuesday, April 16, 2019 at 3:35:36 PM Pacific Daylight Time

Subject: RE: 5 FlyingMane Rd

Date: Tuesday, April 16, 2019 at 1:40:38 PM Pacific Daylight Time

From: Kevin Duong <Kevin.Duong@sce.com>

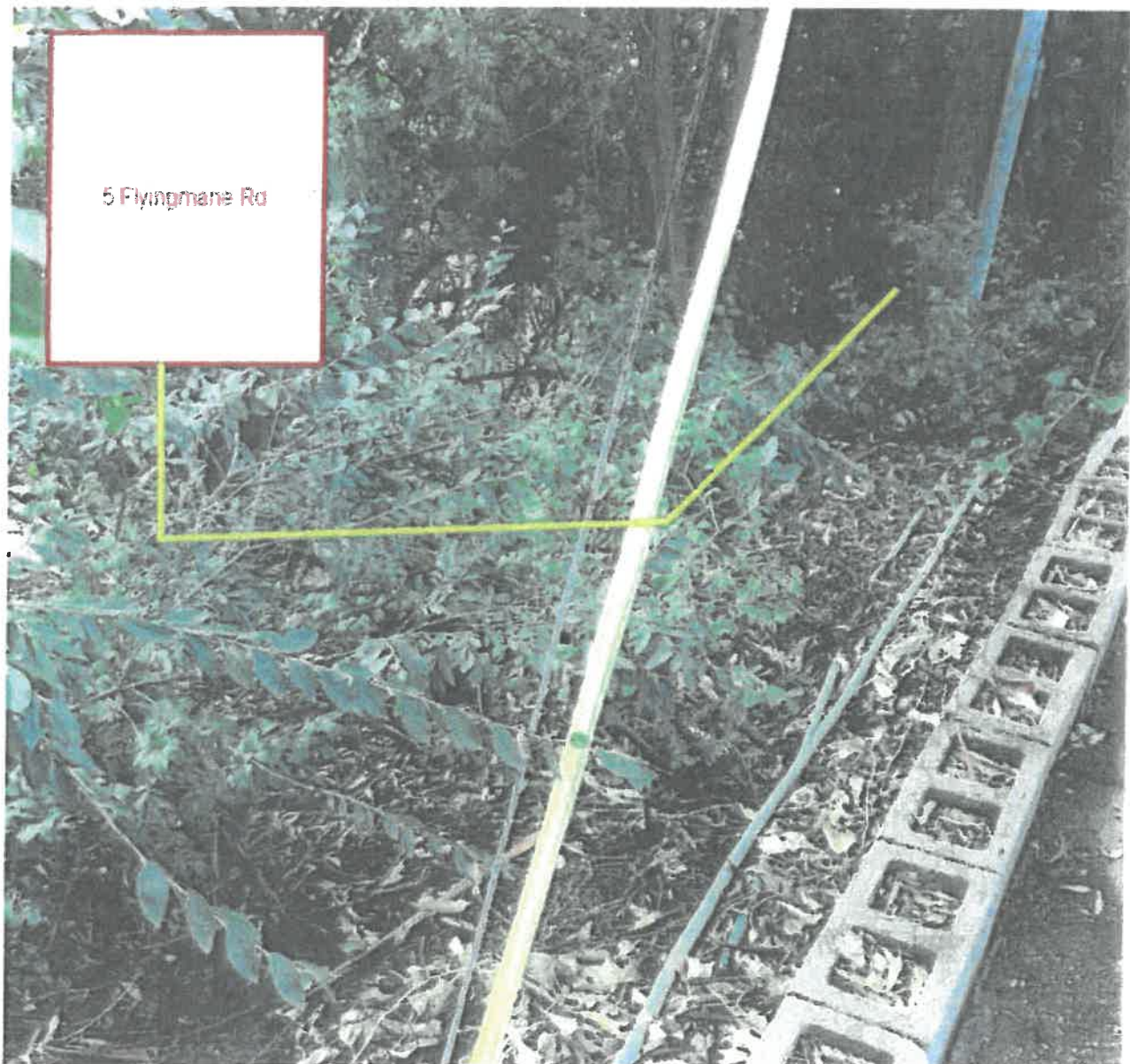
To: Yolanta Schwartz <ys@cityofrh.net>

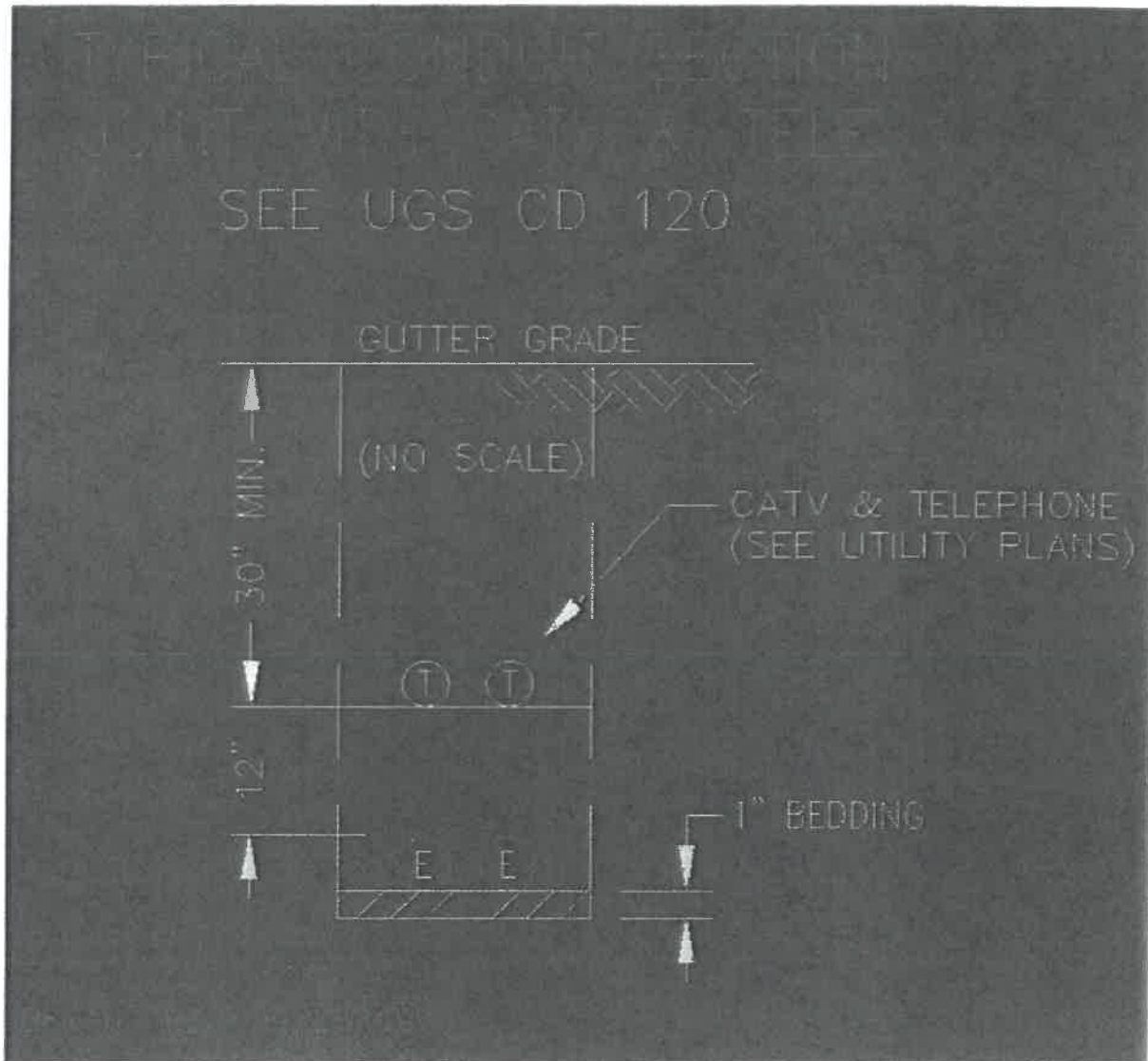
Hello Yolanta,

Per our discussion, if this location were to go underground, this homeowner would have to trench at least 42" below grade of the existing downward sloped hill in order to extend the new 3" conduit for the new service panel.

There are existing communication lines on site, so those will have to share the same trench, SCE requires 12" grade separation from the communication conduit, so the resulting 3" conduit will be 42" below grade.

Given the steep pitch of this hill, there is that can that the loose soil integrity may not be stable enough for safe excavation, but that decision if at the homeowner's.

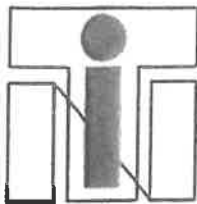




Let me know if you have any additional questions.

Thank you,

Kevin Van Duong



T.I.N. ENGINEERING COMPANY

Geotechnical • Structural • Environmental

17834 Bailey Drive, Torrance, CA 90504

Tel/Fax: (310) 371-7025, tinsoilshp@gmail.com

RECEIVED

File No.: 121888

January 26, 2019

MAR 12 2019

City of Rolling Hills

By _____

Mr. Richard Walker

P. O. Box 2924

Palos Verdes Peninsula, California 90274

SUBJECT: Geologic Opinion Letter for On-Site Existing Eastern Ascending Slope at #5 Flying Mane Lane, Rolling Hills, California

- REFERENCES:**
1. Limited Combined Soil and Geologic Engineering Investigation and Report for Proposed House Additions, House Remodeling, and New Pool at #5 Flying Mane Lane, Rolling Hills, California, dated May 10, 2012.
 2. County of Los Angeles, Geologic and Soils Engineering Review Sheet, dated August, 28, 2015.
 3. T.I.N. Engineering Company, Addendum Letter No. 1 - Response to County Geologic and Soils Comments, for Proposed Pool at #5 Flying Mane Lane, Rolling Hills, California, dated September 2, 2015.

Dear Mr. Walker:

In accordance with your request, we have completed this geologic opinion letter for the existing eastern ascending slope of the subject site. It is our understanding that the on-site existing descending slope, approximately up to 20 feet high, is an approximately 3/4:1 to 2:1 slope. This eastern slope is a bedrock cut slope. This slope is currently retained by an existing 3-foot high retaining wall to the east and a 2-foot high garden wall to the northwest. The slope above the 3-foot high garden wall is approximately 3/4:1 to 1 1/2:1 in gradient. The slope above the 2-foot garden wall is approximately 1 1/2:1 to 2:1 in gradient. Bedrock outcrops were observed on this bedrock cut slope as shown on Geologic Map, Plate 1. A dip-in bedding condition was observed on the existing bedrock outcrops which provides a favorable geologic condition for the eastern ascending slope. The encountered bedrock consisted of a light brown, gray, creamy white, and yellowish brown, moist, firm, bedded, siltstone shale, sandstone shale, and siliceous shale interbedded. The observed bedding planes were striking North 10 - 50 degrees to East and West and dipping approximately 36 - 50 degrees to South and North. This eastern bedrock cut slope is considered to be a geologically stable. However, surficial sloughing may occur due the steep gradient of the eastern ascending slope.

Mr. Richard Walker

- 2 -

January 26, 2019

Three test pits, T-6 through T-8, were excavated on the west side of the existing 3-foot high garden wall. These test pits were located between the 3-foot high garden wall and the northwest corner of the existing residential building. An approximately 1 to 1.5 feet deep of the fill was encountered. Below the fill, bedrock was encountered. The encountered bedrock consisted of a light brown, gray, creamy white, and yellowish brown, moist, firm, bedded, siltstone shale, sandstone shale, and siliceous shale interbedded. Locations of these three test pits are shown on Geologic Map, Plate 1.

Thank you for this opportunity to be of service. If you have any questions regarding this opinion letter, please contact the undersigned at the letterhead location.

Very truly yours,

T.I.N. ENGINEERING COMPANY

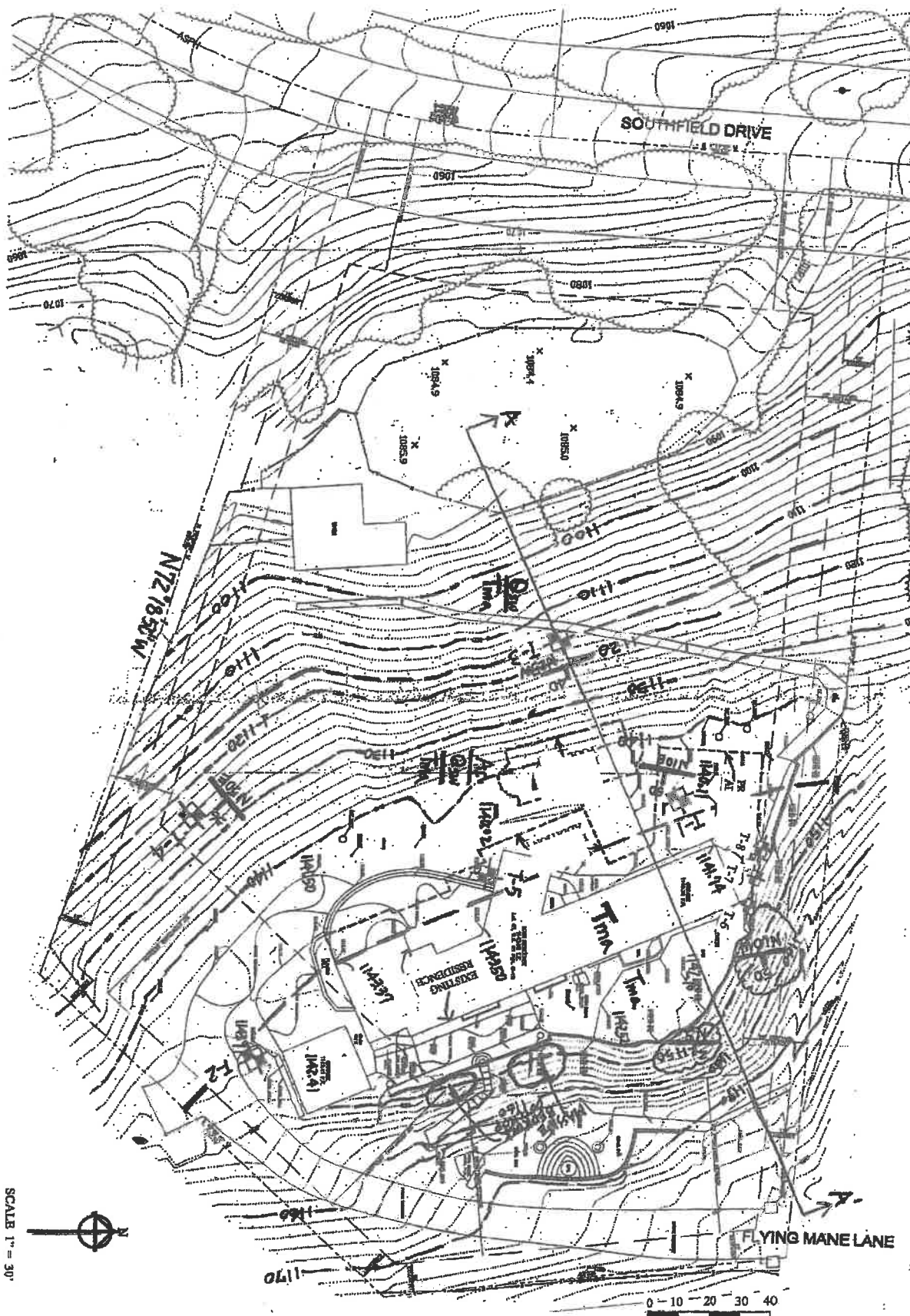


Tony S. C. Lee, M.S., P.E.
Project Engineer

TSCL: ir

Enclosures: Geologic Map.....Plate 1

Distribution: Client (3)



SCALE 1" = 30'

MR. RICHARD WALKER #5 FLYING MANE LANE RANCHO PALOS VERDES, CALIFORNIA	GEOLOGIC MAP	
	SCALE 1" = 30'	PLATE 1
DATE: JANUARY 26, 2019	T.I.N. ENGINEERING COMPANY	
JOB NO.: 121888		

9/14

LEGEND



EXPLORATORY TEST
TRENCH T-1

T-1



BEDDING ATTITUDE

Af

Qcol

Tma

FILL OVER SLOPE
WASH OVER SHALE



January 30, 2019

Analysis of Undergrounding Main Line

To Whom It May Concern:

Having completed site investigation and after reviewing the soils opinion letter completed by T.I.N. Engineering, I am of the opinion that undergrounding the main line from the power pole to the house on 5 Flying Mane Lane would be fiscally, environmentally, and structurally irresponsible.

Undergrounding in a straight line from the pole to the home would require heavy equipment, and quite likely, explosives to remove the material necessary to underground this line. The bedrock extends in both directions along the subject and neighboring properties. Going around the site in another direction than straight down is even less feasible than going straight to the home. For this reason, there is also no advantage to relocating the power main on the home.

Per the soils letter, the bedrock consists of moist, silty shale. Disturbing this ground material could have the following dramatic unintended consequences.

1. Foliage and Natural Landscape: The hill is filled with large trees and well-established landscape. Much of this would likely be destroyed. The foliage is currently keeping the topsoil on the extreme slope. Without this foliage, this soils would slough off and potentially cause mudslides and continued land movement.
2. Cost: This work will cost a small fortune. Between surgery like demolition and excavation, to the re-stabilization of the extreme slope with concrete and landscape, the cost will be astronomical.
3. Neighborhood Destabilization: The existing power pole is very close to the neighboring property. The moist, silty shale is susceptible to long term earth movement. Excavating will most likely destroy the integrity of the hill creating an increased likelihood of foundation and wall cracks as well as future soil movement underneath the neighboring structures and driveways.

While, undergrounding this line is technically possible (and of course I would love the work for my company), as a professional and a man of high integrity, I cannot, in good conscience recommend this as a viable path forward as it could have expensive and potentially devastating consequences.

Sincerely,

Robert Storrie
Checker Construction

RECEIVED

MAR 12 2019

City of Honing Mills

By _____



Earth, Construction, & Mining

CA LIC. NO. 651848 · NV LIC. NO. 0071919

11542 Knott Street #10, Garden Grove CA 92841 · PH: 714-897-4ECM [4326] · FX: 714-897-2016

RECEIVED
FEB 12 2019
City of Rolling Hills
By _____

February 5, 2019

Mr. Richard Walker
P. O. Box 2924
Palos Verdes Peninsula, California 90274

SUBJECT: General Evaluation Letter for explosives excavation for trench at the Existing Eastern Ascending Slope at #5 Flying Mane Lane, Rolling Hills, California

Dear Mr. Walker,

Several factors bear upon our evaluation for your proposed project of excavation. As indicated by your geotechnical consultant T.I.N. Engineering Company and our conversations it would appear that high explosives, i.e. dynamite, will have to be applied, therefore and as follows;

Public relations: there may be significant concerns, and occasionally drastic over reaction, from your local community in transporting via placarded vehicles with high explosives signs through your neighborhood. It usually requires substantial public relations efforts and communications to inform the community of the process for explosives logistics and application.

Vibration attenuation in adjacent structures: All thermal dynamic explosives detonations yield low frequency vibrations for a significant distance through the ground. Even small blasting events can create a substantial concern for structural degradation either real or perceived.

Overpressures, audible and inaudible sound waves: All detonations create overpressures, the movement of air, that can rattle windows or create the boom that startles people and pets.

Degradation of existing sub-surface geological formation(s): The above referenced vibrations can travel through the rock strata opening micro seams, joints and bedding planes. This disturbance of existing soils and rock can lead to slope failure and/or subsidence at a later date as a result of earth quake or water saturation due to rain or utility issues.

In conclusion: We pride ourselves in our abilities to perform very difficult surgical explosives excavation projects. We utilized our skills to modify the Space Shuttle Launch Pad facilities and various other facilities for NASA/JPL. However, the use of explosives always comes with some inherent risk. Considering the magnitude of your project and assumed budget it would be my opinion that your interest would be best served utilizing alternative methods or engineering solutions. If you have any questions or concerns do not hesitate to call.

Chuck Bean, ECM Explosives Manager and Principal

CONFIDENTIALITY NOTICE: This communication contains legally privileged and confidential information sent solely for the use of the intended recipient. Any use, review, disclosure, reproduction, distribution, copying of, or reliance on, this communication and any attachment is strictly prohibited except for the specific project identified and to which it applies. If you are not the intended recipient of this communication you are not authorized to use it in any manner, except to immediately destroy it and notify the sender.





13/14

EDAM FENCIAL CA

9/16/18





City of Rolling Hills

INCORPORATED JANUARY 24, 1957

NO. 2 PORTUGUESE BEND ROAD
ROLLING HILLS, CA 90274
(310) 377-1521
FAX (310) 377-7288

Agenda Item No: 6B
Mtg. Date: 07/08/2019

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL
FROM: YOLANTA SCHWARTZ, PLANNING DIRECTOR
THROUGH: ELAINE JENG, P.E., CITY MANAGER
SUBJECT: AN ORDINANCE OF THE CITY OF ROLLING HILLS, CALIFORNIA,
AMENDING SECTION 8.08.580 CONSTRUCTION AND
DEMOLITION WASTE OF THE CITY OF ROLLING HILLS
MUNICIPAL CODE.
DATE: JULY 8, 2019
ATTACHMENT:

- 1. ORDINANCE NO. 362 - AN ORDINANCE OF THE CITY OF ROLLING HILLS, CALIFORNIA, AMENDING SECTION 8.08.580 (CONSTRUCTION OR DEMOLITION WASTE) OF CHAPTER 8.08 (SOLID WASTE AND RECYCLABLE MATERIAL COLLECTION) OF TITLE 8 (HEALTH AND SAFETY) OF THE ROLLING HILLS MUNICIPAL CODE TO REQUIRE COLLECTION OF A DEPOSIT ASSOCIATED WITH A CONSTRUCTION/DEMOLITION HAULING PERMIT.**

BACKGROUND

Pursuant to Section 8.08.580 of the Rolling Hills Municipal Code ("RHMC"), a construction and demolition waste hauling permit is required to serve residents in removing construction and demolition waste from any construction, remodeling, or demolition project in the City of Rolling Hills. The California Green Building Standards Code requires sixty-five percentage of all construction and demolition waste generated

by a project to be diverted from landfills. Haulers are required to submit reports demonstrating compliance with the diversion requirement. The City is required to enforce this provision of the code.

City staff is experiencing difficulty in enforcing the provision, often not able to obtain the required documentation from the permitted haulers to report to the State. In order to incentivize the haulers to submit the required documentation staff recommended that a refundable deposit of \$750 be collected. Upon receipt of the waste reports and verified for completeness, the deposit would be refunded. At the June 24, 2019 City Council meeting, the City Council adopted a Fee Resolution, Resolution No. 1241 to include the collection of the \$750 deposit.

DISCUSSION

Chapter 8.08 (Solid Waste And Recyclable Material Collection) is recommended to be amended with the bolded and underlined text as follows:

C. Construction/Demolition Hauling Permit.

3. Application for Construction/Demolition Hauling Permit. An application for a permit shall be filed with the City Manager and be accompanied by an application fee in an amount set by City Council resolution to reimburse the City for all expenses incurred by it in connection with granting the permit **and a deposit fee in an amount set by City Council resolution to be refunded upon verification by the City Manager, or his or her designee, of compliance with the requirements of Section 8.08.580(E).**

No other changes are being made to the remainder of Chapter 8.08.

FISCAL IMPACT

There is no fiscal impact to the City's budget in preparing the current amendment to Section 8.08.580 Construction or Demolition Waste of Chapter 8.08 Solid Waste And Recyclable Material Collection.

RECOMMENDATION

It is recommended that the City Council waive the full reading and introduce on first reading Ordinance No. 362 - an Ordinance of the City of Rolling Hills Amending Chapter 8.08 Solid Waste and Recyclable Material Collection of the City of Rolling Hills Municipal Code regarding a refundable deposit fee and hold a public hearing.

ORDINANCE NO. 362

AN ORDINANCE OF THE CITY OF ROLLING HILLS, CALIFORNIA, AMENDING SECTION 8.08.580 (CONSTRUCTION OR DEMOLITION WASTE) OF CHAPTER 8.08 (SOLID WASTE AND RECYCLABLE MATERIAL COLLECTION) OF TITLE 8 (HEALTH AND SAFETY) OF THE ROLLING HILLS MUNICIPAL CODE TO REQUIRE COLLECTION OF A DEPOSIT ASSOCIATED WITH A CONSTRUCTION/DEMOLITION HAULING PERMIT

RECITALS

A. Pursuant to Section 8.08.580 of the Rolling Hills Municipal Code ("RHMC"), a construction and demolition waste hauling permit is required in order to remove construction and demolition waste from any construction, remodeling, or demolition project in the City of Rolling Hills ("City");

B. Permitted haulers are required to divert from landfills a certain percentage of all construction and demolition waste generated by a project and to submit reports with the disposal amount and location to the City on a quarterly basis and at the completion of the project;

C. City staff has difficulty obtaining the required documentation from the permitted haulers; and

D. The City Council of the City of Rolling Hills wishes to amend the RHMC to address this difficulty by authorizing the collection of a deposit with the application from permitted haulers to be refunded upon completion of the reporting requirements.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ROLLING HILLS DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 8.08.580 (Construction or demolition waste) of Chapter 8.08 (Solid Waste and Recyclable Material Collection) of Title 8 (Health and Safety) of the Rolling Hills Municipal Code is hereby amended to read as follows:

8.08.580 - Construction or demolition waste.

- A. **Minimum Construction or Demolition Waste Diversion Requirements.** Every covered project shall divert at least sixty-five percent, measured by weight, of all construction or demolition waste generated by the covered project.
- B. **Exempt Projects.** The diversion and reporting requirements of this section shall not apply to the following projects:
 - 1. Any construction, remodeling or demolition project that does not generate recyclable materials or construction/demolition waste.
 - 2. Any project that requires emergency demolition in order to protect the public health or safety as determined by the Manager prior to the issuance of a demolition permit.

The City Manager shall be authorized to make a final determination of whether a project is a covered or an exempt project.

C. Construction/Demolition Hauling Permit.

1. A construction/demolition hauling permit may be issued pursuant to this section to construction/demolition haulers under contract with a property owner in the City and who are not engaged in the regular collection of refuse in the City.
2. Permit Required. No person or solid waste enterprise shall remove construction and demolition waste from a covered project within the City without first obtaining a construction/demolition hauling permit or a franchise under Chapter 8.08. Residents shall only use a permitted construction/demolition hauler or a franchised Collector, for removal of construction/demolition waste from any covered project within the City.
3. Application for Construction/Demolition Hauling Permit. An application for a permit shall be filed with the City Manager and be accompanied by an application fee in an amount set by City Council resolution to reimburse the City for all expenses incurred by it in connection with granting the permit and a deposit fee in an amount set by City Council resolution to be refunded upon verification by the City Manager, or his or her designee, of compliance with the requirements of Section 8.08.580(E).

The application shall include, at a minimum, the following information:

- a. Name, address, telephone number of the applicant and any other principals in the hauler's business.
 - b. Name, address, and resident telephone number of the subject construction/demolition project, and a copy of the service agreement for collection services at the site.
 - c. The type and amount of materials and waste material that the hauler is capable of transporting.
 - d. The number of vehicles that the hauler utilizes.
 - e. The name, address and contact information for the waste disposal facilities where the hauler will take diverted material and where the hauler will take waste.
 - f. Such other pertinent facts or information as the City Manager may require including but not limited to evidence of State certification, evidence of previous experience, and demonstration of reliable and safe equipment.
4. In order to be legally qualified to obtain a construction/demolition hauler permit:
 - a. The applicant shall be willing and able to comply with the provisions of this code, applicable law, and all requirements of the permit.
 - b. The applicant shall have demonstrated ability to remove and transport the required construction/demolition waste to the appropriate waste disposal facilities.
 - c. The applicant shall not have filed materially misleading information in its application or intentionally withheld information that the applicant lawfully is required to provide.

- d. The applicant shall not have violated the terms of this section or a probation order issued by the City Manager, or had a construction/demolition hauling permit revoked, on another construction or demolition project in the City for [a] three-year period preceding the date of application, as provided in subsection (F)(3) below.
 5. Issuance of Permits. The City Manager may issue a limited construction/demolition hauler permit to collect and divert construction/demolition waste from a specific project site in the City, subject to such conditions as are necessary to protect the public health, safety and welfare and to assure that the permit is exercised for its circumscribed purposes. A permit shall not be transferred to another person or solid waste enterprise. Permits shall remain in effect for the amount of time specified on the permit, unless an extension is granted in writing by the City Manager for the purpose of completing work on the specified project. Extension request shall be submitted in writing, no less than thirty days before expiration of the permit. The City Manager may grant an extension subject to the criteria set forth in Section 8.08.580(C)(3).
 6. A permitted construction/demolition hauler shall be subject to the following provisions of Chapter 8.08: Sections 8.08.150 Collector's liability insurance; 8.08.160 Worker's compensation insurance; 8.08.170 Indemnification; 8.08.190 Responsibility for damages; 8.08.200 Office for inquiries and complaints; 8.08.210 Permits and licenses; 8.08.260 City inspection authority; 8.08.270 Vehicle identification; 8.08.290 Operation of equipment; 8.08.330 Hours of collection; 8.08.340 Litter; 8.08.360 Trespass, 8.08.370 Noise; 8.08.380 Ownership; 8.08.390 Disposal, 8.08.400 Resource recovery, and all other applicable provisions of the Municipal Code.
- D. Records. During the term of any covered project, the permitted hauler shall keep records of the amount of waste disposed and diverted in tonnage or in other measurements approved by the City Manager that can be converted to tonnage.
- E. Reporting.
1. Every three months from the date the permit is issued, the hauler shall submit under penalty of perjury, documentation to the satisfaction of the manager establishing compliance with the requirements of this section. The documentation shall consist of a completed "Quarterly Recycling and Waste Reduction Compliance Report," showing the weight of materials disposed and diverted, supported by evidence satisfactory to the Manager, which may include originals or photocopies of receipts and weight tickets/invoices or other records of measurement from recycling and/or landfill disposal companies. Receipts and weight tickets may be required by the Manager to verify the amount of construction or demolition waste generated from the site that has been diverted.
 2. Within thirty calendar days following the completion of any covered project, the hauler shall submit under penalty of perjury documentation to the satisfaction of the manager establishing compliance with the requirements of this section. The documentation shall consist of a completed "Recycling and Waste Reduction Final Compliance Report" showing the weight of materials disposed and diverted, supported by evidence satisfactory to the Manager, which may include

originals or photocopies of receipts and weight tickets/invoices or other records of measurement from recycling companies and/or landfill and disposal companies. Receipts and weight tickets may be required by the Manager to verify the amount of construction or demolition waste generated from the site that has been diverted.

F. Probation and Revocation.

1. Failure by a permitted hauler to comply with the diversion and/or reporting requirements of this section may result in automatic revocation of the construction/demolition hauler permit, or in the City Manager's discretion a probation order.
2. The Manager is authorized to put a hauler on probation when the hauler fails to submit quarterly reports, or fails to demonstrate compliance with the diversion requirements in the quarterly reports, or final compliance report. A probation order shall be in writing and provide the hauler an opportunity to demonstrate compliance with the reporting and diversion requirements in future "Quarterly Recycling and Waste Reduction Compliance Reports" and/or the "Recycling and Waste Reduction Final Compliance Report." The probation order may impose reasonable conditions on the hauler aimed at achieving compliance with such requirements.
3. A hauler whose permit has been revoked, or who has failed to comply under a probation order, shall be notified in writing and shall not be eligible for a new permit for a period of three years from the date of the final written decision.
4. The Manager's decision to issue a probation order or to revoke a permit may be appealed to the City Council in the same manner as decisions are appealed under Sections 8.08.090 through 8.08.130.

G. Monitoring Responsibility of Manager. The City Manager shall monitor each covered project for compliance with this section.

H. Implementing Regulations. The Manager shall have the authority to establish regulations for the implementation of this section, and when duly established, such regulations shall be in full force and effect.

SECTION 2. The City Council hereby finds and determines that this ordinance is exempt from the requirements of the California Environmental Quality Act pursuant to Section 15061(b)(3) ("Common Sense Exemption") of the CEQA Guidelines as it can be said with certainty that there will be no environmental impact from the collection of a deposit associated with a Construction/Demolition Hauling Permit.

SECTION 3. This ordinance shall take effect thirty days after its passage and adoption pursuant to California Government Code section 36937.

SECTION 4. The City Clerk is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of Rolling Hills's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within fifteen days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

PASSED, APPROVED and ADOPTED this ____ day of _____ 2019.

LEAH MIRSCH
MAYOR

ATTEST:

CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) §§
CITY OF ROLLING HILLS)

I certify that the foregoing Ordinance No. 362 entitled:

AN ORDINANCE OF THE CITY OF ROLLING HILLS, CALIFORNIA,
AMENDING SECTION 8.08.580 (CONSTRUCTION OR DEMOLITION
WASTE) OF CHAPTER 8.08 (SOLID WASTE AND RECYCLABLE
MATERIAL COLLECTION) OF TITLE 8 (HEALTH AND SAFETY) OF THE
ROLLING HILLS MUNICIPAL CODE TO REQUIRE COLLECTION OF A
DEPOSIT ASSOCIATED WITH A CONSTRUCTION/DEMOLITION
HAULING PERMIT.

was approved and adopted at a regular meeting of the City Council on _____,
2019, by the following roll call vote:

AYES.

NOES:

ABSENT:

ABSTAIN:

and in compliance with the laws of California was posted at the following:

Administrative Offices.

CITY CLERK



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

NO. 2 PORTUGUESE BEND ROAD
ROLLING HILLS, CA 90274
(310) 377-1521
FAX (310) 377-7288

Agenda Item No: 7A
Mtg. Date: 07/08/2019

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL
FROM: ELAINE JENG, P.E., CITY MANAGER
SUBJECT: CONSIDERATION AND APPROVAL OF LIGHTING UPGRADE AT TENNIS COURTS 2 AND 3.

DATE: JULY 8, 2019

ATTACHMENT:

- 1. COST PROPOSAL FROM AMERICAN POWER SOLUTIONS**
- 2. COST PROPOSAL FROM LEDMASTER TECHNOLOGY CO., LTD**
- 3. COST PROPOSAL FROM SUN ELECTRIC INC.**
- 4. COST PROPOSAL FROM LEDTRONICS, INC.**
- 5. COST PROPOSAL FROM HORST K. ELECTRIC**
- 6. RHCA LETTER DATED JUNE 11, 2019**

BACKGROUND

In August/September 2018, per the request of the Rolling Hills Tennis Club (RHTC), the Rolling Hills Community Association (RHCA) was seeking vendors to provide recommendations to upgrade the lighting at tennis courts 2 and 3. There are three courts. Court 1 is located to the south side of courts 2 and 3. Courts 2 and 3 are located next to each other. In total there are 16 light fixtures illuminating courts 2 and 3.

City staff assisted the RHCA by working with the Southbay Council of Governments (SBCCOG) to find available grants to fund the lighting upgrade. Through the SBCCOG Environmental Services Center, the City applied for Southern California Edison (SCE) On-Bill Financing (OBF) Midstream Application. This program allowed customers to pay for the lighting upgrade through energy savings. In other words, no out of pocket

funds are needed for the upgrade. The City's application was denied in October 2018 as the City did not have an active SCE account for the tennis courts for the last two years. The City took over the electricity expense for the tennis courts in July 2018. With the OBF application denial, staff continued to pursue SCE's Midstream Point of Purchase Program (MPOPP) with SBCCOG's assistance. The MPOPP pre-qualified vendors that would provide discounted lighting fixtures.

Between November 2018 and May 2019, SBCCOG Environmental Services Center was unable to locate any vendors to conduct a site visit to the tennis courts to recommend appropriate upgrade fixtures. In the meantime, the RHTC, RHCA and City staff solicited cost proposals from five different companies.

RHTC received cost proposals from Horst K. Electric and LEDtronics Inc. RHCA received a cost proposal from Sun Electric. City staff received cost proposals from Ledsmaster Technology, Co., Ltd, and American Power Solutions. Below is a table listing the cost proposals:

Vendor	Total Proposed Cost	Upgraded Fixture	Unit Cost	Installation Cost
American Power Solutions	\$15,440 ^[1]	300Watts	\$540	Included
Ledsmaster Technology Co., Ltd	\$6,720 ^[2]	300-360Watts	\$420	Excluded
Sun Electric	\$20,250 ^[3]	No specified	Not specified	Included
LEDtronics, Inc.	\$10,100	300Watts	\$592	Excluded
Horst K Electric	\$5,600	100Watts	\$350	Included

[1] Total cost includes new mounting pole and bracket. Vendor recommended replacement of mounting pole and bracket due to the amount of rust on existing mounting pole observed during site visit. Total cost also includes scissor lift rental for installation.

[2] Did not conduct site visit. Proposal only for material. Requires installation by an electrician.

[3] Vendor specified the lumens of the new fixture but not wattage.

DISCUSSION

The existing tennis court lights are observed by vendors to be metal halide lamps. The metal halide requires warm up time and based on electric bills for the period July 2018 to April 2019, the annual energy cost was projected to be approximately \$1,762.

When soliciting cost proposals, the RHTC, RHCA and the City deferred to the vendor for recommendations based on the existing lamps/fixture, equivalent lumen output, and energy savings. Without conducting a lighting study, vendors generally recommended 300 to 360 watts Light Emitting Diode (LED) to replace the metal halide lamps to match

the existing lumen output. Only one vendor, American Power Solutions, conducted an energy savings estimation (\$850 per year) and Return On Investment (18.5 years for payback on investment).

Based on the unit cost of individual lighting fixtures, Ledsmaster Technology Co., Ltd. and Horst K. Electric offered the lowest pricing however, Ledsmaster Technology Co., Ltd.'s unit cost does not include installation and would increase if labor expense was included. Horst K. Electric recommended 100 watts LED fixtures. With all other vendors recommending 300-360 watts to match the existing lumen output, 100 watts may be inadequate. LEDtronics, Inc. has the highest unit cost and the unit cost excludes installation. Sun Electric has the highest overall cost. American Power Solutions offered the most complete cost proposal – a competitive unit cost to match the existing lumen output and includes the replacement of rusted mounting pole and bracket.

The RHCA Board approved the use of American Power Solutions at the June 6, 2019 Board meeting. The lease agreement between the City and RHCA stipulates that capital improvements at the tennis courts shall be shared 50-50. Per the lease agreement, the City's portion of the lighting upgrade would be \$7,720 (\$15,440/2).

FISCAL IMPACT

The tennis courts lighting upgrade was budgeted for FY 2019-2020. There is sufficient funds to pay for the improvement.

RECOMMENDATION

Staff recommends the City Council select American Power Solutions for the lighting upgrade at the tennis courts and to have the City's tenant, RHCA coordinate directly with American Power Solutions to complete the improvement.



LIGHTING UPGRADE ESTIMATE

Date **5/6/19**

Customer:

Rolling Hills City Hall
2 Portuguese Bend Rd
Rolling Hills, CA 90274
Elaine Jeng
310-377-1521

Location:
Rolling Hills City Hall

Utility Company: SCE

Service Provider:

American Power Solutions, Inc.
14355 Industry Circle
La Mirada, CA 90638

Contact: **Wayne Kim**
Phone: -

Proposal Summary

Existing Lighting	Description	Fixture Wattage	New Measure	New Fixture Wattage	CCT	Fixture Qt'y	Lamp Qt'y	Net Unit Cost	Total Cost
MH1000	Metal Halide Shoebox Pole Light	1080	LED Shoebox Fixture	300	5000K	16	N/A	\$540.00	\$8,640.00
N/A	N/A	N/A	Mounting Pole and Bracket	N/A	N/A	16	N/A	\$400.00	\$6,400.00
N/A	N/A	N/A	Scissor Lift Rental	N/A	N/A	1	N/A	\$400.00	\$400.00
Net Project Cost									\$15,440.00
Taxes @ 7.775%									Included
Installation Fee									Included
Recycle and Disposal Fee									Included
Total Project Cost (Including Lamp and Installation)									\$15,440.00
Estimated Incentive									\$0.00
Net Project Cost									\$15,440.00

Annual Savings (in dollars)	\$847.97
Monthly Savings (in dollars)	\$70.66

Demand kW Before	8.64
Demand kW After	4.48
Demand kW Savings	4.16

Annual kWh Before	12,579.84
Annual kWh After	6,522.88
Annual kWh Savings	6,056.96

Annual kWh Before (in dollars)	\$1,761.18
Annual kWh After (in dollars)	\$913.20
Annual kWh Savings (in dollars)	\$847.97

Annual Return On Investment (ROI)	5%
Payback On Investment (# of Years)	18.21

Your proposal has been prepared using the following assumptions:

Actual Annual Lighting Operating Use

1. 5 year Warranty for T8 LED lamps and LED Fixtures

2. Plug and Play installations will include ballast replacement for 5% of installed fixtures in the event of malfunction at no cost

Please acknowledge your acceptance of this proposal by signing below as well as the attached terms and conditions.

Signed copies may be faxed to (714) 626-0200. Once received, we will contact you to schedule installation and advise delivery date

Agreed by _____

Date: _____

Name/Title _____

Date: _____

American Power Solutions

Energy Savings Calculation



American Power Solutions, Inc.
14355 Industry Circle La Mirada, CA 90638
Tel: 714-626-0900, Fax: 714-626-0200

Business Name:	Rolling Hills City Hall
Street Address:	2 Portuguese Bend Rd
City, State, Zip:	Rolling Hills, CA 90274
Contact Name:	Elaine Jeng
Tel:	310-377-1521
Cell:	

Utility Company:	SCE
Electricity Rate:	\$0.14 /kwh
APS Sales Mgr.:	Wayne Kim
Tel:	

Tel: 714-624-0300, Fax:714-525-0200																			
Call:																			
Location	Existing Fixture / Lamp	Exist. lamp Watt.	Exist. Fixture Input Watt.	Exist. Qty	Remark	New Measure	New Watt.	New Input Watt.	Install Qty Fixture / lamp	Oper. Hours /Year	Estimated Annual Savings (kWh)	Est'd Demand Savings (KW)	Customer E-mail:				Flat rebate rate		
													Cost Per Unit	Rebate per unit	Estimated Rebate	Total Project Cost		Net Cost	Rebate per KWH saved
Tennis Courts	MH1000 Shoebox	1000	1080	8	Include Mounting Pole and Bracket	LED Shoebox Fixture w/ Mounting Pole and Bracket	280	280	16	1456	6,056.96	4.16	\$940.00	\$0.00	\$0.00	\$15,040.00			
													\$400.00	\$0.00	\$0.00	\$400.00	\$400.00		
Total															0.00	15,440.00	15,440.00		

Current Demand (kW)	Proposed Demand (kW)	Estimated Demand savings (kW)
---------------------	----------------------	-------------------------------

8.64	4.48	4.16
------	------	------

Total Project Cost	\$15,440.00
Estimated Incentive with Demand	\$0.00
Net Project cost after Incentive	\$15,440.00

Current Annual kWh usage	Proposed Annual kWh	Estimated Annual Kwh Savings	Annual savings \$	Net Cost	ROI (Year)	Annual Maintenance Cost Saving
--------------------------	---------------------	------------------------------	-------------------	----------	------------	--------------------------------

12,579.84	6,522.88	6,056.96	\$847.97	\$15,440.00	18.21	
-----------	----------	----------	----------	-------------	-------	--

Elaine Jeng

From: support10 <support10@power-lights.com>
Sent: Monday, December 3, 2018 6:08 PM
To: Elaine Jeng
Subject: Re: RE: Re: Greetings to Elaine
Attachments: 360W泛光灯(15W单点03+版).pdf; Pic .jpg

Hi Elaine,

Thanks for providing so much details, we met many tennis courts before, most of them use 1000watt Metal halide lamps, we'd suggest 360watt led flood light replace metal halide lamps directly. According to the pole height, we'd suggest 60degree beam angle, attached the specs and similar picture. We have many products, but only below one can restrain the pollution.

Model Number	Working Voltage	Beam angle	Lights Qty	Unit Price(EXW)	TAX Cost
LS-FLN-360	90-295VAC	60degree	8pcs	USD415/pcs	no Tax within 3 month

There is no Led Lights tax cost within 3 months between China and The United States, its a good chance for you to buy lights now. Waiting for your reply.

Best Wishes,
Kim



----- Original Message -----

From: "Elaine" <ejeng@cityofrh.net>
Sent: 2018-12-04 02:19:16
To: "support10" <support10@power-lights.com>
Subject: RE: RE: Greetings to Elaine
Kim,

The existing lights appear to be 1000 watt metal halide floodlights. Attached are photos of the lights. I don't have a pole height but estimating the height, it appears to be around 20 to 25 feet off the ground. There are two tennis courts and I like to replace lights at both courts.

Elaine

From: support10 [mailto:support10@power-lights.com]
Sent: Monday, December 3, 2018 2:35 AM
To: Elaine Jeng
Subject: Re: Re: Greetings to Elaine

Hi Elaine,

Good morning. I only need to know what power of the existing lamps and pole height, then I can decide the angle and qty of lights needed to restrain the lighting pollutions. Our light video share with you.



Best Regards
Kim

----- Original Message -----

From: "Elaine" <ejeng@cityofth.net>
Sent: 2018-11-30 12:15:19
To: "support10" <support10@power-lights.com>:
Subject: Re: Greetings to Elaine

Hi Kim,

I should have photos for you tomorrow. Thanks for the follow up.

Elaine Jeng, P.E.

On Nov 29, 2018, at 7:35 PM, support10 <support10@power-lights.com> wrote:

Hi Elaine,

What are the existing lamps? I will recommend equivalent led replacement directly. Thanks,
Kim

<100watt.png>

<100watt led.png>



Ledsmaster Technology Co., Ltd

Add: 4th Floor, BuildingC , Anhongji Industrial Zone, Shangtang Road,Longhua Town, Bao'an District, Shenzhen, China

Tel: +86-755-36938328 Mob: +86-13827427315 Contact person: Mr. Kim

Proforma Invoice

To: Elaine

Delivery Time: 30days

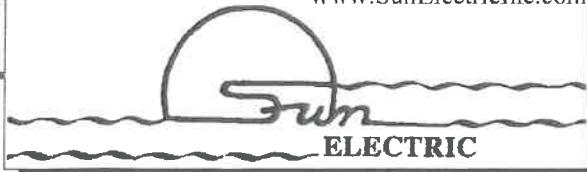
Add: City of Rolling Hills, USA

Phone Number: ?

Payment: 100% payment in advance

PI Number: K20181211001

Product Model	Description	Warranty	Unit Price (USD)	Q'ty (pcs)	Total Amount (USD)
LS-FLN-300	300watt led highbay light, 150lm/w, 90-295VAC, 50-60HZ, Gross weight 14kg, 40° angle, 50,000 hours life span	5 years	USD420	2	US\$840.00
			Door to door cost by UPS:		US\$190.00
			Bank charges if made by paypal:		US\$40.00
			Amount Cost:		US\$1,070.00



Post Office Box 4149
 Redondo Beach, CA 90277
 Office...310.618.8860
 Fax.....310.618.9723
 jparker@sunelectricinc.com
 CA License No. 346297
 (C10) Electrical Contractor

Owner's Name: Rolling Hills Community Association		Owner's Address: #1 Portugese Bend Road	
Owner's City: Rolling Hills, CA	Owner's Zip Code: 90274	Owner's Phone: 310 544-6222	Owner's Work Phone:
Project Name & Address: Tennis Court - LED light fixture replacement			Email: abeckler@RHCA.net

a. Scope of Work: Sun Electric Inc. hereby submits the following specifications and estimates:

I propose to replace the existing 1000 watt Metal Halide floodlights with energy efficient LED fixtures. These fixtures offer approximately the same lumen output at the surface. The Metal Halide lamps 79K lumens of light output vs the LED fixtures at 53K due to a more efficient reflection and light distribution. The Metal Halide lamps lose a large majority of the light output due to the rusted reflectors and inefficient design of the original fixtures. Therefore the reduced lumen output of the LED fixtures will provide the same or more light at the floor surface as the original fixtures.

The new fixtures will be mounted onto the existing arms in the same manor as the original fixtures. This proposal includes removal and disposal of the old fixtures.

The new fixtures are black, we suggest the poles and arms be painted to match. (not included)

Includes (2) setup and removal of a rolling scaffold to replace the fixtures.

b. Not Included: This proposal does not include

City permits and inspections - change out only, not required

c. WE PROPOSE to furnish material, equipment and labor in accordance with the above specifications for the sum of:

\$20,250.00 dollars

NOTE: This proposal may be withdrawn if not accepted within

30 days from 10/30/18
date

Respectfully submitted by

Jim Parker
Company Representative

d. WE ACCEPT the prices, specifications, and terms as stated in this bid proposal are approved. We authorize you to draw up all necessary contract documents so work can begin.

approved and accepted (owner or owner's authorized agent)

date

approved and accepted (second owner - if any)

date

QUOTE/ SBX001-150W-XPW-105A-A**LEDtronics, Inc.**

23105 Kashiwa Court
Torrance, CA 90505
Phone: (310) 534-1505
Fax: (310) 534-1424

**Account**

ARMITRA PROPERTIES INC
23211 HAWTHORNE BLVD
SUITE # 300
TORRANCE CA 90505

Ship To

ARMITRA PROPERTIES INC
23211 HAWTHORNE BLVD
SUITE # 300
TORRANCE CA 90505

Effective Date 01/31/2019
Salesrep CS

Expire Date 03/02/2019
Ship Via

ID # 71033
Currency USD

<u>Item #</u>	<u>Part ID/</u> <u>Description</u>	<u>Delivery</u>	<u>Qty</u>	<u>Cost Ea</u>	<u>Line Amt</u>
1	SBX001-150W-XPW-105A-A 85~305Vac.5000K.150Watts.Type V		5	323.2700	1,616.35
2	LEDRK01DL-120W-XDW-101WD 100~277Vac.5000K.Dim		5	273.5500	1,367.75
3	SBX002-300W-XPW-103A-E @@@85~305Vac.5000K.300Watts.Type III	} Tennis Courts	17	591.3000	10,052.10
4	LEDRK03DL-320W-XDW-101WD 100~277Vac.Wht 5000K.Dim		17	547.1000	9,300.70
Total:				\$22,336.90	

Contacts

Name	Title	Phone	Fax
ARUN BHUMITRA	Owner	310-465-0600	

Comments

PROCESSED BY ELROY TOLBERT EXT 129 etolbert@ledtronics.com

*FOB Torrance, CA Quote Valid 30 Days.

*No Cancellations within 60 days of scheduled ship date without approval.

*No Reschedules within 30 days of scheduled ship date without approval.

*Warranty: Varies by Product.

*Foregoing quotation does not include applicable taxes, cost for Special Handling, Special Packaging, DD250's. Source Inspection, Special Certification other than Standard C of C. Pricing for these services must be requested prior to placement of order.

Licensed and Insured Since 1982
Fed ID# 33-0002594
License #657617

Horst K Electric

1637 W. Pacific Coast Hwy
Harbor City, California 90710-2627
310 534-4911/310 534-4795 Fax
www.horstkelectric.com

PROPOSAL

Date	Proposal #
12/10/2015	4513

Name / Address
Armita Properties 23211 Hawthorne Blvd Unit 300 Torrance, CA 90505

Description		Qty	Cost	Total
Job Site: Rolling Hills Tennis Court				
-Disconnect and remove (16) 400 watt existing lamps/ballasts				
-Purchase and install (16) 100 watt LED lamps				
-Use of lift or scaffolding				
TOTAL Labor and Material:			5,600.00	5,600.00

Signature _____

Date _____

Signature _____

Rolling Hills Community Association
of Rancho Palos Verdes

NO. 1 PORTUGUESE BEND RD. • ROLLING HILLS, CALIF. 90274

(310) 544-6222

ROLLING HILLS



CALIFORNIA

(310) 544-6766 FAX

RECEIVED

JUN 11 2019

City of Rolling Hills
By _____

June 11, 2019

Elaine Jeng, Manager
City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, CA 90274

Dear Ms. Jeng,

At the June 6, 2019 RHCA Board meeting the Board approved the Tennis Club request for the LED light upgrade to tennis courts 2 and 3 from American Power Solution in the amount of \$15,440. Please note, City of RH will be responsible for half of the cost of the LED lights.

Please feel free to contact the office if you have any questions.

Sincerely,

Myrna Jacott
Administrative Assistant

CC: Arun Bhumitra
Tom and Carrie Lieb



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

NO. 2 PORTUGUESE BEND ROAD
ROLLING HILLS, CA 90274
(310) 377-1521
FAX (310) 377-7288

Agenda Item No: 7B
Mtg. Date: 07/08/2019

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ELAINE JENG, P.E., CITY MANAGER

SUBJECT: CONSIDERATION AND APPROVAL OF PROPOSED AMENITIES BY THE ROLLING HILLS COMMUNITY ASSOCIATION, AND THE MANDATED AMERICAN WITH DISABILITY ACT (ADA) IMPROVEMENTS AT THE TENNIS COURTS.

DATE: JULY 8, 2019

ATTACHMENT:

- 1. BOLTON ENGINEERING CORP, TENNIS COURT AREA IMPROVEMENT PLANS, MARCH AND JUNE 2018**
- 2. ARCHITECTURAL PLAN (SINGLE SHEET) SHOWING PROPOSED RESTROOM ADJACENT TO CABANA**
- 3. RHCA LETTERS DATED MAY 28, 2019 AND JUNE 17, 2019**

BACKGROUND

To comply with the American Disability Act (ADA) at the tennis courts, the City engaged the services of Bolton Engineering Corp (Bolton) to provide engineering design and construction plans. Bolton was instructed to coordinate the ADA improvements with the Rolling Hills Community Association (RHCA) as the Association was planning on adding amenities to the common areas outside of the tennis courts.

RHCA hired architect Tony Ferrera to design a cabana that includes a kitchen, and a storage area. The current sink at the tennis courts is not connected to a discharge pipe. The future kitchen would provide for proper connection to the septic tank serving the area. Per the Los Angeles County Department Public Health who has jurisdiction over

septic tanks in the City of Rolling Hills, the connection requires the existing septic tank to be replaced with a new septic tank.

In the last year, RHCA has been contemplating on adding a restroom. RHCA delayed the decision and their overall project to find out if the City will move forward with constructing a sewer main along Portuguese Bend Road.

The City conducted Phase I of the Portuguese Bend Road Sewer Main Feasibility Study in February 2018. The study did not conclude until October 2018. City Council approved Phase II of the feasibility study in May 2019. Phase II of the study is expected to complete in October 2019. Phase II is expected to provide a high-level construction estimate of the sewer main and at that time the City Council will discuss forwarding the project to precise design and construction plan preparation.

Based on the current progress of the Portuguese Bend Road sewer main study, at the May 16, 2019 meeting, the RHCA Board approved the proposed amenities at the tennis courts, including the restroom and the replacement of the existing septic tank. Following the Board meeting, RHCA staff submitted a letter dated May 28, 2019 to the City requesting the City Council's consideration of the proposed amenities.

Bolton has completed the design and construction plans for ADA improvements. Bolton submitted the ADA improvements plans to the Los Angeles County Building Department for permitting and is ready to pull permits for construction. With the RHCA Board's approval for the restroom, RHCA's architect is expected to revise the architectural plans for the amenities and Bolton will review the changes to ensure the work is coordinated seamlessly. RHCA Manager noted to City staff that the architectural plan revision is underway to add the restroom followed by plan submittal to the Los Angeles County Building and Public Health Departments for permitting.

DISCUSSION

RHCA proposed that the ADA improvements and the amenity additions be carried out separately and since the RHCA's amenities are mostly above ground, the accessibility work should commence first. RHCA also proposed that each organization to be responsible for the expenditure of their projects. In other words, RHCA would fund the construction of the cabana and all relevant improvements including the replacement of the existing septic tank while the City would fund the improvements per Bolton's plans.

The need to replace the existing septic tank and the installation of discharge pipes from the proposed restroom and kitchen sink will require RHCA's improvements to go first, followed by the grading work as a part of the ADA construction. The above ground amenities such as the cabana, the kitchen, the storage area, the restroom facility cannot be constructed until the grading and concrete flat work, and foundation is completed as

a part of the ADA work. The two projects require very close coordination and scheduling to minimize the closure of the tennis courts, impacts to the surrounding neighbors and to ensure proper order of work to protect already completed work.

Presently, the City's portion of the design work is complete and ready for permit, except minor adjustments relating to the addition of the restroom. RHCA however will need to design the restroom and submit plans for review and permitting.

The City's lease agreement with the RHCA stipulates the following:

"Except for interior, nonstructural, nonsystemic alterations or additions not cumulatively costing in excess of Ten Thousand Dollars (\$10,000.00) in any calendar year, Association shall not make or allow any other alterations, additions, or improvements in or to the Premises, including but not limited to the Building, without City's prior consent, and then only by contractors or mechanics approved in advance in writing by City, which shall not unreasonably withhold consent. In each instance where Association requires City's approval of an alteration, Association shall furnish City with plans showing the proposed alternation to the Premises, including but not limited to the Building. Association covenants and agrees that all work done by or pursuant to the direction and instruction of Association shall be performed in full compliance with all laws, rules, orders, ordinances, directions, regulations, and requirements of all governmental agencies, offices, departments, bureaus, and boards having jurisdiction, and in full compliance with the rules, orders, directions, regulations, and requirements of the Insurance Service Office, and of any similar body..."

FISCAL IMPACT

The tennis courts ADA improvements was budgeted for FY 2019-2020. Bolton is currently working on a more precise estimate with updated/coordinated plans. Based on the previous construction estimate of \$300,000, there is sufficient funding in the budget to complete the ADA improvements.

RECOMMENDATION

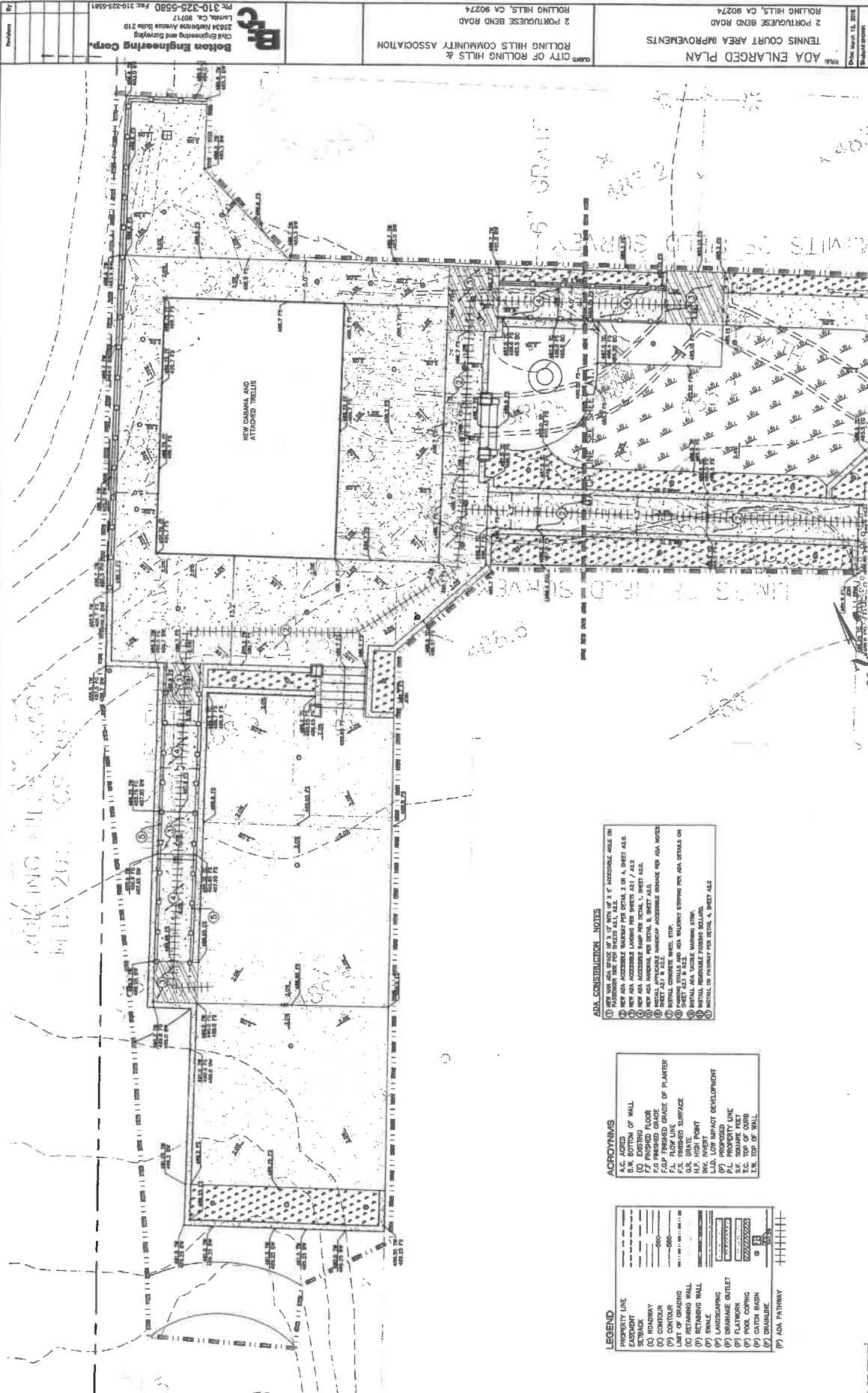
Staff recommends the City Council approve the RHCA's proposed amenities to the tennis courts, RHCA's funding plan for the amenities and the ADA improvements. Staff also recommends the City Council instruct the tenant RHCA to lead and complete both projects using one general contractor so that the coordination of work is facilitated through one company.

\\sc00p-1.city.tennis-court\parcel\img\C-CRADING PLAN..Tennis Court_2018.dwg 7/26/2018 11:07:15 PM

ADA ENLARGED PLAN
TENNIS COURT AREA IMPROVEMENTS

CITY OF ROLLING HILLS &
ROLLING HILLS COMMUNITY ASSOCIATION
2 PORTUGUESE BEND ROAD
ROLLING HILLS, CA 90274

Boston Engineering Corp.
Civil Engineering and Surveying
2534 Newbome Avenue Suite 210
Lentz, CA. 90717
PR-310-325-5580
Fax: 310-325-5541



ADA ACCESSIBILITY ENLARGED PLAN
SCALE: 1" = 5'

ADA CONSTRUCTION NOTES

1. NEW NON-ADA SPINLE 18" X 12" WITH 4" X 6" ACCESSIBLE HANDLE ON EACH SIDE FOR EACH ASL, ALL
2. NEW NON-ACCESSIBLE SHOWER PAN FOR 2 OR 4, SHIRT ALSO
3. NEW NON-ACCESSIBLE SHOWER PAN FOR SHWETS A21 / A22
4. NEW NON-ACCESSIBLE PLUMB FOR DETAIL 1, SHIRT ALSO
5. NEW NON-IMPREGNATE FLOOR FOR DETAIL 1, SHIRT ALSO
6. NEW 4" X 6" HANDICAP ACCESSIBLE SPINABLE FOR NON-MOTORIZED SHWETS A21 & A22
7. INSTALL CONCRETE MESH, STOP
8. PAWING STALLS AND ADA RAILWAY SHIPPING FOR ADA DETAILS ON SHEET A21 & A22
9. INSTALL NON-TACTILE WARNING STRIP
10. INSTALL REMOVABLE PAVEMENT BOLLARD
11. INSTALL DE PAYMENT FOR DETAIL 4, SHIRT ALSO

ACROYNIMS

A.C. AGRES
B.W. BOTTOM OF WALL
(C) EXISTING
F.F. FINISHED FLOOR
F.G. FINISHED GRADE
F.O.P. FINISHED GRADE OF PLANTER
F.L. FLOW LINE
F.S. FINISHED SURFACE
G.R. GRATE
H.P. HIGH POINT
INV. INVERT
LOW IMPACT DEVELOPMENT
P.L. PROPERTY LINE
S.F. SQUARE FEET
T.C. TOP OF CURB
T.W. TOP OF WALL

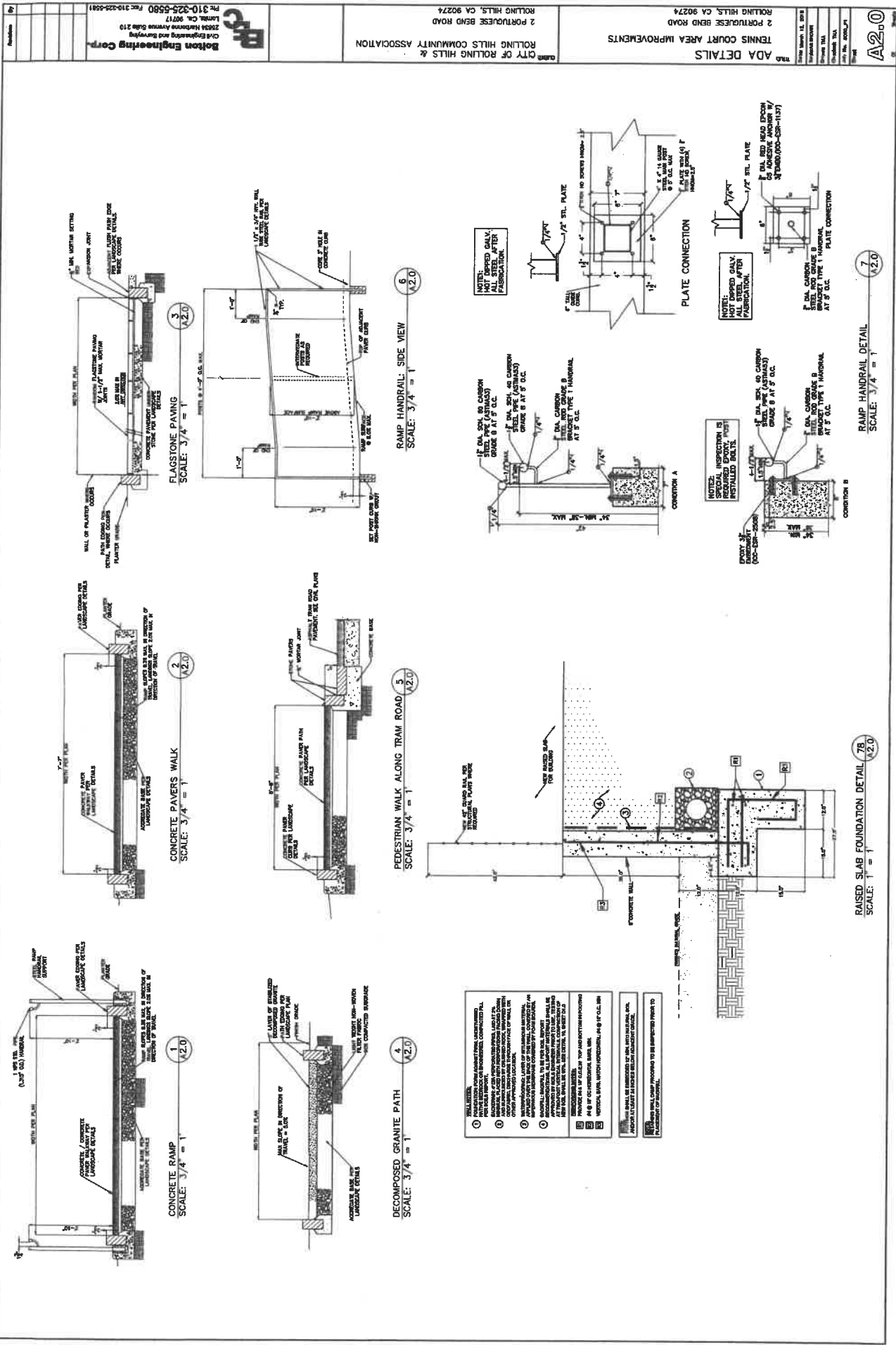
LEGEND

(P) PROPERTY LINE	
(P) EAST/WEST	
(S) SETBACK	
(C) ROWWAY	60'
(C) CONTOUR	
(C) CONTOUR	880'
(C) LIMIT OF GRADING	
(C) RETAINING WALL	
(C) RETAINING WALL	
(P) STALL	
(P) LANDSCAPING	
(P) DRAINAGE OUTLET	
(P) FLATWORK	
(P) POOL COPING	
(P) CATCH BASIN	
(P) DRAINLINE	
(P) ADA PATHWAY	

ANY UNDERGROUND UTILITIES OR STRUCTURES SHOWN ON THESE PLANS WERE OBTAINED FROM CITY RECORDS. NO ADDITIONAL UTILITY OR SUBSTRUCTURE RESEARCH HAS BEEN PERFORMED. THE CONTRACTOR SHALL DETERMINE THE EXISTENCE AND THE DEPTH OF ALL UTILITIES AND STRUCTURES. OPERATIONS OF ALL UTILITIES AND STRUCTURES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFYING AND/OR SHOWN HEREON. THE CONTRACTOR SHALL ALSO BE RESPONSIBLE FOR NOTIFYING OR OBTAINING AGENCY AT THE LOCATION OF ANY UTILITIES AND STRUCTURES AT LEAST 48 HOURS PRIOR TO COMMENCING ANY CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR AND UNDERLYING ANY UTILITY DAMAGES.



DIGIAlert
1-800-
AT LEAST

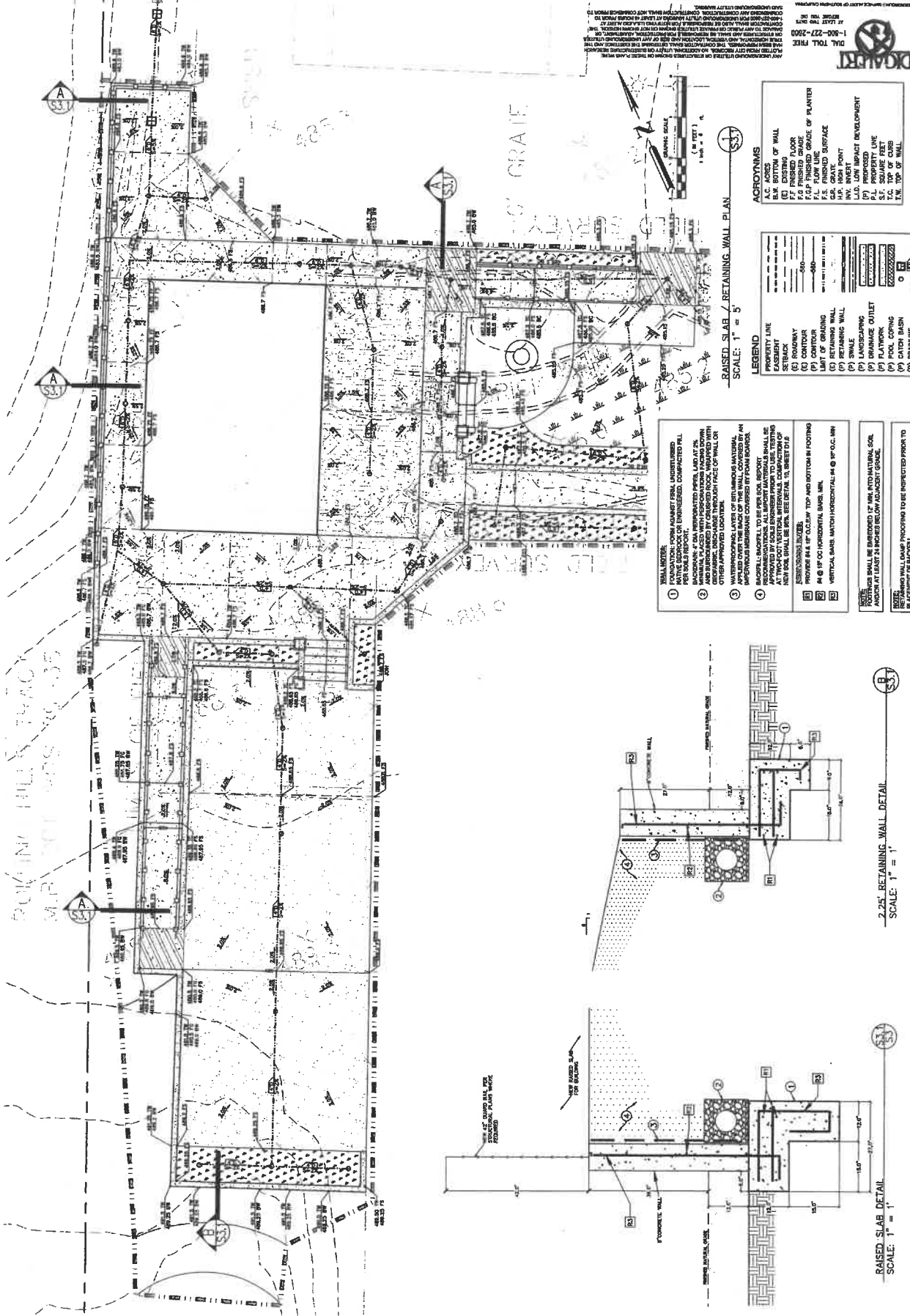


Printed: June 21, 2018
Submitted: 6/21/2018
Drawn: TMA
Checked: TMA
Job No. 0000_P1
Sheet

2 SITE WALLS AND RAISED FOUNDATION PLAN
TENNIS COURT AREA IMPROVEMENTS: CABANA
2 PORTUGUESE BEND ROAD
ROLLING HILLS, CA 90274

CITY OF ROLLING HILLS &
ROLLING HILLS COMMUNITY ASSOCIATION
2 PORTUGUESE BEND ROAD
ROLLING HILLS, CA 90274

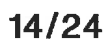
CEP
Boston Engineering Corp.
Civil Engineering and Surveying
2554 Harborside Avenue Suite 210
Londre, CA 90717
Tel: 310-325-6580
Fax: 310-315-6580



2.25' RETAINING WALL DETAIL
SCALE: 1" = 1'

RAISED SLAB DETAIL
SCALE: 1" = 1'

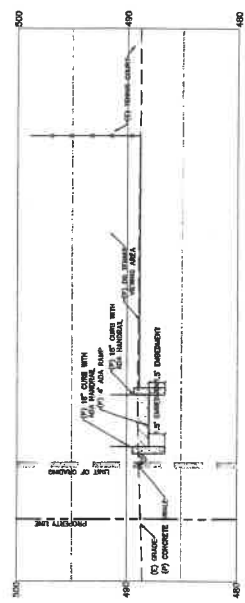
GENERAL NOTES: 1. ALL NOTES SHALL BE CONSIDERED TO THE FOLLOWING: 2. ANY INFORMATION OF CHANGES TO THE BALANCE SHEET MUST BE APPROVED BY THE BALANCE SHEET... 3. THE BALANCE SHEET MUST BE APPROVED BY THE BALANCE SHEET... 4. THE BALANCE SHEET MUST BE APPROVED BY THE BALANCE SHEET... 5. THE BALANCE SHEET MUST BE APPROVED BY THE BALANCE SHEET... 6. THE BALANCE SHEET MUST BE APPROVED BY THE BALANCE SHEET... 7. THE BALANCE SHEET MUST BE APPROVED BY THE BALANCE SHEET... 8. THE BALANCE SHEET MUST BE APPROVED BY THE BALANCE SHEET... 9. THE BALANCE SHEET MUST BE APPROVED BY THE BALANCE SHEET... 10. THE BALANCE SHEET MUST BE APPROVED BY THE BALANCE SHEET...



C20

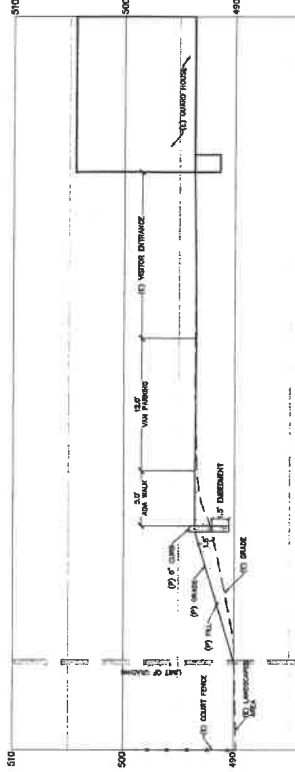
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SECTION A-A
SCALE: 1" = 5'



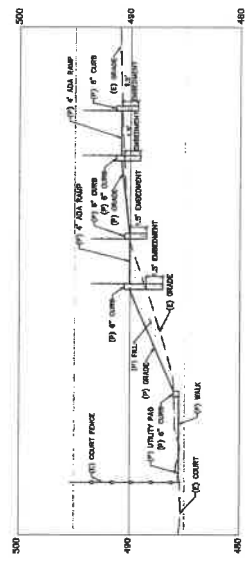
SITE SECTIONS & DETAILS
TENNIS COURT AREA IMPROVEMENTS
2 PORTUGUESE BEND ROAD
ROLLING HILLS, CA 90274

SECTION C-C
SCALE: 1" = 5'



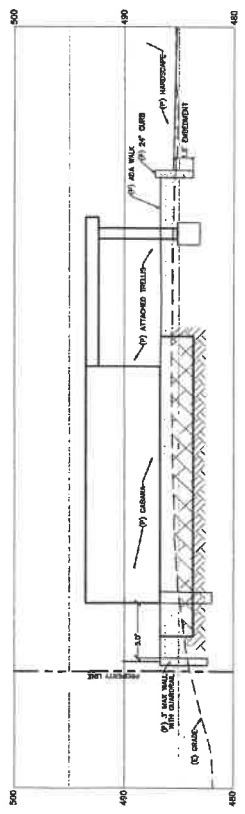
CITY OF ROLLING HILLS & ROLLING HILLS COMMUNITY ASSOCIATION
2 PORTUGUESE BEND ROAD
ROLLING HILLS, CA 90274

SECTION E-E
SCALE: 1" = 5'

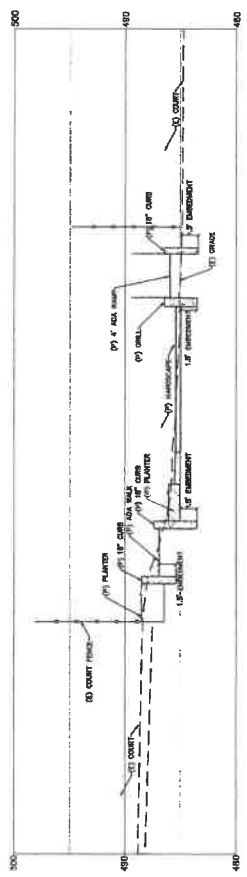


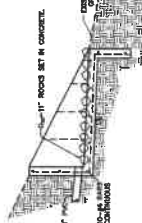
Boston Engineering Corp.
Civil Engineering and Surveying
25834 Redwood Avenue Suite 210
Loma, CA 90717
Ph: 310-325-9580 Fax: 310-325-9581

SECTION B-B
SCALE: 1" = 5'

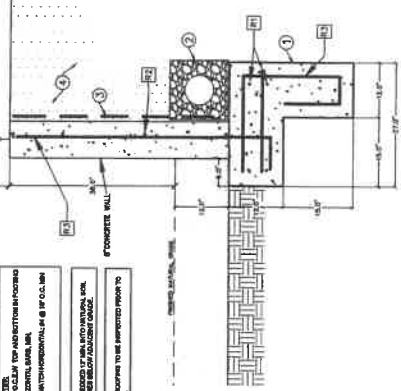
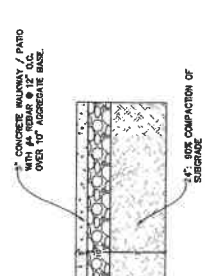
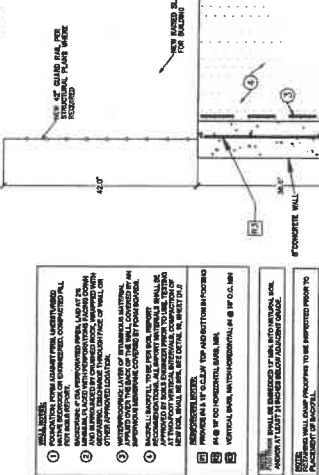
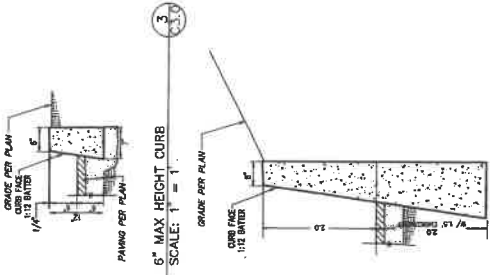
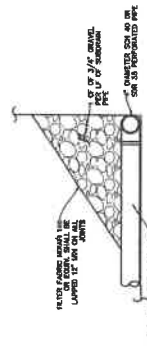
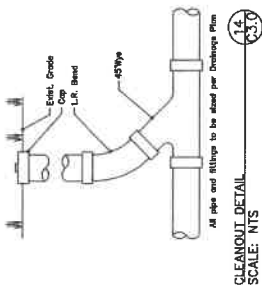
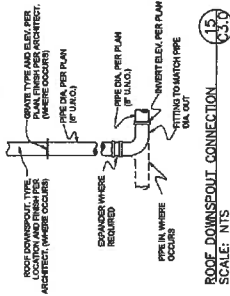


SECTION D-D
SCALE: 1" = 5'





PER LANDSCAPE ARCHITECT PLANS

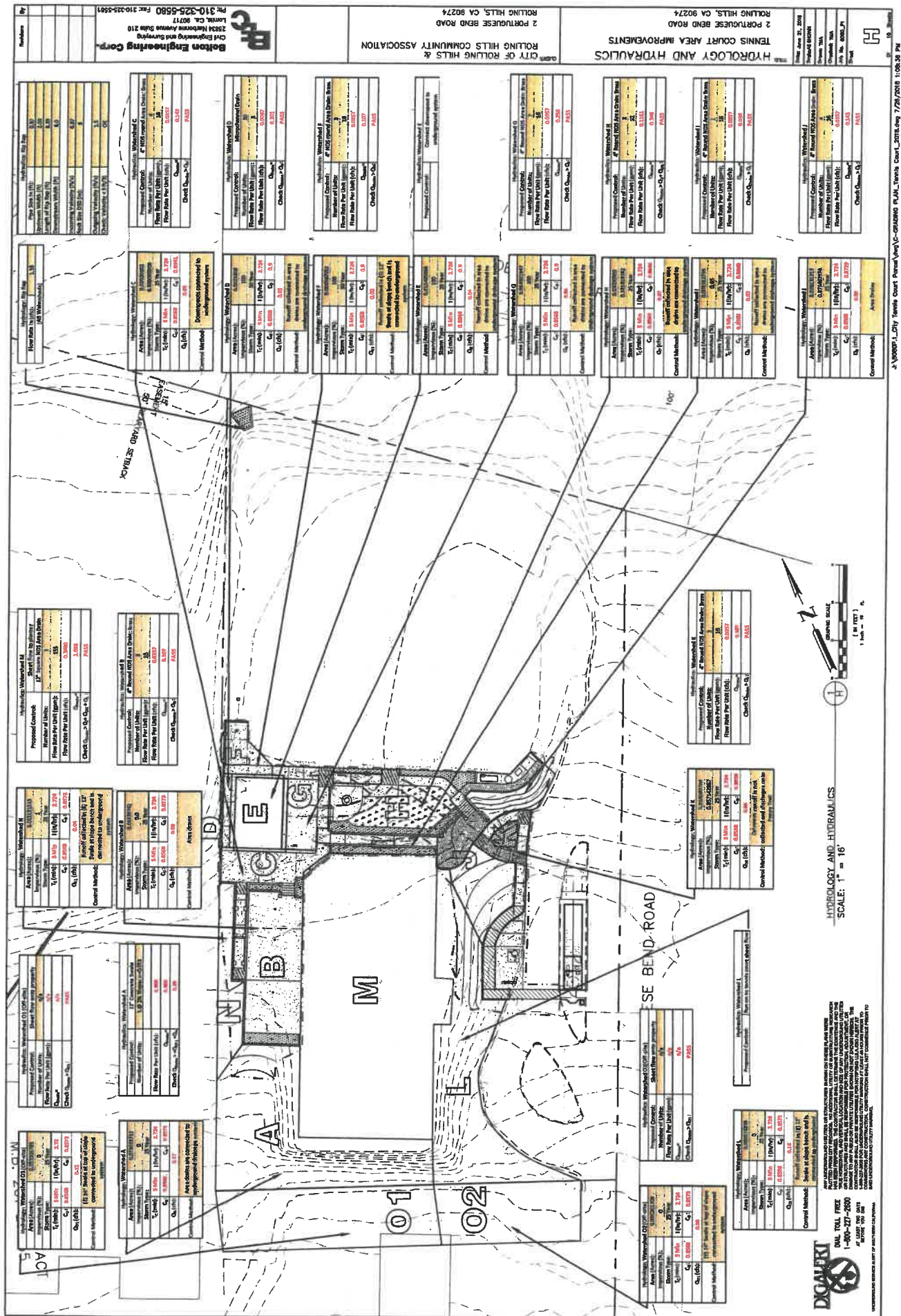


3' MAX WALL / EXPOSED SLAB:
SCHEMATIC ONLY
SCALE: 3/4" = 1'

SITE SECTIONS & DETAILS

City of Rolling Hills & Rolling Hills Community Association

Bolton Engineering Corp.
Civil Engineering and Surveying
25834 Nordbourne Avenue, Suite 210
Lomita, CA 90717
Pty: 310-325-5580
Fax: 310-325-5583



HYDROLOGY AND HYDRAULICS
TENNIS COURT AREA IMPROVEMENTS
CITY OF ROLLING HILLS &
ROLLING HILLS COMMUNITY ASSOCIATION
2 PORTUGUESE BEND ROAD
ROLLING HILLS, CA 90274
JAN 2018
REVISED 02/2018
PROJECT NO. 16-00000
SHEET NO. 000001
DATE 1/26/2018 11:00:38 PM

HYDROLOGY AND HYDRAULICS
SCALE: 1" = 16'
1 inch = 16 feet

ROLLING HILLS COMMUNITY ASSOCIATION
2 PORTUGUESE BEND ROAD
ROLLING HILLS, CA 90274
JAN 2018
REVISED 02/2018
PROJECT NO. 16-00000
SHEET NO. 000001
DATE 1/26/2018 11:00:38 PM

Rolling Hills Community Association
of Rancho Palos Verdes

NO. 1 PORTUGUESE BEND RD. • ROLLING HILLS, CALIF. 90274

(310) 544-6222

ROLLING HILLS



CALIFORNIA

(310) 544-6766 FAX

RECEIVED

JUN 11 2019

City of Rolling Hills
By _____

May 28, 2019

Elaine Jeng, Manager
City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, CA 90274

Dear Ms Jeng,

At the May 16, 2019 RHCA Board meeting the RHCA Board agreed to move forward with the tennis court improvements and replacement of the septic tank, RHCA would like the City Council to consider including a bathroom with the improvements.

Please notify the RHCA to advise on the City Council's decision on whether or not they would like to proceed with the improvements to the tennis area and replacement of the septic tank and the Council's input on the inclusion of a new bathroom under the cabana.

Sincerely,

Myrna Jacott
Administrative Assistant

CC: Kristen Raig, RHCA Manager

Rolling Hills Community Association
of Rancho Palos Verdes

NO. 1 PORTUGUESE BEND RD. • ROLLING HILLS, CALIF. 90274

(310) 544-6222

ROLLING HILLS



CALIFORNIA

(310) 544-6766 FAX

June 17, 2019

Rolling Hills City Council
2 Portuguese Bend Road
Rolling Hills, CA 90274

Re: Tennis Area Improvements

Honorable Council Members,

At the June 6, 2019 Board meeting, the RHCA Board of Directors authorized moving forward with making improvements to the area next to the tennis in the 2019-20 fiscal year. To date, the RHCA, the City and the Tennis Club have come up with a design for a new tennis cabana with an outdoor kitchen, ADA parking and access to the tennis courts and improving the bathroom at the gatehouse to meet ADA requirements. Based on these designs, plans have been prepared for demolition, grading, drainage and construction. This area is leased by the Association from the City.

In light of the City Council's decision to not go forward with the plan to tie into the sewer, the Association would like to proceed with the tennis improvements which, in addition to the improvements listed above, will also include replacing the septic tank located between the main gate and court #1 and will service the main gate and plumbing fixtures at the new cabana.

In the original improvement plans, no bathroom was planned for the cabana area. The Tennis Club has requested that the RHCA Board and City Council consider including a bathroom at the cabana, so people don't have to walk up to the gate house and cross a lane of traffic to get to a bathroom. The RHCA Board supports this idea and a proposed location for the bathroom is included in the plans for the Council's consideration.

Because this is a shared project with the City and the RHCA, the RHCA is requesting the City Council approve including a bathroom at the cabana. Once this is done, the plans may be revised and we can move forward with obtaining cost estimates for the project. The Association is also looking for input from the Council on whether the Council would be interested in starting the work on this shared project in the 2019-20 fiscal year.

Thank you for your consideration.

Sincerely,

Kristen Raig, Manager
Rolling Hills Community Association

RECEIVED

JUN 18 2019

City of Rolling Hills
By _____



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

NO. 2 PORTUGUESE BEND ROAD
ROLLING HILLS, CA 90274
(310) 377-1521
FAX (310) 377-7288

Agenda Item No: 8A
Mtg. Date: 07/08/2019

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL
FROM: ELAINE JENG, P.E., CITY MANAGER
SUBJECT: CONSIDERATION AND APPROVAL OF A PROFESSIONAL SERVICE AGREEMENT WITH ALAN PALERMO CONSULTING FOR PROJECT MANAGEMENT SERVICES FOR FISCAL YEAR 2019-2020 FOR AN AMOUNT NOT-TO-EXCEED \$53,120.

DATE: JULY 8, 2019

ATTACHMENT:

- 1. PROFESSIONAL SERVICES AGREEMENT WITH ALAN PALERMO CONSULTING**
- 2. PROPOSAL FROM ALAN PALERMO CONSULTING**
- 3. PROPOSAL FROM ANNEALTA GROUP**

BACKGROUND

On June 10, 2019, the City Council adopted the Fiscal Year 2019-2020 budget to include funds for the following projects:

- Tennis Courts Improvements, including lighting upgrade;
- City Hall American with Disability Act (ADA) improvements, including the installation of the accessible front door entry;
- Phase II of the Portuguese Bend Road Sewer Main Feasibility Study; and
- Annual roadway signing and striping

There have not been many capital improvement projects for the City of Rolling Hills in the last ten years in part due to the private status of the community (i.e., streets are not public right of ways) and in part due to less stringent State mandates. In general, every

two or three years, the City would undertake a signing and striping project in response to the Rolling Hills Community Association's roadway rehabilitation work. With a small city staff, the infrequent signing and striping projects would be managed by the City Manager. To date, there has not been a need to have public works expertise. This fiscal year however with the approved work plan of completing construction for the tennis courts, completing the design/construction plans for the ADA improvements at City Hall, completing Phase II sewer feasibility study and completing the roadway signing and striping carried over from last fiscal year, there is a need for public works expertise and additional resource beyond the available time the City Manager can dedicate to capital projects.

On June 10, 2019, staff released a Request for Proposal (RFP) for Project Management services to complete the above listed four projects in Fiscal Year 2019-2020. The scope of work included serving as the administrative and technical point of contact for the projects to coordinate with stakeholders include RHCA, residents, City staff and outside agencies; serve as an extension of staff to provide direction to consultants, contractors on behalf of the City. The scope of work also included project documentation; consultant is to turn over complete sets of records for the City's files.

On June 20, 2019, two proposals were received from Alan Palermo Consulting and Annealta Group. Proposals were to be selected based on sound approach to meeting the scope of work, the ability to demonstrate efficiency use of resources, the relevant experience of proposed personnel, and dedication of personnel to complete the listed projects within the Fiscal Year 2019-2020.

DISCUSSION

Both proposals met the submittal requirements as outlined in the City's RFP. Both proposals were submitted timely, both demonstrated relevant experience and capacity plus the required expertise to perform the work. Below is table summarizing the hours proposed by each company to meet the needs of the projects.

Project	Alan Palermo Consulting (hours)	Annealta Group (hours)
Tennis Courts Improvement	97	194
City Hall ADA Improvements	69	76
Phase II Sewer Feasibility Study	69	74
Annual Signing & Striping	97	208
Total Hours	332	552
Hourly Rate	\$160	Blended rate of \$130, \$125, and \$90
Total Cost	\$52,120	\$61,300

Based on staff's evaluation of the proposals against the evaluation criteria as outlined in the RFP, staff concluded that Alan Palermo Consultant presented a more efficient work

approach, with proven track record of completing projects of similar nature with other municipal agencies.

FISCAL IMPACT

The approved budget for Fiscal Year 2019-2020 includes programming of funds for each of the four projects. The project management services by Alan Palermo Consulting will be paid out of the programmed funds from each of the four projects. Shortfall from project funds will be supplemented with the budgeted City Administration Consulting Fees line item.

RECOMMENDATION

Staff recommends the City Council approve a Professional Services Agreement with Alan Palermo Consulting to serve as the project manager for the City's capital improvement projects for fiscal year 2019-2020 for an amount not-to-exceed \$53,120.

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PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____ 2019 in City of Rolling Hills, County of Los Angeles, State of California, by and between the CITY OF ROLLING HILLS, a California municipal corporation (hereinafter the "CITY"), and Alan Palermo Consulting (hereinafter the "CONSULTANT").

1. RECITALS:

A. The CITY desires to retain CONSULTANT to assist with the following projects: 1) project/construction management of the bid and construction of tennis court improvements (ADA and aesthetic); 2) project management for the design of ADA improvements at the City Hall building; 3) project management for phase II of the sewer feasibility study; 4) project management for the FY 2019/2020 annual signage and striping program; and

B. The CONSULTANT is well qualified by reason of education and experience to perform such services; and

C. The CONSULTANT is willing to render such professional services as hereinafter defined.

Now, therefore, for and in consideration of the mutual covenants and conditions herein contained, CITY hereby engages CONSULTANT and CONSULTANT agrees to perform the services set forth in this Agreement.

2. SCOPE OF WORK

CONSULTANT shall perform all work necessary to complete in a manner satisfactory to CITY the services set forth in Exhibit A. CONSULTANT shall provide deliverables pursuant to the schedule outlined in Exhibit A.

3. COST

The CITY agrees to pay CONSULTANT for the services required by this Agreement on a Time and Materials basis as set forth in Exhibit B an amount not to exceed \$53,120.00. This fee includes all expenses, travel and mileage, and attendance at meetings. Client shall pay the cost of any applicable reimbursable expenses, plus 15% incurred on behalf of client. It also includes any escalation or inflation factors anticipated. Any increase in Agreement amount or scope shall be by express written amendment approved by the CITY and CONSULTANT.

4. METHOD OF PAYMENT

CONSULTANT shall submit an invoice in duplicate and addressed to the CITY OF ROLLING HILLS, CITY MANAGER, 2 Portuguese Bend Road, Rolling Hills, CA 90274 before the end of each month on a monthly basis. CITY shall remit payment for all work performed to City's reasonable satisfaction within thirty (30) days of receiving this invoice.

5. SUBCONTRACTING

CONSULTANT shall not be permitted to subcontract any portion of this Agreement without the express, written consent of the CITY.

6. COMMENCEMENT OF WORK

CONSULTANT shall commence work under this Agreement within twenty-four (24) hours upon receipt of a notice to proceed from the CITY.

7. ACCOUNTING RECORDS

CONSULTANT must maintain accounting records and other evidence pertaining to costs incurred. Records and documents shall be kept available at the CONSULTANT's Los Angeles, California office, located _____, during the Agreement period and thereafter for five years from the date of final payment.

8. OWNERSHIP OF DATA

All data, maps, photographs, and other material collected or prepared under the Agreement shall become the property of the CITY. CITY's reuse of such materials for a purpose other than the project which is the subject of this Agreement shall be at CITY's sole risk.

9. TERM OF CONTRACT

This Agreement shall be valid until _____.

10. TERMINATION

This Agreement may be terminated by either party at any time for material breach. The CITY may also terminate unilaterally this Agreement without cause upon seven (7) days written notice to the CONSULTANT. All work satisfactorily performed to the reasonable satisfaction of City pursuant to the Agreement and prior to the date of termination may be claimed for reimbursement.

11. ASSIGNABILITY

CONSULTANT shall not assign or transfer any interest in this Agreement without the prior written consent of the CITY.

12. AMENDMENT

It is mutually understood and agreed that no alteration or variation of the terms of this Agreement, or any subcontract requiring the written approval of the CITY, shall be valid unless made in writing, signed by the parties hereto, and approved by all necessary parties.

13. NON-SOLICITATION CLAUSE

The CONSULTANT warrants that he or she has not employed or retained any company or persons, other than a bona fide employee working solely for the CONSULTANT, to obtain any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the CITY shall have the right to annul this Agreement without liability, or, in its discretion to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

14. INDEMNITY

A. **Liability.** CONSULTANT shall indemnify and hold harmless CITY and its officers, agents, and employees from, and, if requested, shall defend it against any and all loss, cost, damage, injury, liability, and claims thereof for injury to or death of a person, including employees of CONSULTANT or loss of or damage to property, arising directly or indirectly from CONSULTANT'S performance of this Agreement, including, but not limited to, CONSULTANT'S use of facilities or equipment provided by CITY or others, regardless of the negligence of, and regardless of whether liability without fault is imposed or sought to be imposed on CITY, except to the extent that such indemnity is void or otherwise unenforceable under applicable law in effect or validly retroactive to the date of this Agreement.

B. **Fees and Costs.** The foregoing indemnity shall include, without limitation, reasonable fees of attorneys, CONSULTANT, and experts and related costs and CITY'S costs of investigating any claims against the CITY. In addition to CONSULTANT'S obligation to indemnify CITY, CONSULTANT specifically acknowledges and agrees that it has an immediate and independent obligation to defend CITY from any claim which actually or potentially falls within this indemnification provision, even if the allegations are or may be groundless, false, or fraudulent, which obligation arises at the time such claim is tendered to CONSULTANT by CITY and continues at all times thereafter.

C. **Applicability.** For purposes of this paragraph, CITY means the CITY's City Council and its subordinate bodies, elected and appointed City officials and officers, City employees and authorized agents and volunteers of the City.

D. **Survival.** The obligations established by this paragraph will survive termination of this Agreement.

15. INSURANCE

A. Without limiting CONSULTANT'S obligations arising under paragraph 14 - Indemnity, CONSULTANT shall not begin work under this Agreement until it obtains policies of

insurance required under this section. The insurance shall cover CONSULTANT, its agents, representatives, and employees in connection with the performance of work under this Agreement, and shall be maintained throughout the term of this Agreement. Insurance coverage shall be as follows:

i. Automobile Liability Insurance with minimum coverage of \$300,000 for property damage, \$300,000 for injury to one person/single occurrence, and \$300,000 for injury to more than one person/single occurrence. If CONSULTANT or CONSULTANT's employees will use personal automobiles in any way on this project, CONSULTANT shall obtain evidence of personal automobile liability coverage for each such person.

ii. General Liability, insuring CITY its elected and appointed officers, agents, and employees from claims for damages for personal injury, including death, as well as from claims for property damage which may arise from CONSULTANT'S actions under this Agreement, whether or not done by CONSULTANT or anyone directly or indirectly employed by CONSULTANT. Such insurance shall have a combined single limit of not less than \$1,000,000.

iii. Worker's Compensation Insurance for all CONSULTANT'S employees to the extent required by the State of California. In addition, if CONSULTANT obtains CITY's written consent to employ a subconsultant, CONSULTANT shall also require any and every subconsultant to similarly maintain Worker's Compensation Insurance in accordance with the laws of the State of California for all of the subconsultant's employees. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by the CITY at least thirty (30) days prior to such change. The insurer shall agree to waive all rights of subrogation against the CITY, its officers, agents, employees, and volunteers for losses arising from work performed by the CONSULTANT for CITY.

This provision shall not apply if the CONSULTANT has no employees performing work under this Agreement. If the CONSULTANT has no employees for the purposes of this Agreement, the CONSULTANT shall sign the "Certificate of Exemption from Workers' Compensation Insurance" which is attached hereto and incorporated herein by reference as "Exhibit B."

B. Deductibility Limits for policies referred to in subparagraphs A (i) (ii) and (iii) shall not exceed \$25,000 per occurrence.

C. Endorsements. Each general liability and automobile liability insurance policy shall be issued by insurers possessing a Best's rating of no less than A-: VII. Each general liability and automobile liability insurance policy shall be endorsed with the language of Sections (i) – (vi) below. CONSULTANT also agrees to require all CONSULTANTS, and subconsultants to do likewise.

(i) Additional Insured Clause. "The CITY, its elected or appointed officers, officials, employees, agents, and volunteers are to be covered as additional insureds with respect to liability arising out of work performed by or on behalf of the CONSULTANT, including materials, parts, or equipment furnished in connection with such work or operations."

(ii) Primary Insurance Clause. This policy shall be considered primary insurance as respect to the CITY, its elected or appointed officers, officials, employees, agents, and volunteers. Any insurance maintained by the CITY, including any self-insured retention the CITY may have, shall be considered excess insurance only and shall not contribute with this policy.

(iii) Separation of Insured Clause. This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.

(iv) Failure to Report to Insurer. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the CITY, its elected or appointed officers, officials, employees, agents, or volunteers.

(v) Waiver of Right to Subrogation Clause. CONSULTANT, and its insurer through endorsement, waives all rights of subrogation against the CITY, its elected or appointed officers, officials, employees, or agents regardless of the applicability of any insurance proceeds, and agrees to have all subconsultants, and subconsultants' insurers through endorsement, to do likewise.

(vi) Notice of Change in Insurance. The insurance provided by this policy shall not be suspended, voided or reduced in coverage or in limits except after thirty (30) days' written notice has been submitted to the CITY and approved of in writing, except in the case of cancellation, for which ten (10) days' written notice shall be provided.

D. Notice to CITY. CONSULTANT agrees to provide immediate notice to CITY of any claim or loss against CONSULTANT arising out of the work performed under this Agreement. CITY assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve CITY. CONSULTANT also agrees to provide immediate written notice to CITY if any insurance policy listed above is suspended, voided, or reduced in coverage or limits. CONSULTANT agrees to have all subconsultants to do likewise.

E. Claims-made policies. Should any of the required insurance be provided under a claims-made form, CONSULTANT shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three years beyond the expiration of this Agreement, to the effect that should occurrences during the Agreement term give rise to claims made after expiration of the Agreement, such claims shall be covered by such claims-made policies.

F. Defense costs. Should any of the required insurance be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general aggregate limit shall double the occurrence or claims limits specified above.

G. Acknowledgment of the Minimum Amount of Coverage. Notwithstanding the provisions included in any of the ISO Additional Insured Endorsement forms, CONSULTANT acknowledges that the insurance coverage and policy limits set forth in this section constitute

the minimum amounts of coverage required. Any insurance proceeds available to the CITY in excess of the limits and coverage required in this Agreement and which is applicable to a given loss will be available to the CITY.

H. Self Insured Retention/Deductibles. All policies required by this Agreement shall allow CITY, as additional insured, to satisfy the self-insured retention ("SIR") and/or deductible of the policy in lieu of the Owner (as the named insured) should Owner fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City Attorney and the Finance Director. Owner understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement.

Failure by Owner as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should CITY pay the SIR or deductible on Owner's behalf upon the Owner's failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, CITY may include such amounts as damages in any action against Owner for breach of this Agreement in addition to any other damages incurred by CITY due to the breach.

I. Certificates of Insurance. The CONSULTANT shall provide certificates of insurance with original endorsements to the CITY as evidence of the insurance coverage required herein. Certificates of such insurance shall be filed with the CITY on or before commencement of performance of this Agreement. Current certification of insurance shall be kept on file with the CITY at all times during the term of this Agreement. The CONSULTANT shall provide written evidence of current automobile coverage to comply with the automobile insurance requirement.

J. Failure to Procure Insurance. Failure on the part of the CONSULTANT to procure or maintain required insurance shall constitute a material breach of this Agreement under which the CITY may terminate this Agreement.

16. NOTICE All Notices permitted or required under this Agreement shall be in writing, and shall be deemed made when delivered to the applicable party's representative as provided in this Agreement. Additionally, such notices may be given to the respective parties at the following addresses, or at such other addresses as the parties may provide in writing for this purpose.

Such notices shall be deemed made when personally delivered or when mailed forty-eight (48) hours after deposit in the U.S. mail, first-class postage prepaid, and addressed to the party at its applicable address.

CITY:
City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, California 90274.

Attention: City Manager, Elaine Jeng, PE

CONSULTANT:

Attention:

17. ENFORCEMENT OF AGREEMENT

In the event that legal action is commenced to enforce or declare the rights created under this Agreement, the prevailing party shall be entitled to an award of costs and reasonable attorney's fees in the amount to be determined by the court.

18. CONFLICTS OF INTEREST

No member of the governing body of the CITY and no other officer, employee, or agent of the CITY who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this Agreement; and the CONSULTANT further covenants that in the performance of this Agreement, no person having any such interest shall be employed.

19. INDEPENDENT CONSULTANT

The CONSULTANT is and shall at all times remain as to the CITY a wholly independent CONSULTANT. Neither the CITY nor any of its agents shall have control over the conduct of the CONSULTANT or any of the CONSULTANT's employees, except as herein set forth. The CONSULTANT shall not at any time or in any manner represent that it or any of its agents or employees are in any manner agents or employees of the CITY.

20. ENTIRE AGREEMENT OF THE PARTIES

This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the employment of CONSULTANT by CITY and contains all the covenants and agreements between the parties with respect such employment in any manner whatsoever. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement or amendment hereto shall be effective unless executed in writing and signed by both CITY and CONSULTANT.

21. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of California, and all applicable federal statutes and regulations as amended.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year first above written.

CITY OF ROLLING HILLS

ALAN PALERMO CONSULTING

ELAINE JENG, City Manager

ALAN PALERMO

DATE: _____

DATE: _____

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

MICHAEL JENKINS
CITY ATTORNEY

EXHIBIT A
Scope of Services

- 1. Project/Construction Management of the Bid and Construction of Tennis Court Improvements (ADA and Aesthetic):** Coordinate with City and Rolling Hills Community Association (RHCA) to identify the aesthetic improvements to the

area outside the tennis courts that will be included with the tennis court design plan improvements in the notice inviting bid to procure a contractor for the proposed improvements. Once the scope of the construction work is confirmed, coordinate with the City and oversee the construction bid advertising for the proposed improvements. Upon selection of the contractor, provide Construction Management services through completion and acceptance of the tennis court improvements by the City and the RHCA.

2. Project Management for the Design of City Hall ADA Improvements per the

City's Transition Plan: Upon approval of the City's ADA transition plan (expected July 2019), prepare a phasing plan with estimated costs to implement the recommended ADA improvements over a three-year period. Upon the City's acceptance of this three-year phasing plan, prepare a Request for Proposal (RFP) for the design of the first phase of the City Hall ADA improvements with the objective the design costs shall remain within the allocated budget of \$30,000. The RFP will be released and we can assist in the evaluation of proposals received, and management of the selected design firm to facilitate the construction documents for approval.

3. Project Management for Sewer Feasibility Study Phase II: Receive and review

the contract and scope of work for Willdan Engineering to become familiar with the contractual requirements and schedule for the Sewer Feasibility Study Phase II. We will then provide Project Management services in overseeing and providing direction to Willdan Engineering and coordinating with City staff to obtain the required information necessary for completion of the 30% design for this Sewer Feasibility Study. We will establish and manage milestones for the process to ensure the project remains on schedule and within the allocated budget.

4. Project Management for the Annual signage and Striping: FY 2019/2020:

Obtain all available information from previous field observations, reports from residents, RHCA's roadway rehab plan and conduct follow up field observations

based on the information obtained and reviewed. Upon review of all information and follow up field observations, provide recommendations to the City for roadways that need rehabilitation. Once direction is received from the City on the roadways that will receive rehabilitation, prepare the construction bid documents (assumption, using front end specifications provided by the City) and coordinate with the City and oversee the construction bid advertising for the proposed roadway rehabilitation. Upon selection of the contractor, provide Construction Management services through completion and acceptance of the roadway rehabilitation improvements by the City.

EXHIBIT B
Deliverables

EXHIBIT C

Certificate of Exemption from Workers' Compensation Insurance

TO: City of Rolling Hills

SUBJECT: Sole Proprietor/Partnership/Closely Held Corporation
with No Employees

Please let this memorandum notify the City of Rolling Hills that I am a

- ☐ sole proprietor
- ☐ partnership
- ☐ nonprofit organization
- ☐ closely held corporation

and **do not have any employees whose employment requires me to carry workers' compensation insurance**. Therefore, I do not carry worker's compensation insurance coverage.

CONSULTANT Signature

Printed Name of CONSULTANT

Date

ALAN PALERMO CONSULTING

CITY OF ROLLING HILLS

JUNE 20, 2019

REQUEST FOR PROPOSAL

CAPITAL IMPROVEMENTS PROJECT MANAGEMENT



June 20, 2019

ELAINE JENG, PE
City Manager
No. 2 Portuguese Bend Road
Rolling Hills, CA 90274

Subject: Request for Proposals – Capital Improvements Project Manager for:
Tennis Court ADA Improvements; and
City Hall ADA Improvements; and
Sewer Feasibility Study Phase II; and
Annual Signing and Striping

Dear Ms. Jeng:

Thank you for the opportunity to propose on providing Project Management Services for several Capital Improvement Projects stated in the Request for Proposal (RFP) for Capital Improvements Project Management.

As requested in the RFP, enclosed is a project understanding and narrative and a brief background and list of recent project experience. A separate document with my proposed cost budget for the scope of services is included.

I have reviewed the sample City Professional Services Agreement and do have one comment on Item 16. Indemnity. The second paragraph reads:

“CITY shall indemnify and save harmless CONSULTANT, its officers, agents, employees, and servants from all claims, damages, suits, costs or actions of every name, kind, or description, brought for, or on account of, (i) injuries to or death of any person, (ii) damage to property or (iii) arising from performance of this AGREEMENT in any manner that resulted from the fault or negligence of the **CONSULTANT**, its officers, agents, employees, and/or servants in connection with this AGREEMENT.”

If I'm not mistaken, the word in red, **CONSULTANT** should be CITY.

Sincerely,

Alan Palermo
Alan Palermo Consulting
(310) 717-3244
alanmpal@gmail.com

As stipulated in the RFP, the City of Rolling Hills is seeking qualified Project Management Services to assist with the following projects:

1. Project/Construction Management of the Bid and Construction of Tennis Court Improvements (ADA and aesthetic)
2. Project Management for the design of ADA Improvements at the City Hall building
3. Project Management for the Phase II Sewer Feasibility Study
4. Project Management for the FY 2019/2020 Annual Signage and Striping program

1. **Construction of Tennis Court Improvements (ADA and Aesthetic):** Coordinate with City and Rolling Hills Community Association (RHCA) to identify the aesthetic improvements to the area outside the tennis courts that will be included with the tennis court design plan improvements in the notice inviting bid to procure a contractor for the proposed improvements. Once the scope of the construction work is confirmed, we will coordinate with the City and oversee the construction bid advertising for the proposed improvements. Upon selection of the contractor, we will provide Construction Management services through completion and acceptance of the tennis court improvements by the City and the RHCA.
2. **Design of City Hall ADA Improvements per the City's Transition Plan:** Upon approval of the City's ADA transition plan (expected July 2019), we will prepare a phasing plan with estimated costs to implement the recommended ADA improvements over a three-year period. Upon the City's acceptance of this three-year phasing plan, we will prepare a Request for Proposal (RFP) for the design of the first phase of the City Hall ADA improvements with the objective the design costs shall remain within the allocated budget of \$30,000. The RFP will be released and we can assist is the evaluation of proposals received, and management of the selected design firm to facilitate the construction documents for approval.

3. **Sewer Feasibility Study Phase II:** Receive and review the contract and scope of work for Willdan Engineering to become familiar with the contractual requirements and schedule for the Sewer Feasibility Study Phase II. We will then provide Project Management services in overseeing and providing direction to Willdan Engineering and coordinating with City staff to obtain the required information necessary for completion of the 30% design for this Sewer Feasibility Study. We will establish and manage milestones for the process to ensure the project remains on schedule and within the allocated budget.

4. **Annual signage and Striping: FY 2019/2020:** Obtain all available information from previous field observations, reports from residents, RHCA's roadway rehab plan and conduct follow up field observations based on the information obtained and reviewed. Upon review of all information and follow up field observations, provide recommendations to the City for roadways that need rehabilitation. Once direction is received from the City on the roadways that will receive rehabilitation, we will prepare the construction bid documents (assumption, using front end specifications provided by the City) and coordinate with the City and oversee the construction bid advertising for the proposed roadway rehabilitation. Upon selection of the contractor, we will provide Construction Management services through completion and acceptance of the roadway rehabilitation improvements by the City.

Alan Palermo Consulting

After a successful career managing large development projects, institutional projects, becoming a Principal and managing a division of a Southern California based Civil Engineering company, I decided to partner with other firms and seek new opportunities. In 2015 I established Alan Palermo Consulting to serve Public and Private sector clients. I focus on providing personal and professional high levels of service to a select group of clients and will only take on new clients and projects when my schedule permits and I can meet my own high standards.

Since Starting Alan Palermo Consulting in 2016, I have been involved with the following clients/projects:

City of El Monte (2017 to Present): Land Development Program Management

With a career built around managing Land Development clients and projects, the City of El Monte with whom I have had been working for in a limited capacity since 2014 requested my services to provide oversight and management of all Land Development projects for the Public Works Engineering Department. My services begin in the planning phase working with the Planning Department on entitlements, preparing project conditions of approval for the public works/engineering department and continue with plan review of construction documents where I coordinate with and manage the City's bench list plan review consultants with the objective to facilitate effective and efficient plan reviews leading to plan approvals and construction permits while ensuring compliance with project conditions of approval. I developed a tracking spreadsheet for the department to track the status of approximately active 200 land development projects.

City of El Monte (2016 to 2018): Rio Vista Park Tree Management Program

Rio Vista Park is adjacent to the San Gabriel Valley Airport and over time numerous trees reached a height that encroached within the navigable airspace. The City of El Monte worked with Los Angeles County Public Works Department / Aviation Division and developed a program to address these encroachments. The City of El Monte hired me to manage this program to completion. The program was successfully completed ahead of schedule and under the budget agreed upon between the two parties (City/County).

City of El Monte (2016 to Present): Lambert Park Improvement Project

Lambert Park is the largest park in the City of El Monte and one of the oldest. The City received grant funding from AQMD and other sources to make improvements to Lambert Park, known as the Lambert Park Improvement Project. I was retained to manage this project for the City including writing the RFP for design services, managing the design consultant selected, coordinating with city staff throughout the design process, and taking the project to 100% plans ready for construction. The Lambert Park Improvement project is scheduled to go out to bid in Q3 2019 with construction scheduled to be completed in 2020.

Rancho Mission Viejo Company / David Evans & Associates, Inc. (2017 to Present): The Ranch Plan

With my past experience and relationship with Rancho Mission Viejo Company (RMV), I was contracted by David Evans & Associates, Inc. (DEA) to be the Client Manager for RMV as they continued with the development of The Ranch Plan Development. My responsibilities include managing existing contracts, writing proposals for new services, management of new services contracted for. In 2018 DEA was awarded the contract for the Plan of Works (Water, Recycled Water, Wastewater Master Plans) for Planning Area 3, a proposed development of 2,200 acres with 7,000 dwelling units, 2,500,000 SF of non-residential use, parks, schools, and community facilities.

ALAN PALERMO CONSULTING

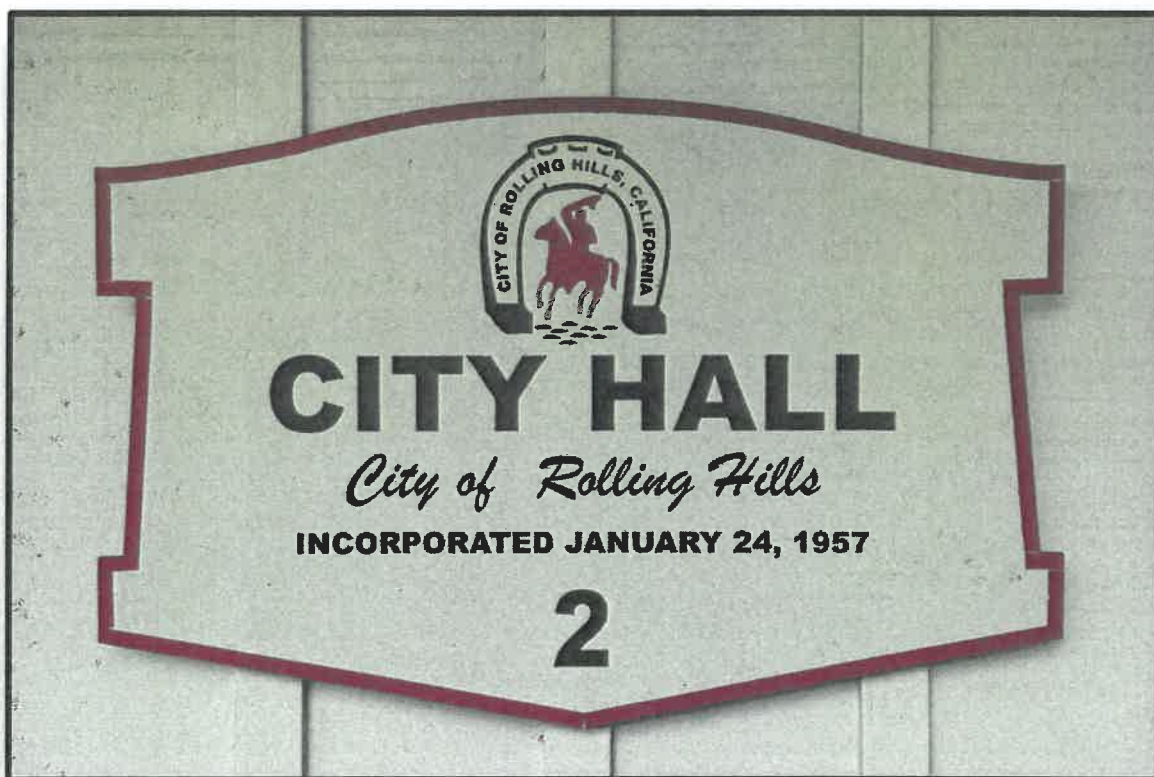
CITY OF ROLLING HILLS

JUNE 20, 2019

REQUEST FOR PROPOSAL

CAPITAL IMPROVEMENTS PROJECT MANAGEMENT

Fee Coversheet



<u>Task</u>	<u>Project</u>	Tennis Court Improvements	City Hall ADA Improvements	Sewer Feasibility Study Proj. Mg'mt	Annual Signage/Striping FY 2019/2010	Total Hours	Total Fee
Task 1: Point of Contact with City/Proj. Mg'mt		12	20	32	12	76	\$ 12,160
Task 2: RFP Preparation			16			16	\$ 2,560
Task 3: Construction Bid Document Preparation / Const. Mg'mt		48			48	96	\$ 15,360
Task 4: Coordination with all stakeholders/interested parties		16	12	16	16	60	\$ 9,600
Task 5: Project Documentation		8	8	8	8	32	\$ 5,120
Task 6: Monthly Status Meetings/Conf. Calls w/ City		13	13	13	13	52	\$ 8,320
Total Hours		97	69	69	97	332	
Total Fee		\$ 15,520	\$ 11,040	\$ 11,040	\$ 15,520		\$ 53,120

SCHEDULE OF BILLING RATES
Effective July 1, 2019

Principal/Owner \$160.00/Hour

Note 1: Hourly rate includes Consultants mileage to perform services on behalf of the Client.

Note 2: Reimbursable Expenses: Client shall pay the cost of any applicable reimbursable expenses, plus 15%, incurred on Client's behalf. If requested, Alan Palermo Consulting will provide a computer printout, which details these costs.



ANNEALTA GROUP

PROPOSAL TO PROVIDE

Capital Improvements Project Management

PREPARED FOR

**Elaine Jeng, P.E., City Manager
City of Rolling Hills**

No. 2 Portuguese Bend Road
Rolling Hills, CA 90274

SUBMITTED BY

ANNEALTA GROUP

Tim D'Zmura, PE, CBO, AICP | President/CEO
4952 Warner Ave, Ste 227
Huntington Beach, CA 92649

direct 714.625.5840
tdzmura@annealtagroup.com

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June 20, 2019

Elaine Jeng, P.E., City Manager
City of Rolling Hills
No. 2 Portuguese Bend Road
Rolling Hills, CA 90274

Re: Proposal for Capital Improvements Project Management Services

Annealta Group is pleased to submit our proposal to provide Capital Improvements Project Management to support the City of Rolling Hills. We have carefully assembled a team of experienced and professional staff who possess the know-how and skill set to serve as an extension of the City's staff in performing a variety of current services on an as needed basis. Our proposed project manager is a former Public Works Director in Palos Verdes Estates and Hidden Hills.

Annealta focuses on providing the expertise required to assist our clients with professional services tailored to their specific and unique needs. Spanning critical municipal service areas including public works, city engineering, planning and building and safety, our team of experts bring a wealth of expertise in their respective fields. Serving in the capacity as an extension staff, we are committed to achieving your organization's goals and overcoming challenges that many assignments encounter. Our client references can attest to our successful track record of the delivery of services and projects on time and within budget in a customer friendly manner!

Annealta's unique combination of qualifications, experience and certifications will enable us to work effectively with the Public Works Department as well as other city departments in the successful delivery of development projects for the City. Our company formed in response to client demands for focused services provided by smaller, principal led firms as opposed to untailored services provided by larger corporations in the marketplace. Our staff has a proven track record of successfully delivering projects and effectively coordinating with the Planning and Building & Safety Departments as project issues and deadlines dictate.

We view the keys to serving the City of Rolling Hills as follows:

- ✓ *Assigning experienced and qualified project manager with experience working on the hill and in gated communities*
- ✓ *Investing the time and commitment in reviewing and learning the key issues on every assigned project*
- ✓ *Being sensitive to and incorporating into our business methods, Rolling Hill's policies and procedures*
- ✓ *Keeping you, and others as so designated, informed of all critical project issues (no surprises!)*

Our contact information is as follows:

ANNEALTA GROUP
4952 Warner Ave, Ste 227, Huntington Beach, CA 92649
Contact: Tim D'Zmura, 714.625.5840
tdzmura@annealtagroup.com

Our proposal is valid for a period of 90 days. We greatly appreciate this opportunity to present our proposal for your consideration. Please don't hesitate to contact me directly if you have any questions or would like additional information about how we can assist.

Sincerely,

Tim D'Zmura, PE, CBO, AICP
President/ CEO



Understanding of the Scope of Work

We understand that the City requires assistance on several upcoming capital improvement projects which include following:

Construction of the Tennis Courts ADA Improvements

Design plans are 100% completed mostly comprised of concrete flat work. The City is looking to advertise the project for construction bids in the first quarter of the Fiscal Year 2019/2020. RHCA is proposing aesthetic improvements to the areas outside of the tennis courts including a restroom facility, a sink, a gazebo and other ancillary amenities necessitating the need to replace the nearby existing septic tank per the Los Angeles County Department of Public Health. The City intends to coordinate with RHCA to implement the improvements (ADA and aesthetic) simultaneously to minimize impacts to the residents/users of the tennis courts and the surrounding neighborhood. *The Project Manager will advertise the project for construction bid and serve as the construction manager for the City's portion of the improvements at the tennis courts including lighting replacement.*

Design of City Hall ADA Improvements Per the City's Transition Plan

The City's ADA transition plan is currently in draft form and expected to be approved by the City Council in July 2019. In the draft transition plan, it identifies improvements necessary to eliminate barriers at the City Hall building. The draft Fiscal Year 2019/2020 includes a \$30,000 budget to complete the design of ADA improvements at City Hall. *The Project Manager will review the draft ADA transition plan and creating a three-year phasing plan including high-level estimates for the improvements for City Hall. The Project Manager will prepare an RFP for engineering design of the first phase of the phasing plan.* The design cost shall be within the budgeted amount of \$30,000 for Fiscal Year 2019/2020.

Sewer Feasibility Study Phase II

Willdan Engineering is hired to perform the study. The study is comprised of fieldwork, data analysis to achieve a Will Serve letter from the Los Angeles County Sanitation District and produce 30% precise engineering design plans for the construction of an 8" sewer main down Portuguese Bend Road to Rolling Hills Road. *The Project Manager will serve as the point of contact for Willdan Engineering, respond to Willdan Engineering with information request, work with City staff to provide direction to Willdan Engineering and to ensure that the project schedule and budget per the agreement with Willdan Engineering are adhered to.*

Annual Signage and Striping: FY 2019/2020

The RHCA rehabilitate certain roadways within the City. While the City does not own or have easement in the roadways, the City is responsible for the safety elements of the streets. Typically, RHCA selects roadways to rehab and the City follows with the necessary roadway striping. In FY 2019/2010, the City is seeking to conduct a survey of striping citywide to determine ones that need to be refreshed, in addition to the striping necessary as a part of RHCA's roadway rehab work. *The Project Manager will determine the current needs from field observations, reports from residents, and RHCA's plan for roadway rehab work for FY 2019/2020. The Project Manager will prepare bid documents, advertise for construction bids and serve as the construction manager.*

SCOPE OF WORK

We have reviewed the scope of work outlined for the RFP specifically related to specialty for project management and construction management. We are proficient with and clearly understand all of the elements required to perform each task as outlined. We understand that the scope of work will include the followings tasks:

Task 1: Serve as the point of contact, on behalf of the City, as the technical lead for all projects

Task 2: Preparation of design Request for Proposals

Task 3: Preparation of construction bid documents



Task 4: Coordination with RHCA, residents, vendors, expert consultants, contractors and City staff. This task includes the preparation of memorandums, staff reports, meeting minutes, meeting agendas, distribution of agendas, memos, minutes, and email correspondences.

Task 5: Responsible for complete project documentation

Task 6: Monthly status meetings/conference calls with City staff

APPROACH & UNDERSTANDING

Based on the type of projects highlighted above and the requirements specified in the RFP, we propose the following approach to providing service. Of utmost importance on all projects are budget control and delivery according to schedule. Our role will be an advisor, advocate, and produce a product with the best interest intended for the City within the required schedule and project budget.

Project Management

Delivering Capital Projects under aggressive schedules involves management, administration, and oversight of project development teams from inception to completion. Project Management to us means complete ownership of all project aspects including project delivery, funding, project development, and budgeting. This approach has advantages because this keeps the continuity, institutional knowledge, momentum, and key community contact person consistent throughout the project life.

Our team has been successful in delivering Capital Improvement Projects by fostering an environment where there is a sense of urgency for every single capital project, regardless of size. This is our standard approach because, the reality is, the quality of life for residents is impacted in many ways—from congested interchanges, potholes in city streets, gaps in the bicycle network, down to broken/cracked sidewalks.

We will perform the following:

- ✓ *Develop project descriptions and scopes to determine budgets and delivery schedules*
- ✓ *Assist in the identification and procurement of necessary regulatory permits*
- ✓ *Prepare necessary internal communications to provide the City with regular status updates regarding project schedule, budgets, potential issues, and other items of interest or concern*
- ✓ *If requested, prepare City Council staff reports, technical memoranda, or issues papers on projects*
- ✓ *Conduct project outreach to external stakeholders as directed by the City*
- ✓ *Manage the design team during the preparation of final plans, specification, and estimates*
- ✓ *Manage project bidding and oversee construction support and construction management/inspection*
- ✓ *If required, ensure the process is performed in adherence to Federal Agency (i.e. FHWA/FTA) guidelines*
- ✓ *Manage Right-of-Way Team which handles rights-of-way negotiation and acquisition assistance*

The Project Development approach is grounded in our understanding that successful projects are the result of:

Identification of Fatal Flaws/Project Refinement: Unfortunately, project budgets are sometimes mis-scoped, underestimated or develop unforeseen complications and fatal flaws. The result is either a delay in the start or completion of the project or the need to revisit and possibly reallocate budget priorities between projects.

One of our strengths is our ability to identify project constraints, fatal flaws and project benefits early in the process and through a combination of understanding the project goals, using our design experience and value analysis techniques, we help refine the projects so they are fundable and constructible. Included in this effort is the ability to identify fundable phases, within large projects that have independent utility and “bang for the buck,” which helps provide initial improvements within a shorter time frame. Public involvement and outreach is particularly key in this process. We can work with the City to design an outreach plan that provides the information about any fatal flaws as it relates to community sensitivities, values, and needs.



Bidding and Construction Support: During the bidding process, we will be available to answer bidders' questions, prepare drafts of addenda or clarifications to the PS&E and assist in reviewing bids and recommending a contract award.

During construction, if requested, we will provide supplemental support to the City and construction management section for construction inquiries. This supplemental construction support includes:

- ✓ *Reviewing and preparing responses to RFI's*
- ✓ *Reviewing Contractor submittals and shop drawings for compatibility with design*
- ✓ *Reviewing and providing recommendations of change order proposals*
- ✓ *Performing final review/ evaluation and assisting with the preparation of punch list for work deficiencies*
- ✓ *Preparing record drawings of the completed projects based upon the redlined set of as-built plans provided by the Contractor*

Communication with City: A critical and essential element in project management is regular communication with the City to obtain direction on project issues impacting project scopes, budgets, schedules, and community sensitivities. We will immediately bring urgent project issues to the City. We will also establish fluid communication among our team and the City through recurring meetings described below:

- ✓ *Weekly meetings with the City to review staff report agendas, CIP procedural or program issues.*
- ✓ *Weekly project status meetings with the Project Management staff to review project status.*
- ✓ *Regular meetings of Project Development Teams on key capital projects.*

Managing Project Budget and Schedule: Utilizing the budget control and reporting tools we focus on accountability, documentation and record keeping, and frequent communication of key project issues to the City.

Project managers apply the budget control systems identified in the program management section and carefully monitor project budgets. Project managers closely track work quality of all members of the project team (i.e. environmental planners, engineers, right-of-way professionals, construction managers) to ensure budgets are adhered to. Work and budget plans are prepared before work is started and are submitted to the City Capital Program Manager for approval. After those are secured the project manager monitors the team members to ensure the work is done within the scope of services identified and the work is being performed within the budget and schedule approved by the Capital Program Manager. Specifically, project managers monitor that milestones are met, funding strategies are implemented, and that there is regular invoicing for fund reimbursements. Anything not meeting the performance expectations is brought to the immediate attention of the City.

Work With Utility Agencies on Relocations: Minimizing costly delays in the construction schedule is accomplished through utility coordination. One tool we will provide to the City is monthly status reports on capital projects that can be distributed to utility companies. In this way, utility companies are aware of planned construction schedules for projects and can bring any conflicts or opportunities to coordinate to the City's attention.

In addition, we believe one can never start too early when it comes to involvement of utilities. Project managers will work with the City to develop standing meetings with utility companies to go over capital projects. When utility relocations are done in advance and are well coordinated, this has beneficial implications to the project budget, schedule, and impacts to the community.

Remains "in charge" during Construction: The "cradle to grave" approach to project delivery means our project managers are still overseeing the project through construction completion. Project managers handle the entire process of bid and award of contracts from assembling project plans and specifications through notice of award to contractor. Other key steps in the process include:

- ✓ *Coordinate project advertisement in local papers*
- ✓ *Provide documents and plans to bidders*
- ✓ *Keep track of all of those who have purchased or shown interest in the project*
- ✓ *Send out any and all addenda/correspondence as necessary.*



- ✓ *Provide pre-bid meeting services*
- ✓ *Coordinate the bid opening with the client (date, time and place)*
- ✓ *Create a staff report and resolution awarding the project to the best responsive low bidder*
- ✓ *Send a notice of award to Council of approved contractor along with contract documents*
- ✓ *Coordinate with contractor to sign contract*
- ✓ *Coordinate with client prepare fully executed contract*
- ✓ *Submit notice of award to contractor which includes a start date*

Some other specific examples of the project management approach for capital projects and programs are described as follows:

TYPICAL KEY PROJECT ISSUES and SOLUTIONS

Issue	Solution
Unrealistic schedule	Utilize project management tools (risk management plan, communication plan) Implement quality control/quality assurance strategies Understand the project and stakeholder's needs/goals
Poorly prepared plans, specifications and estimate (inconsistency in plan sheets, unclear plans, incomplete or incorrect information)	Review the PR and Environmental Document at the beginning of the PS&E phase
Having poor staging and traffic control	Implement Quality Assurance/Quality Control Plan Perform Constructability and Bidability Reviews.
Slow response time to Contractor RFI's and other requests	Respond expeditiously to Contractor RFI's and other requests to minimize CCO's and delay claims. Utilize constructability and specification reviews by experienced staff to identify the most efficient construction methods and to minimize CCO's

Scheduling

Our staff has many years of experience managing projects and delivering them on-time and within budget. Our success is due to our detailed approach throughout the life of a project. From the very start of a project we establish a clear understanding of the critical components and key benchmarks that need to be achieved to stay on schedule. These are used on a daily/weekly basis to closely work with all departments and outside agencies to ensure the schedule, and budget, are monitored.

Despite this approach, some projects may fall behind schedule. If this occurs, Annealta will quickly review the reasons for the delay, identify options for getting the project back on track, and implement the selected option after consulting with the City. Scope, schedule and budget impacts of the delay will be scrutinized to ensure critical elements are not jeopardized by implementation of the corrective action. Annealta is committed to ensuring the necessary resources are dedicated to the project so it remains or is brought back on schedule.



Our staff will create and apply tailored and proven management systems that work and will carefully monitor program effectiveness, closely tracking work quality, quantity, and cost for all projects. Delivering projects under aggressive schedules requires careful management, administration, and oversight of project development teams from inception to completion with complete ownership of all aspects. This approach and detailed oversight produce projects that are typically free of errors. However, should a project encounter a problem, our staff will work closely with the City and its staff to quickly make the necessary corrections. Based on our experience, we will focus our efforts in the following areas:

Customer Service – Public works personnel assigned will be well versed and have relevant experience in the communication needed when working in a municipal environment. Projects will likely impact residents and businesses that must first be identified and then treated in a respectful and understanding manner during the life of the project. Our staff will coordinate with any public relations consultants at the City or on contract to ensure strong and accurate communications.

[illegible][illegible]

Organization, Credentials and Experience

Annealta Group focuses on providing the expertise needed to assist our clients with delivering projects on time and within budget. Spanning critical municipal service areas including public works, city engineering, planning and building and safety, our team of experts bring a wealth of expertise in their respective fields. Serving in the capacity as an extension of our client's staff, we are committed to achieving your organization's goals and overcoming challenges that many projects encounter. Our client references can attest to our successful track record of the delivery of services and projects on time and within budget in a customer friendly manner.

We provide the following services to cities/counties:

- ✓ **Program Management**
- ✓ **Project Management**
- ✓ **Construction Management**
- ✓ **Construction Inspection**
- ✓ **Planning**
- ✓ **Building Inspection**
- ✓ **Plan Review**
- ✓ **Organizational Assessments**



Today's development environment can place increased demands on city staffing resources. Annealta Group can help alleviate or minimize this staffing resource burden and at the same time provide a high level of customer service in a budget friendly manner and we possess the ability to adjust service levels as needed. We fully understand these resource demands, have experience in successfully providing services under these conditions and are committed to working for you and the residents of the City.

Annealta's staff strengths are:

- ✓ *Track record of delivering projects on time and within budget*
- ✓ *Small firm commitment to getting the job done right*
- ✓ *Track record of delivering projects on time and within budget*
- ✓ *Transparent and ethical methods for delivery of services*
- ✓ *A hands-on principal who is a professional engineer, certified building official, certified planner and a former public works director*
- ✓ *Unique experience collaborating with internal departments to assist in problem solving and project delivery*



We propose to provide the City the following fundamental elements:

- ✓ **Customer service.** One of the keys to the success of your department is providing your customers (residents, architects, engineers, contractors) with excellent service. We are committed to providing a level of service to you and your constituents that will meet or exceed your expectations.
- ✓ **Tailored, City-specific services.** We deliver skilled and thorough planning services. Experienced staff will be assigned to projects that possess both the technical know-how and communication skills necessary to effectively process projects according to City policies and procedures.



- ✓ **Effective Coordination with other City Departments.** We are proud of our staff's track record of effectively communicating and coordinating with other City divisions and departments. We understand the one stop shop approach to providing a high level of service to residents and developers alike.
- ✓ **Project Controls.** The services we provide are always closely coordinated and monitored to ensure we meet or exceed the service levels desired by the City, but also stay within the financial capacity of your operating budget. We have broad experience and "hands on" knowledge of municipal budgeting, specifically related to expenditures and cost recovery associated with private development processing and permitting. We will work in close partnership with the City, tailoring our services and deployment of staff to match the allocated budget.

SIMILAR PROJECT EXPERIENCE FOR THE FIRM AND PROJECT MANAGER

Our staff has significant and relevant experience in serving municipalities on a wide range of assignments in a variety of roles. Our unique experience, including serving in the management roles of Public Works Director, City Engineer, Planning Director, Building Official, provides us a different perspective that aids us in the successful delivery of projects to our clients. Below are some samples of staff's specific project experience in similar roles:

City of Palos Verdes Estates and City of Hidden Hills

Served as the contract Public Works Director | City Engineer. Principal accomplishments and assignments included:

- Development of a Pavement Management System
- Drafted the Soils and Geology Review Process
- Provided Project Engineering on the Via Zurita Hairpin Turn Roadway Repair Project
- Management of the Preparation of the Traffic Calming Plan
- Construction Contract Management
- Plan Review
- Capital Improvement Planning and Implementation
- Guidance on Hillside Development and Grading
- Roadway and Landscape Maintenance Management
- Feasibility Studies

City of San Gabriel – Public Works Management

Annealta Group serves the city with an interim Public Works Director who manages 32 full-time employees and a budget of \$14 million with oversight of their capital improvement projects; directs the preparation of plans, specifications, cost estimates, and contract documents; visits construction sites to ensure conformance to plans; reviews and approves payments for contract services; and works with other City departments and divisions to identify and prioritize needs related to engineering projects. Responsible for developing and administering the department budget, prepares department agenda items as well as writes and presents staff reports to City Council. Also manages a wide variety of construction and maintenance projects including easements, legal descriptions, plan checks, construction inspections, and materials testing; and direct traffic engineering and transportation planning activities and studies.

City of Industry – Development Plan Check | Construction Inspection

Annealta Group serves the city with a full-time, on-site staff member who provides engineering plan check on a variety of development projects. Annealta Group also provides all development engineering services inspections including grading and stormwater compliance, planning and building services. Supporting the Building Department our full-time permit technicians provides front counter support, minor plan

"Tim consistently exemplifies professionalism and skilled engineering and planning in all of the work that he does for the City. We have him and his staff to thank for many successful projects that have benefitted the community"

Paul Philips
City Manager



review, permit processing and customer service. Planning services including assisting the city in the review of new development projects and special programs.

Our staff's key duties also include the following:

- Counter technician services
- Development plan review
- Special projects processing
- Processing administrative and discretionary land use entitlement applications
- Preparing and presenting Planning Commission and City Council staff reports
- Assistance at the Planning Department's public counter

City of Palmdale – Engineering Plan Check for CIP

Annealta Group provides on-call plan check services for a variety of capital improvement projects in the City. In 2016 the City developed a 10-year CIP plan with a budget of \$914 million, which includes 227 proposed projects divided into five categories: General, Park and Culture, Streets, Traffic and Watershed Resources. We serve as a vital extension of the City staff to review projects for compliance and consistency with a number of local, county, state and federal regulations. This includes Civil Engineering plan check, including the review of design plans, specifications, cost estimates and contract documents for projects such as street improvements, structural portland cement concrete bridges and structures, storm water, parks and recreation, water and wastewater infrastructure design for distribution and collection system and regulatory compliance, engineering plan check review for private developments, structural plan design and preparation of miscellaneous grant funding applications.

City of Irvine – Contract Interim CIP Project Administrator

Tim D'Zmura served as the Interim Capital Improvement Project Administrator for the City of Irvine in 2014. His responsibilities included monitoring the activities and overseeing the work product of the Project Management Division (14 full-time employees) to successfully execute the City's capital projects currently in the design and construction phases. During that time, he assisted the City in the successful delivery of the following projects:

- Sand Canyon Widening at I-5 NB Ramps
- Irvine Center Drive Rehabilitation
- University Drive Widening
- Culver University

"Tim brought the technical expertise and management oversight to successfully deliver key capital projects."

Jackie Scott
Former Engineering Manager City of Irvine

City of Cypress – Construction Management/Construction Inspection

Annual Concrete Rehabilitation Project 176 – Annealta Group provided Project Construction Management on the Annual Concrete Rehabilitation Project 176 (approximately \$300,000). Mr. D'Zmura, Senior Project Manager, provided project QA/QC and was responsible for overall project delivery. Jeff Coplen, Assistant Manager/Construction Inspector, managed the day-to-day tasks of the project. Services included review of the PS&E, advertise project and review bids, prepare council reports for contract award and contract document, construction meetings and utility coordination, schedule management and final closeout activities.

City Hall HVAC Project – Annealta Group provided Construction Management services, which includes all tasks associated with the project: final design review, coordination, project bidding management, prepare council report for award and contract documents.

City of Irvine – Contract Senior Project Manager

Annealta Group provided project management services and overall project coordination for all phases of the Jamboree Road Widening Project between Main Street and Barranca Parkway, as well as the bid and construction phase for the proposed intersection improvements at Jamboree Road and Main Street and at Jamboree Road and Barranca Parkway. The project entails adding two additional lanes to the existing 8 lane roadway. The total estimated cost of the project is \$20 million.



City of West Hollywood – Construction Management & Inspection

Street Rehabilitation Projects 2007, 2008 & 2010 – Mr. Coplen performed construction management and inspection services on projects totaling over \$2 million and encompassed: annual street rehabilitation, street improvements, street paving programs, aesthetic improvements, safety improvements, traffic improvements, the use and application of ARHM, lime treatment, grinding, curb, gutter, and sidewalks, decorative paving, bus pads, bus stop improvements, street lighting, conduit, wiring, pull boxes, luminaries, poles, ADA ramps, SWPPP, BMP's, NPDES, sewer repair and rehabilitation, and landscaping and irrigation.

City of Wildomar – Public Works Director

Mr. D'Zmura served as the Public Works Director for the City and had responsibility for the overall direction of the city engineering services and capital project delivery as well as building & safety division. He represented the City in MS4 storm water permit negotiations with the San Diego Regional Water Quality Control Board. He also successfully coordinated and transitioned the management of local capital improvement projects from the County of Riverside to the City of Wildomar drafting and securing approval of the City's very first funded Capital Improvement Plan.

City of Pomona - Public Works Director

Mr. D'Zmura served as Public Works Director/City Engineer/Building Official reporting directly to the City Manager. Charged with overall responsibility for managing and directing the engineering, public works and building safety divisions, Tim focused on ensuring the timely implementation of the City's capital improvement program and restructuring the building safety division. Department and budget restructuring resulted in the successful implementation of nearly \$2 million in annual operational savings.

- Implementation of the City's \$250 million Capital Improvement Program (CIP) and its more than 350 projects
- Establishment the City's first Traffic Committee
- Developed City's Marketing Partnership Program
- Implementation of the first railway Quiet Zone in Los Angeles County
- Development and securing of funding for more than \$3 million of shovel ready projects for implementation under the federal stimulus program
- Analysis, specification & bidding for \$1 million contract for street sweeping and park maintenance services as an alternative to in-house services

City of Los Alamitos –Public Works Director (Contract)

Mr. D'Zmura served as the City's Contract City Engineer. His accomplishments and assignments included the development of the Traffic Commission's policies and procedures, which enabled the City to effectively and efficiently resolve traffic related issues. He also developed project reports for road and intersection improvements and was successful at securing approximately \$1 million in funding through the Orange County Transportation Authority's Combined Transportation Funding Program

"Tim D'Zmura has been a consummate professional in his role as our Contract City Engineer. He provides outstanding staff work, maintains a confident presence at City Council and committee meetings, is always prepared with the proper information, and skillfully articulates the issues at hand. His calming presence has helped us solve sensitive and complex issues. Moreover, he consistently exhibits completeness and thoroughness in the review of contracts and task orders to ensure our interests are protected."

Bob Domínguez

Former City Manager, City of Los Alamitos

City of Pico Rivera - CIP Manager

Mr. Park managed various CIP projects including RAC Grant application (60K), Pico Park parking lot expansion (800K), Rosemead Boulevard and Mines Avenue intersection improvements, incorporated with the L.A County Library project (600K), and Telegraph Road median improvement and street rehabilitation between Rosemead Boulevard and Passons Road (1.5 Mil).



City of Lake Forest – Plan Check Engineer

Mr. Park performed engineering plan design review for entitlement. Reviewed private development plans including subdivision map, concept grading plan, preliminary WQMP for BMP effectiveness, and hydrology & hydraulics report. He performed Area Plans reviews with environmental assessment including master roadway systems and master drainage systems with water quality measures. Coordinated with developer and engineer to resolve engineering complex; provided the administrative process for subdivision project.

As the Plan Check Engineer Mr. Park provided private development planning and design for street, grading, erosion, sewer conveyance system, water distribution/transmission lines and storm drain improvements, WQMP, SWPPP (Storm Water Pollution Prevention Plan) to obtain a NOI General Construction Permit, topographical land survey, legal description and maps.

- Grading Plan & WQMP for commercial buildings in Fullerton, Pomona, and Bell.
- Grading Plan & WQMP for condominium residential buildings in Banning.
- Grading Plan for single family residential buildings in Corona, Diamond Bar, Villa Park, Altadena & Los Angeles.
- Street Plan, Sewer Plan, Water Plan, & Parcel Map 71321 in the City of Cerritos.
- Grading, SUSMP, & Street Plans for business building.
- SWPPP & SUSMP for City of Bellflower and PM 26419 in the City of Walnut.
- Streetlight Improvement Plan & Specifications for the City of Chino.
- LLAs and Certificate of Compliance Fullerton and Anaheim Cities.

QUALIFICATIONS & STAFF RESUMES

Our staff has dedicated their careers to serving government agencies in a transparent and ethical manner. We are fortunate to have many public agencies as our clients and are proud to include the following that are familiar with our staff's success in the delivery of services and projects similar to the needs of Rolling Hills.

- ✓ Laguna Niguel
- ✓ Industry
- ✓ San Gabriel
- ✓ Cypress
- ✓ Culver City



Based on the City's request, we have proposed the best suited staff led by a Project Manager with the skill set aligned with the critical aspects of the specific need. Staff proposed are experienced at working in a municipal environment, nurturing positive relationships with affected parties, and collaborating with both internal and external stakeholders to deliver the project on time and within budget. Given the wide range of possible projects, we have included a team of professionals ready to serve the City. No subconsultants are proposed for this project. Detailed resumes for our proposed team are listed in the Appendix.

PROJECT MANAGEMENT

Tim D'Zmura, PE, CBO, AICP | PROJECT MANAGER

Tim brings more than 30 years' experience and has served in a number of capacities in the fields of civil engineering, municipal public works, current and advanced planning, and building safety administration and inspection. He has served public sector clients as in-house public works director, city engineer, planning director, assistant city engineer and building official. He has served private sector clients as a project manager and design engineer. Tim has served as resident engineer on dozens of federally funded municipal projects and delivered those projects on time and within budget. In addition, a collaborative working style enables him to bring stakeholders when problems are encountered so solutions may be quickly identified and implemented.



ADDITIONAL RESOURCES

Young Park, PE, QSP/D | PROJECT MANAGER

Young brings over 27 years of civil engineering experience and has spent the vast majority of his career serving various jurisdictions in the Southern California region; applying the practices of civil engineering to both private land development and city public works projects. Young is a registered Civil Engineer in the State of California and a certified Qualified SWPPP Practitioner/Developer. His background has provided him with the knowledge of city engineering policies and procedures, which is a proven asset when providing technical assistance to engineers, architects, contractors, city personnel, and the public. Young has a strong work ethic, is detail oriented, and enjoys both project teamwork and working independently. He is extremely skilled in all disciplines of civil engineering required for the successful completion of projects.

Chuck Burkhardt | CONSTRUCTION MANAGER

Chuck has served cities throughout Southern California as a public works professional for nearly 50 years. He is a seasoned manager who effectively and collaboratively works with staff, agencies and contractors to ensure projects are carried out as specified. His vast project experience encompasses all types of projects from small municipal projects to multi-million-dollar projects including street improvements, infrastructure renovations, pipelines, libraries and community buildings. His diverse and extensive background allows him to bring a deep understanding and expertise to clients that assists in the delivery of projects on time and within budget.

Jeff Coplen, QSP, QISP | CONSTRUCTION MANAGER

Jeff possesses over two decades of engineering, construction management and construction inspection experience. His vast project areas include street improvements; sewers; storm drains; buildings; lighting; traffic signals; recycled and potable water treatment and distribution; reservoirs; pipelines; wells; pump stations; lift stations; tanks; meters; SCADA; water sampling, testing, and analyzing; roadways; parks and medians. Jeff has a strong understanding of the Greenbook, CSI codes, Caltrans standards and the WATCH manual. He utilizes this expert knowledge to maintain a high level of quality and collaboratively works with all parties to resolve any problems or question that may arise. His ability to focus on the project details coupled with his extensive public works experience ensures that all work is completed on time, within budget, and per plans and specifications.

Tony Elmo | PROJECT MANAGER

Tony has 40 years of Municipal Building Department experience in administration and enforcement of building, zoning, housing and municipal codes, plan review and inspection. With over 34 years as a Building Official he brings expert experience in budget preparation and maintenance; personnel supervision, mentoring and procedures; labor and contract negotiations; building department management and organization; and client and project management.

Jerry Guarracino, AICP | PROJECT MANAGER

Jerry brings 25 years of progressive experience as a creative planning manager/urban designer with a broad range of current and advance planning experience, managing multidisciplinary teams in the preparation and review of master plans, specific plans, general plan amendments, design guidelines, feasibility analysis, land use analysis, and CEQA compliance. He brings a wealth of knowledge in processing and project management of specific plans, zoning amendments, conditional use permits, subdivision maps, variances and community relations. His management experience includes economic and community development through CDBG, HOME, and Emergency Shelter Grant Programs.

Jeff Zwack | PROJECT MANAGER

Jeff brings 34 years of progressive experience in municipal project management, building and safety, planning, economic development, housing and code enforcement. During his long career he has taken a leadership role in numerous large-scale, highly complex projects and programs. His attention to detail and focus on critical compliance



issues enables him to successfully deliver extremely complex projects. He has solid experience effectively managing budgets and overseeing and mentoring staff to accomplish the goals and objectives set. He has a keen ability to assess departmental processes, identify inefficiencies and implement positive changes. He brings a high level of leadership and collaboration to our clients. During his planning career, he effectively managed numerous large, complicated projects. His role and responsibilities included project management, consultant coordination, providing updates to City Manager, Mayor and City Council, as well as managing staff's involvement in the entitlement process.

REFERENCES

Our staff has dedicated their careers to serving government agencies in a transparent and ethical manner. The following are current clients that are familiar with our success in the delivery of services and projects. We encourage you to contact them.

City of San Gabriel <ul style="list-style-type: none"> ✓ Public Works Management ✓ Project Management ✓ Plan Check 	Mark Lazzaretto <i>City Manager</i> 425 S. Mission Drive San Gabriel, CA 91766 (626) 308-2800 mlazzaretto@sgch.org
City of Laguna Niguel <ul style="list-style-type: none"> ✓ Program & Project Management ✓ Construction Inspection 	Jacki Scott <i>Public Works Director</i> 30111 Crown Valley Parkway Laguna Niguel, CA 92677 (949)362-4337 jscott@cityoflagunaniguel.org
City of Industry <ul style="list-style-type: none"> ✓ Project Management ✓ Construction Management/ Inspection ✓ Building & Safety ✓ Planning ✓ Development Engineering 	Troy Helling <i>City Manager</i> 15625 East Stafford Street #100 City of Industry, CA 91744 (626) 333-2211 thelling@cityofindustry.org
City of Culver City <ul style="list-style-type: none"> ✓ Construction Inspection 	Mate Gaspar <i>Engineering Services Manager</i> 9770 Culver Blvd Culver City, CA 90232 (310) 253-5600 matt.gaspar@culvercity.org
City of Cypress <ul style="list-style-type: none"> ✓ Project & Construction Management ✓ Construction Inspection 	Doug Dancs <i>Director of Community Development</i> 5275 Orange Avenue Cypress, CA 90630 (714) 229-6740 ddancs@ci.cypress.ca.us



Submitted under separate cover

Appendix - Resumes





EDUCATION

BS, Civil Engineering
University of Notre Dame

MBA, Emphasis in Leadership and
Managing Organizational Change,
Pepperdine University

Certificate in International Business, ESC
Rouen, France

Certificate in International Business,
Oxford University, England

REGISTRATIONS CERTIFICATIONS

Professional Civil Engineer
State of California
No. 45607

ICC Certified Building Official
No. 2356

ICC Certified Building Inspector
No. 60961

American Institute of Certified Planners
No. 010640

PROFESSIONAL AFFILIATIONS

American Public Works Association (APWA)
- Southern California Chapter,
Past President 2018

- California Advocacy Committee

- Region VII National Nominating
Committee

- Scholarship Endowment
Committee Chair

International Conference of
Building Officials

American Planning Association (APA)

Tim D'Zmura, PE, CBO, AICP

Principal in Charge

Tim has more than 30 years of experience and has served in a number of capacities in the fields of civil engineering, municipal public works, current and advanced planning and building safety administration and inspection. He has served public sector clients as in-house public works director, city engineer, planning director, assistant city engineer and building official and has served private sector clients as a director of municipal services, program manager, project manager and design engineer.

His background also includes responsibility for leading and managing the successful delivery of a variety of municipal contract services to numerous cities throughout Southern California. He has dedicated himself to serving the resident's & client's needs in the most customer friendly and cost effective manner possible.

Tim has extensive experience in personally providing municipal contract services to communities throughout Southern California. He provides project management, program management, planning and construction management to the following cities:

Cypress	2017 - Present	Industry	2016 – Present
Irvine	2015 - Present	Port Hueneme	2017 – Present
Upland	2015 - Present	Laguna Niguel	2018 – Present

He has personally served as Public Works Director, City Engineer, Deputy City Engineer or Associate Engineer for the following cities:

Wildomar	2009 – 2013	San Gabriel	2001 – 2002, 2018
Pomona	2006 – 2009	Palos Verdes Estates	1991 – 2000
Los Alamitos	2002 – 2005	Hidden Hills	1990 – 2000
Yucca Valley	2001 – 2002	Baldwin Park	1990
		Rancho Palos Verdes	1987

Additionally, he has personally served as Building Official for the following cities:

Lake Forest	2014		
Pomona	2006 - 2009	Hidden Hills	1991-2000
Mission Viejo	1995	Palos Verdes Estates	1991-2000

PROJECT SPECIFIC EXPERIENCE

Public Works Director (Contract)

2018

City of San Gabriel

Tim serves the city as interim Public Works Director who manages 32 full-time employees and a budget of \$14 million with oversight of their capital improvement projects; directs the preparation of plans, specifications, cost estimates, and contract documents; visits construction sites to ensure conformance to plans; reviews and approves payments for contract services; and works with other City departments and divisions to identify and prioritize needs related to engineering projects. Responsible for developing and administering the department budget, prepares department agenda items as well as writes and presents staff reports to City Council. Also manages a wide variety of construction and maintenance projects including easements, legal descriptions, plan checks, construction inspections, and materials testing; and direct traffic engineering and transportation planning activities and studies.

**Public Works Director (Contract)**

2009 – 2013

City of Wildomar

Tim served as the Public Works Director for the City and had responsibility for the overall direction of the city engineering services and capital project delivery as well as building & safety division. He represented the City in MS4 storm water permit negotiations with the San Diego Regional Water Quality Control Board. He also successfully coordinated and transitioned the management of local capital improvement projects from the County of Riverside to the City of Wildomar drafting and securing approval of the City's very first funded Capital Improvement Plan.

Public Works Director | City Engineer

2006– 2009

City of Pomona

Tim served as Public Works Director/City Engineer/Building Official reporting directly to the City Manager. Charged with overall responsibility for managing and directing the engineering, public works and building safety divisions, Tim focused on ensuring the timely implementation of the City's capital improvement program and re-structuring the building safety division. Department and budget restructuring resulted in the successful implementation of nearly \$2 million in annual operational savings.

- Implementation of the City's \$250 million Capital Improvement Program(CIP) and its more than 350 projects
- Establishment the City's first Traffic Committee
- Developed City's Marketing Partnership Program
- Implementation of the first railway Quiet Zone in Los Angeles County
- Development and securing of funding for more than \$3 million of shovel ready projects for implementation under the federal stimulus program
- Analysis, specification & bidding for \$1 million contract for street sweeping and park maintenance services as an alternative to in-house services

City Engineer (Contract)

2002 – 2005

City of Los Alamitos

Serving as the City's Contract City Engineer, Tim's accomplishments and assignments included the development of the Traffic Commission's policies and procedures, which enabled the City to effectively and efficiently resolve traffic related issues. He also developed project reports for road and intersection improvements and was successful at securing approximately \$1 million in funding through the Orange County Transportation Authority's Combined Transportation Funding Program.

City Engineer (Contract)

2001– 2002

Town of Yucca Valley

Tim served as Contract City Engineer for this San Bernardino County jurisdiction and was responsible for the engineering activities including:

- Land Development Review
- Resident Engineering on Highway 62 Median Improvement Projects
- All Contract Administration and Project Management on Federally Funded Roadway Improvement Projects
- Project Management and Resident Engineering on the California Welcome Center Project
- Development and review of two new roadway projects

Public Works Director | City Engineer (Contract)

1991– 2000

City of Palos Verdes Estates

Principal accomplishments and assignments included:

- Development of a Pavement Management System
- Drafted the Soils and Geology Review Process
- Provided Project Engineering on the Via Zurita Hairpin Turn Roadway Repair Project
- Management of the Preparation of the Traffic Calming Plan



- Construction Contract Management
- Plan Review
- Capital Improvement Planning and Implementation
- Guidance on Hillside Development and Grading
- Roadway and Landscape Maintenance Management
- Feasibility Studies



E D U C A T I O N

MS, Civil Engineering
California State University Fullerton
Fullerton, CA

R E G I S T R A T I O N S C E R T I F I C A T I O N S

Professional Civil Engineer
State of California
No. C54477

QSP - Qualified SWPPP Practitioner
QSD - Qualified SWPPP Developer

Young James Park, PE, QSP/QSD

Project Manager

Young brings over 25 years of civil engineering experience and has spent the vast majority of his career serving various jurisdictions in the Southern California region; applying the practices of civil engineering to both private land development and city public works projects.

Young is a registered Civil Engineer in the State of California and a certified Qualified SWPPP Practitioner/Developer. His background has provided him with the knowledge of city engineering policies and procedures, which is a proven asset when providing technical assistance to engineers, architects, contractors, city personnel, and the public.

Young has a strong work ethic, is detailed oriented, and enjoys both project teamwork and working independently. He is extremely skilled in all disciplines of civil engineering required for the successful completion of projects.

P R O J E C T S P E C I F I C E X P E R I E N C E S

Plan Review Engineer

2015 – Present Annealta Group

Provides engineering and plan review services for southern California jurisdictions. Reviews plans and specifications of construction, alteration and repair of commercial, residential, and industrial buildings/structures to ensure plans meet all applicable building, mechanical, plumbing, fire, and electrical code requirements.

Civil Engineer | Plan Review Engineer

2012 – 2014 Interwest Consulting Group

Provided engineering and plan review services, primarily in the City of Bell.

Independent Consulting Engineer

2006 – 2012

Project Manager

City of Pico Rivera

Managed various CIP projects including RAC Grant application, Pico Park parking lot expansion (800K), Rosemead Boulevard and Mines Avenue intersection improvements, incorporated with the L.A County Library project (600K), and Telegraph Road median improvement and street rehabilitation between Rosemead Boulevard and Passons Road (\$1.5 M).

Civil Engineer

City of Lake Forest

Performed engineering plan design review for entitlement. Reviewed private development plans including subdivision map, concept grading plan, preliminary WQMP for BMP effectiveness, and hydrology & hydraulics report. Performed Area Plans reviews with environmental assessment including master roadway systems and master drainage systems with water quality measures. Coordinated with developer and engineer to resolve engineering complex; provided the administrative process for subdivision project.

Consulting Engineer

City of Banning

Engineering design review for private land development consisting of grading plan, storm drain improvement plans, WQMP, and Hydrology Hydraulics analysis.

Consulting Engineer

City of Fullerton

Reviewed engineering plans including street, grading, and storm drain for private land development. Provided administrative support for the issuance of city encroachment permits.

Consulting Coordinator

City of Chino

Coordination of the Edgewater Specific Plan; reviewed EIR and other supporting materials including master watershed hydrology, hydraulics and water quality measures with BMPs, sewer system with capacity analysis, water distribution/transmission system with water



demand analysis, and traffic circulation with public/private roadways network. Prepared engineering design review for various private development project plans, which consisted of public/private roadways, streetlight, sewer line and waterline distribution systems, storm drain, grading, tract and parcel maps, legal descriptions, and LLA (Lot Line Adjustment).

Consulting Engineer

City of Fontana

Reviewed Building and Safety plans including drainage and plumbing plans for various private development projects. Provided administrative process for the issuance of various city permits and prepared written comments and conditions for discretionary projects.

Consulting Engineer

Riverside County Flood Control District

Design review for various storm drain improvement plans including storm water control with basin systems and water quality facilities. Reviewed WQMP with BMP facilities and drainage improvement design for private development project.

Independent Private Development Project

Provided private development planning and design for street, grading, erosion, sewer conveyance system, water distribution/transmission lines and storm drain improvements, WQMP, SWPPP (Storm Water Pollution Prevention Plan) to obtain a NOI General Construction Permit, topographical land survey, legal description and maps.

Grading Plan & WQMP for commercial buildings in Fullerton, Pomona, and Bell.

Grading Plan & WQMP for condominium residential buildings in Banning.

Grading Plan for single family residential buildings in Corona, Diamond Bar, Villa Park, Altadena and Los Angeles.

Street Plan, Sewer Plan, Water Plan, & Parcel Map 71321 in the City of Cerritos.

Grading, SUSMP, & Street Plans for business building.

SWPPP & SUSMP for City of Bellflower and PM 26419 in the City of Walnut.

Streetlight Improvement Plan & Specifications for the City of Chino.

LLAs and Certificate of Compliance Fullerton and Anaheim Cities.

Senior Engineer

2005 – 2006

Berryman Henagar

Provided civil engineering plan reviews for private development on behalf of various cities - City of Corona, City of Fontana, City of La Quinta, and City of Moreno Valley - including street, sewer conveyance line & waterline distribution/transmission system design, storm drain, rough and fine grading plans, Erosion control plans and other engineering reports to support development. Discussions to resolve complex engineering design issues. Perform the administrative procedure in daily attendance at the Civic Center.

Lead Engineer

2001 – 2005

City of Corona

Reviewed Specific Plan and EIR for large scale development project that consisted of master infrastructures, including sewer system with capacity analysis, water transmission/distribution demand analysis, storm drain improvements with water quality measures, traffic circulation with roadway design, pad grading, assessment of financial impact, and all other necessary provisions. Provided civil engineering plan review including TTM/TPM, subdivision final maps, street improvement plans, sewer line, waterline distribution systems, storm drain improvements, grading, erosion & sediment control plan, hydrology/hydraulics report, WQMP, legal description, lot line adjustment and cost estimate. Present for Development Planning Review and Committee meetings. Coordinated with developers and design engineers to resolve engineering complex. Prepared Council agenda report for the City Council.

Senior Civil Engineer

2000 – 2001

City of Lawndale

Acting Senior Engineer

1999 – 2000

City of Corona

Associate Civil Engineer

1993 – 1999

City of Corona

Assistant Engineer

1988 – 1993

City of Corona



Chuck Burkhardt

Construction Manager

Chuck has served cities throughout Southern California as a public works professional for nearly 50 years. He is a seasoned manager who effectively and collaboratively works with staff, agencies and contractors to ensure projects are carried out as specified. His vast project experience encompasses all types of projects from small municipal projects to multi-million-dollar projects including street improvements, infrastructure renovations, pipelines, libraries and community buildings. His diverse and extensive background allows him to bring a deep understanding and expertise to clients that assists in the delivery of projects on time and within budget.

PROJECT EXPERIENCE

Public Works Project/Construction Manager – City of Industry (contract)

Mr. Burkhardt currently provides public works project and construction management services on a variety of capital improvement projects including:

- The Industry Business Center is a \$55M project consisting of new roadway construction, roadway widening, new sewers, electrical conduit, and hillside landscaping. Phase 2 is a mass grading of 250 acres of hillside area west of Grand Avenue, removal of unstable soil and replacing it as engineered compacted fill.
- Valley Blvd, west end to Hacienda – reconstruction to PCC concrete including new safety medians.
- Temple and Azusa Trail - \$400K project for a jogging and pedestrian trail that is 8,500 LF by 8' wide, which included new lighting, stairways and landscaping.

Public Works Project/Construction Manager – City of Arterio (contract)

Chuck served as the public works field manager on a variety of development and capital improvement projects. He successfully delivered dozens of projects, including the following:

- **Artesia Blvd (between Gridley and Norwalk)** - \$4M project that encompassed two-phases. This project was unique due to the high-truck-impact which required building the street to sustain the weight of high truck volumes. This project also included the construction of a Cal/Nev petroleum line with extensive EPA involvement. Mr. Burkhardt oversaw the 24" steel pipeline installation prior to the CIP street project.
- **Pioneer Blvd** - \$15M federally funded, marque CIP project for the city. This was a four-phase, 10-year project that included extensive renovations for a main thoroughfare including; the planting of 230 palm trees, lighted water features (which won an architectural and engineering award), new medians, repaired streets, curb and gutter, landscaping, overlay, grinding, installation of decorative street lights, international crosswalks and extensive traffic control.

Public Works Director - Artesia

Mr. Burkhardt was responsible for the overall coordination and delivery of the City's public works operational and capital improvement program for more than 7 years. He managed many projects from design to construction ensuring all were carried out according to the city's specifications. He managed a public works staff of 24 and worked closely with parks and recreation, code enforcement and senior staff. His projects/accomplishments include the following:

- **South Street (between Norwalk Blvd and Gridley)** - \$1.2M federally funded project which included palm trees, new medians, overlay, decorative landscaping and extensive traffic calming.



- **New City Public Works Building** – Project was construction of a new building which included all operations with public works staff, maintenance crews and parks and recreation. The masonry building included ADA bathrooms, 3 truck bays, vehicle lifts, office space and warehouse. Construction approx \$5M.
- **Security Cameras** – Worked closely with the police department staff regarding the installation of security cameras throughout city including; car counter cameras, traffic signals including poles, conduit and 17 cameras.
- **New Library** – Managed the \$10M project, attended all meetings to ensure all safety and traffic codes were complied with.
- **Veterans Memorial** – Managed the entire project from design concept through final construction
- **City Water Purveyor Transition** - The city changed their domestic water supply to Golden State Water. He worked closely and performed daily inspections to ensure efficient traffic control, public safety and oversaw all utility inspections.
- **Residential Alley Replacement** – Replaced 20 year old and inefficient service roads with up-to-date 8" thick concrete with V drains. He provided design oversight and was the construction project manager for the \$7.0M project.

SJ Burkhardt Construction Inc. – Owner

For more than 25 years, Mr Burkhardt ran a full-service construction company with 130 employees and \$34M/year in revenue. His firm completed hundreds of CIP projects which included many infrastructure projects for public works departments for cities from San Diego to North Los Angeles including the cities of; Lakewood, Pomona, Inglewood, Santa Fe, Long Beach, Newport Beach, Huntington Beach, Victorville, Hesperia, Lancaster, Jurupa, Elsinore, Riverside, to name a few.

Residential Renovation – Cathedral City had a \$22M infrastructure project in a residential neighborhood that included water, storm drain, manholes, flood control, paving and rolled curbs.



EDUCATION

AA, Architecture, Criss College
Certificate, Cal Confined Spaces for
Construction
Certificate, Construction Safety and Health
Training Course, US Dept. of Labor, OSHA
Yorba Linda Water District
Course, Intermediate Water Distribution,
AWWA Water College

REGISTRATIONS CERTIFICATIONS

Qualified SWPPP Practitioner, QSP #26065
Qualified Industrial Stormwater
Practitioner, QISp #00971
AWWA Certified Grade II Water Distribution
Operator, CA | 07419
AWWA Certified Grade I Water Treatment
Operator, CA
APWA Certified Public Works Infrastructure
Inspector
Certified Inspector of Sediment and Erosion
Control | 960

PROFESSIONAL AFFILIATIONS

Member, American Water Works
Association
Member, Construction Management
Association of America
Member, American Public Works
Association

Jeff Coplen, QISp, QSP

Construction Manager

Jeff possesses over 20 years of engineering, project management, construction management and construction inspection experience. His vast project areas include: street improvements; sewers; storm drains; buildings; lighting; traffic signals; recycled and potable water treatment and distribution; reservoirs; pipelines; wells; pump stations; lift stations; tanks; meters; SCADA; water sampling, testing, and analyzing; roadways; parks and medians.

Jeff has a strong understanding of the Greenbook, CSI codes, Caltrans standards and the WATCH manual. He utilizes this expert knowledge to maintain a high level of quality and collaboratively works with all parties to resolve any problems or question that may arise. His ability to focus on the project details coupled with his extensive public works experience ensures that all work is completed on time, within budget, and per plans and specifications

PROJECT EXPERIENCE

Construction Manager | Inspector

2016 – Present

Annealta Group

Provides a variety of services to clients in the Southern California region, including public works inspection, project management and construction management.

- **Annual Concrete Rehabilitation Project (Cypress)** – Served as the Public Works Inspector/Manager responsible for day to day tasks on this sidewalk and curb & gutter rehabilitation project. Services included review of the PS&E, advertise project and review bids, prepare council reports for contract award and contract document, pre-construction and construction meetings and utility coordination, schedule management, change orders and final closeout activities.
- **Inspection services on a wide variety of public improvement projects including the following (Orange):**
 - S-238 Shaffer Ave. Sewer Improvements
 - SP-3934 Almond, Washington & Palmyra Street Improvements
 - SP-3940 McDonalds 4200 E. Chapman (Water Improvements)
 - SP-3864 Lincoln & Tustin Street Improvements

OTHER PREVIOUS EXPERIENCE

- **Annual Arterial Street Rehabilitation (Huntington Beach)** – Public Works Inspector on approximately 2.5 miles of street rehabilitation, which included dry overlay, deep lift removal to subgrade throughout the project; 30 ADA ramps, 1800 LF of curb and gutter and sidewalk and 22 large tree removals. Total project budget: \$14 million
- **Downtown Indio Phase I Improvements (Indio)** – Public Works Inspection for this downtown improvement project. The work was located along Miles Avenue and Towne Street and included potholing, excavation, saw cutting, AC, curb and gutter, storm drains, sewer and water lines, manholes, traffic signals, street lighting, traffic control, and landscaping and irrigation. Duties included construction management, inspection, contract administration, scheduling, RFI's, submittals, daily reports, digital photos, progress payments, traffic control, site safety, community relations, and the final punch list.
- **Annual Overlay and Slurry Program (Lake Forest)** – Performed on-call public work inspection services for street projects to the City of Lake Forest from 2000-2011 (total of \$14 million). The work encompassed street improvements, street rehabilitation, ADA ramps, slurry seals and traffic signals.



- **The Senior Center (Huntington Beach)** – a \$21 million, 37,563 square feet City led public works project in the heart of the Central Park in Huntington Beach. Performed inspection services for onsite and offsite civil works including pavement for 800,000 sq. ft. parking lot, curb gutter, drainage and ADA accessibility compliance. The project includes 227 parking spaces, multi-purpose rooms, community hall, group exercise room, fitness room, arts/crafts room, multi-use classrooms, kitchen, dance room, lobby, administrative area, outdoor patio, and outdoor recreation area.
- **District 7 and 11, Retrofit BMP Modification (Los Angeles and San Diego Counties)** – The work in Caltrans District 7 consisted of modifying the storm water filtering system. The work in District 11 included modifying existing drainage facilities for State Highways 5, 78, and 805. Mr. Coplen performed outfall inventories which included reviewing the storm drain system in Caltrans ROW in Districts 7 and 11 with the objective of identifying outfall locations and locations with the potential for BMP structural retrofit. Mr. Coplen served as the construction inspector
- **CC 1461 1st St. Storm to Sewer Diversion Grant Funded Project (Huntington Beach)** – Mr. Coplen served as the inspector on this innovative test project designed to capture and divert initial storm water flows from the coastal storm drain to the City's sewer system. The project resulted in the successful treatment of first flush storm water rather than immediate discharge into the ocean. Improvements to re-direct storm water to sewer system included installation of (2) new manhole structures, static pumps, piping, Parshall Flume installation, instrumentation & controls.
- **Water Main Relocations for Interstate 5 HOV/ Empire Avenue Interchange Project (Burbank)** - Bore & Jack (4) water main relocations under the existing Railroad right of way. All four were installed into steel casings within the right of way. (1) 8" (2) 18" (1) 24". Approximately 500 L.F. of casing was installed and 1,250 L.F. of water main was installed.
- **Large Valve Replacement Project (Long Beach, CA) 2011** – Construction Inspector for this \$186,953 project which involved replacing two large valves. The work included: installing 30" butterfly and gate valves, fittings, couplings, connections, spools, chlorine injection ports, and blow-off assemblies; reconnecting existing service lines; and restoring the roadway surface.
- **Sewer Cement Pipe Rehabilitation/Replacement – Gp. 13 & 15 WD-04-11 (Long Beach)** – Construction Inspector. Project for LBWD (\$566K) and involved: the rehabilitation or relining, using CIPP, for 6,363 LF of 8" cement sewer line, 997 LF of 10" sewer line; 191 service reconnections, and 352 LF of removal and replacement of 8", 10", and 12" cement sewer line.
- **Ontario Product Water Booster Station Upgrades (Ontario)** – Construction Inspector for a booster upgrade project. Three pumps were upgraded for greater flow capacities, flow control vault valves were reversed, and chlorine and nitrate analyzers were relocated. Duties included: documenting the work via daily reports and digital photography; verifying quantities and ensuring quality control; ensuring positive community relations; monitoring traffic control and site safety; conducting weekly progress meetings and preparing minutes; monitoring project schedules; coordinating with City Staff; and processing RFI's, submittals, progress payments, change orders, and the final punch list.
- **Ashwood Park Recycled Water Lateral (Inglewood)** – Construction Inspector to the West Basin Municipal Water District for this project which included installing 2,700 LF of 4" PVC, laterals, resilient gate valves, blow-off assemblies, sampling station, service line, curb and gutter, sidewalk, cross gutters, and AC restoration. Duties included: providing construction management and inspection; monitoring project schedules and site safety; ensuring quality control; and documenting the work of the contractor via daily reports and digital photography.



EDUCATION

Riverside City College
Riverside, CA

San Bernardino Valley College
San Bernardino, CA

International Conference of
Building Officials
Whittier, CA

Building Department Administration
California Building Codes Institute

Energy and Seismic Safety

REGISTRATIONS CERTIFICATIONS

Council of American Building Officials,
Certified Building Official

California Specialized Training

Institute-Emergency Disaster
Management

PROFESSIONAL AFFILIATIONS

California Building Officials (CALBO)
1985 – Present

CALBO Past President
2002-2003

CALBO Hall of Fame Inductee
2005

CALBO Building Official of the Year
2001- 2002

CALBO Training Institute Chairman
1997-2000

Past Presidents Association
President, 2004-2006

Citrus Belt Chapter of ICC
1990-2007
President, 1996

California State Contractors
State License Board, 2000-2005
Chairman, 2003-2004

Division of the State Architect
Advisory Board Member
2006

City of Temecula
Labor Negotiation Team
2002, 2004

Tony Elmo, CBO

Project Manager

Tony has 40 years of Municipal Building Department experience in administration and enforcement of building, zoning, housing and municipal codes, plan review and inspection. With over 34 years as a Building Official he brings expert experience in budget preparation and maintenance; personnel supervision, mentoring and procedures; labor and contract negotiations; building department management and organization; and client and project management.

PROJECT SPECIFIC EXPERIENCE

Special Project Manager | Building Official

2017

Annealta Group

Provides a variety of building and safety service to clients throughout Southern California.

Building Official

2009 – 2015

Contract Service Provider

Responsible for the establishment of Building and Safety plan review, permitting and inspection policies and procedures; development and private community outreach; revenue outreach programs; revenue accounting; tracking and reporting policies; and operating budget procedures. Tony has worked with various jurisdictions including the cities of Menifee and Eastvale from 2009 to 2012, the City of Coachella from 2010 to 2014 as on-call support, and the City of Upland since 2014 in the role of Building Official.

Inspector of Record

2008 – 2009

California State Parks Department

Oversight of the Antelope Valley Historical Indian Museum structural retrofit and the Historic Citrus Park Americans with Disabilities Improvement Project for the California State Parks Department as a consultant Inspector of Record.

Division Director Code Compliance Consultant

2007 – 2008

Contract Service Provider

Served as a consultant Division Director in Southern California directly managing plan check, inspection, staff augmentation and project management operations for numerous city and county jurisdictions.

Director of Building and Safety

1990 – 2007

City of Temecula

First Building Official for the newly established City in 1990. Responsible for the enforcement of all applicable building-related and municipal codes. Responsibilities included oversight of code Enforcement Division, public counter, plan review, permit issuance and field inspection programs. Additional responsibilities included the preparation of code ordinances and preparation and management of department budget.

Building Official

1985 – 1990

City of Cypress

Building Official

1984 – 1985

City of Stanton

Building and Zoning Inspector

1982 – 1985

City of Riverside

Project Superintendent

1979 – 1981

Citation Builders

Building Inspector Trainee/Bldg. Housing Inspector

1977 – 1979

City of Riverside



EDUCATION

BS, Urban & Regional Planning
California State Polytechnic University,
Pomona

EXPERTISE

Department Management
Planning Commission Agenda Review
General Plan and Zoning
Entitlement & Project Management
CEQA/NEPA Compliance

PROFESSIONAL AFFILIATIONS

Member of the American Institute of
Certified Planners (AICP)

Member of the American Planning
Association (APA)

Executive Board Member
– Foothill AIDS Project

United Way
– Former Community Liaison

Jerry Guarracino, AICP

Project Manager

Jerry brings 25 years of progressive experience as a creative planning manager/urban designer with a broad range of current and advance planning experience, managing multidisciplinary teams in the preparation and review of master plans, specific plans, general plan amendments, design guidelines, feasibility analysis, land use analysis, and CEQA compliance.

He brings a wealth of knowledge in processing and project management of specific plans, zoning amendments, conditional use permits, subdivision maps, variances and community relations. His management experience includes economic and community development through CDBG, HOME, and Emergency Shelter Grant Programs.

PROJECT ACCOMPLISHMENTS

- Supervised a 26 person contract planning team assigned to current and advance planning tasks.
- Implemented an ordinance to regulate group homes including sober living homes that was found to be facially valid by the Federal District Court.
- Prepared and presented a companywide webinar on Place-Making through urban design.
- Provided urban design review and/or management for large-scale Specific Plans ranging in size from 1,500 to more than 10,000 dwelling units.
- Prepared Context Sensitive Design Guidelines using a form-based approach.

PROJECT SPECIFIC EXPERIENCE

Senior Planner

City of Upland

Contract (Annealta Group)

Jerry provides a variety of planning services to assist the City in the review of new development projects and special programs. Specifically, he assists the City with the following tasks: Current planning as outlined in Title 17 of the municipal code including design review, site development review applications, sign regulation, variances, CUPs, historic preservation, coordination of CEQA/NEPA preparation, Planning Commission and City Council staff report preparation and attendance at Planning Commission meetings.

Interim Assistant Director, Economic and Development Services

City of Costa Mesa

Contract 2 years

Jerry managed an eight-member Planning Department serving a dynamic city of 112,000 people. His responsibilities included:

- Administer the General Plan Consultant's contract; including setting up a financial tracing system linked to accomplished project tasks.
- Review and preparation of Planning Commission Agenda's, and establishing the annual Planning Commission goals for a proactive commission.
- Implemented an ordinance to limit long-term occupancy at local motels and oversaw comprehensive multi-departmental annual inspection of motel properties resulting in significant improvements in property maintenance standards and management techniques.
- Implemented an Ordinance to regulate group homes including sober living homes in the City. Since adoption, this groundbreaking Ordinance has been found to be facially valid three times by the Federal District Court.
- Established a new application process and application materials to implement the Group Home Ordinance.



- Developed a Data Base and Mapping System to track the City's more than 300 group homes.

Special Projects Manager

City of Eastvale

Contract 2 years, PMC

- Managed a 200-acre Specific Plan, proposing more than 3-million square feet of commercial, industrial and warehouse space.
- Reviewed and processed the Tract Map and product development for a 350-unit PUD to transform an active dairy, Edison ROW and MWD Easement into a walkable community with a 1.5 mile loop trail punctuated with activity stations and anchored by a neighborhood park.

Community Development Director

City of Calimesa

Contract 2 years, PMC

- Managed a major amendment to a 3,200 dwelling unit Specific Plan, including update to Circulation, Recreational Amenities, Density and Land Use Plan.
- Oversaw the Planning, Building and Code Enforcement Departments

Planning / Urban Designer

County of Riverside

Contract 7 years, Hogle-Ireland

- Managed contract planning services to the County of Riverside, served as a key member of the County's management team and supervised a twenty-six-person contract planning team assigned to current and advance planning tasks.
- Served as the County's Principal Urban Designer, duties included review and/or management of the agencies largest and most complicated Specific Plans, a partial list includes: the Villages of Lakeview (11,350 DUs), The Resort (1,800 DUs), Travertine Point (13,000 DUs), Panorama (1,700 DUs), Stone Ridge (1,500 DUs), McKenna Hills (1,700 DUs). Several of these specific plans required major Community Plan updates and EIR processing.
- Provided design training in the form of individualized instruction, power point presentation and guided tours of completed projects demonstrating new urbanism and sustainable design concepts.
- Managed the contract for preparation of the Riverside County Comprehensive Development Code update.

Other Planning Services

- Tri Planning Group, Chino Hills, CA | 5 years
- Housing Development Specialist/Sr Associate Planner, County of San Bernardino, CA | 8 years
- Housing Development Specialist II, LA County | 2 years
- Assistant Planner, City of Rancho Cucamonga, CA | 3 years



EDUCATION

Bachelor of Science, Iowa State
University in Distributed Studies.
Emphasis in Management, Landscape
Architecture and Environmental Science

AFFILIATIONS

National Management Association
International Right of Way Association
California Preservation Foundation
American Planning Association

AWARDS

2013 Baldy View Chapter of the BIA
Award for Good Government
2012 IE APA Award for Historic
Downtown Specific Plan
2000 3CMA Award for Upland Vintage
Home and History Tour

Jeff Zwack

Project Manager

Jeff brings 34 years of progressive experience in municipal project management, building and safety, planning, economic development, housing and code enforcement. During his long career he has taken a leadership role in numerous large-scale, highly complex projects and programs. His attention to detail and focus on critical compliance issues enables him to successfully deliver extremely complex projects. He has solid experience effectively managing budgets and overseeing and mentoring staff to accomplish the goals and objectives set. He has a keen ability to assess departmental processes, identify inefficiencies and implement positive changes. He brings a high level of leadership and collaboration to our clients.

During his planning career, he effectively managed numerous large, complicated projects. His role and responsibilities included project management, consultant coordination, providing updates to City Manager, Mayor and City Council, as well as managing staff's involvement in the entitlement process.

RECENT PROJECT EXPERIENCE

Bridge Development - Proposed 1,000,000 square foot industrial development, through a land lease, on a 55-acre, mostly vacant site. Coordinated and chaired bi-weekly meetings with various staff members, developers, property owners, illegal mining operator, airport representatives, sales tax consultants, and environmental consultants, to establish a mutually agreeable course of action and preliminary schedule for this project. Collaborated with Public Works Director to facilitate the review and approval of grading plan; worked with City Manager, City Attorney and developers to establish terms of a development agreement fee that would provide the City an ongoing, annual payment of \$1.00 per square foot of building area, for a 20-year period. In addition, worked closely with Planning, Fire, Building and Public Works staff, Managers and Directors to structure the entitlement process and timeline. Lastly, established a process for timely elimination of the illegal mining operation by coordinating the use of extant rock and gravel on-site for the development, with the remaining materials to be removed and sold to a local, legally established mining operator. This project is in the entitlement review phase with an estimated construction time line of Q4 of 2019 – Q1 of 2020.

Sycamore Hills - A 100-acre mixed-use development project of privately and publicly owned land which has been partially developed into an 80,000 square foot neighborhood shopping center and approximately 130 of the proposed 800, single and multi-family residential units. Final phase to consist of the development of a 50-acre, city-owned regional park. A 3-acre portion of the commercial site is located in the adjacent city of Claremont in the county of Los Angeles. In addition, the site is adjacent to an on/off ramp of the I-210 freeway at Monte Vista Avenue. His role was to manage the updates and revisions to a 10-year old Specific Plan and EIR, negotiate and obtain approval of a development agreement, coordinate the politics, policies and goals of two cities, two CalTrans Districts, two water companies, the FAA, the largest land owner in the City, and the Developer. To accomplish this task, bi-weekly meetings were scheduled and included city staff, the developer and their team of consultants and attorneys. First, we negotiated the development agreement for the Specific Planned area (minus the Park site), inclusive of a \$150,000 development agreement fee that would pay for additional Fire Department apparatus to serve the future development. Concurrently, we established on-going meetings with the staff from the City of Claremont to work as a unified team facilitating the entitlement process and negotiated with CalTrans District 7 and 8 for required improvements to the I-210 on and off ramp that was located in the City of Claremont. We



formed an oversight group consisting of directors, and/or managers from Public Works and Planning to work with the key environmental, engineering, landscape architecture and planning consultants from the developer's team to address issues, determine solutions and keep the project on track. In approximately 15 months, the developer received approval for the amended EIR and Specific Plan, Development Agreement, Site Plan, TTM, Encroachment Permits and preliminary grading permits from Upland and Claremont and also received approval from CalTrans Districts 7 and for updated traffic studies and improvement plans for the I-210 on and off ramp. In addition, negotiated a MOU with the developer for park improvements at 100% of developers cost, in return for the city selling 10 acres of undeveloped future park site for additional residential development to the developer. Also, coordinated review and approval of a 45' high freeway adjacent monument sign for the shopping center with the FAA to ensure the height of the sign would not create an obstacle for planes taking off or landing at Cable Airport. Upon the FAA delaying their decision, it was necessary to coordinate a series of site visits and conference calls to satisfy the FAA's questions and obtain their approval to keep the project on schedule. The neighborhood shopping center opened in June of 2018 and the construction of the first phase of residential development consisting of 200 single-family units is 50% complete.

Colonies Crossing – A 250,000 square feet of additional commercial space to the existing 725,000 square foot shopping center. Facilitated and coordinated the entitlement process, consistent with the Specific Plan; amend the Specific Plan to allow electronic signage along the I-210 freeway, worked with Caltrans and the developer's engineers to update the traffic studies, and environmental consultants to update the biological studies for the undeveloped site. In addition, met with two auto dealers, a financial advisor and City Attorney to develop terms of two, tax-sharing agreements to entice the development of two new auto dealerships in the center, and presented terms of agreements to a City Council ad hoc committee for consideration. The amendment of the Specific Plan was controversial for some area residents due to the belief that the signs would cause unacceptable levels of light pollution. Facilitated a public workshop coordinating with developer, consultants, City Council and Planning Commissioners to present the issues to the public. Coordinated the project review and approval by the various city departments and state agencies. The Specific Plan amendment, EIR studies, and tax-sharing agreements were approved, the 250,000 square feet of additional retail space constructed, and one of the two auto dealerships are now open.

WORK EXPERIENCE

Project Development Planning

2018

Annealta Group

Performs a variety project and program management services to planning, public works and building & safety departments in Southern California. Services include project development review, administration, budget review and analysis, community development block grants, community outreach, departmental studies and advanced planning.

Development Services Director

2011 – 2018

City of Upland

Oversight of all operations of the Development Services Department. Developed and managed all Building and Safety, Planning, Economic Development, Housing and Code Enforcement goals and objectives. Responsible for implementation of highly complex projects and programs. Responsible for developing and maintaining \$13 million Development Services budget and management of 13 full-time and 6 part-time



employees. Completed implementation of the first new General Plan and Zoning Code in over 30 years. Effectively streamlined entitlement and plan check processes. Provided support to City Manager and City Council, as necessary. Fulfilled role as Secretary to Planning Commission and Chairman of Successor Agency's Oversight Board.

Redevelopment Director

2005– 2011

City of Upland

Oversight of all operations of Redevelopment Agency. Administered city's economic development, redevelopment, asset management, Community Development Block Grant (CDBG), Home Investment Partnership program (HOME), and affordable housing programs. Responsible for developing and maintaining Agency's \$20 million budget and managing 10 full-time inhouse and contract staff. Effectively implemented various redevelopment projects and programs to benefit the City of Upland. Provided support to Executive Director and Redevelopment Agency Board members. As the redevelopment manager from 2005-2007, he was responsible for Redevelopment Plan adoptions and mergers, development and implementation of economic development policies and programs, as well as coordinating all redevelopment-assisted projects.

Senior Project Manager

1998– 2005

City of Upland

Responsible for analysis, design, implementation, coordination and evaluation of City and Redevelopment Agency projects and programs. Responsibilities include efforts to retain and attract businesses, marketing of City's economic, business and housing development opportunities; revitalization of commercial districts; administration of real property asset management programs; elimination of blighting conditions, and preservation of real property. Administer Community Development Block Grant program. Supervise and evaluate the work of consultants, contractors and lower-level staff.

Associate / Assistant Planner

1986– 1998

City of Upland

Successful preparation and/or assistance in preparation of numerous federal, state and local grant applications. Administration of Community Development Block Grant program. Project manager for a \$1.5 million, federal grant construction project. Effectively developed, negotiated and managed consultant contracts for various construction and research programs. Successfully organized and conducted numerous community workshops addressing historic preservation policy, transportation, commercial revitalization and land use issues. Developed, authored and implemented procedures manual and guidelines that streamlined CEQA and Design review processes. Developed and implemented numerous ordinances including recycling and mining. Successfully coordinated and executed a city-wide historic building survey that included contract administration, development of public education materials, conducting public workshops and volunteer management. Provided development and environmental review on complex residential, commercial and industrial projects.

Planning Technician

1984– 1986

City of La Puente

Successfully managed and furthered the development of the city-wide code enforcement and graffiti removal programs. Assisted Housing Specialist with housing rehabilitation programs. Effectively analyzed development proposals to comply with city zoning and general plan policies. Presented reports to Planning Commission and City Council.

ANNEALTA GROUP - HOURLY RATES FOR SERVICES

Classification	Rate
Principal	\$175
Senior Project Manager	150
Project Manager	130
Assistant Project Manager	120
Senior Construction Manager	140
Construction Manager	125
Assistant Construction Manager	115
Resident Engineer	130
Plan Check Engineer III	135
Plan Check Engineer II	125
Plan Check Engineer I	115
Senior Engineer	110
Associate Engineer	95
Assistant Engineer	90
Engineering Technician II	90
Engineering Technician I	80
Administrative Support II	45
Administrative Support I	30
Senior Public Works Inspector (or prevailing wage)	125
Public Works Inspector IV	120
Public Works Inspector III	115
Public Works Inspector II	105
Public Works Inspector I	95

Mileage reimbursement will be charged at the current Federal guideline rate at the time of billing. Consultation in connection with litigation and court appearances will be quoted separately. Overtime will be billed at 1.5 times, and Sundays and holidays 2.0 times the standard rate. A sub consultant management fee of fifteen percent (15%) will be added to the direct cost of all sub consultant services to provide for the cost of administration, consultation and coordination. Valid thru June 30, 2020, thereafter, the rates may be raised once per year to the value of change of the Consumer Price Index for the Los Angeles/Orange County



Tennis Courts ADA Improvements	Project Manager	Construction Manager	Assistant Engineer	
Phase	130/hr	125/hr	90/hr	
document review, meetings with city, data collection	8	0	16	
prepare rfb	16	0	24	
coordination with RHCA	16	0	0	
construction	24	60	30	
Total Estimated Hours	64	60	70	
Total Estimated Cost	\$ 8,320	\$ 7,500	\$ 6,300	\$ 22,120.00

City Hall ADA Improvements	Project Manager	Construction Manager	Assistant Engineer	
Phase	130/hr	125/hr	90/hr	
document review, meetings with city, data collection	16	0	16	
prepare rfp	16	0	24	
coordination with RHCA	4	0	0	
construction	0	0	0	
Total Estimated Hours	36	0	40	
Total Estimated Cost	\$ 4,680	\$ -	\$ 3,600	\$ 8,280.00

Sewer Feasibility Study Phase II	Project Manager	Construction Manager	Assistant Engineer	
Phase	130/hr	125/hr	90/hr	
document review, meetings with city, data collection	16	0	0	
administer engineering contract	50	0	0	
coordination with RHCA	8	0	0	
construction	0	0	0	
Total Estimated Hours	74	0	0	
Total Estimated Cost	\$ 9,620	\$ -	\$ -	\$ 9,620.00

Signage and Striping 2019/2020	Project Manager	Construction Manager	Assistant Engineer	
Phase	130/hr	125/hr	90/hr	
document review, meetings with city, data collection	24	0	40	
prepare rfb	16	0	24	
coordination with RHCA	16	0	0	
construction	8	0	80	
Total Estimated Hours	64	0	144	
Total Estimated Cost	\$ 8,320	\$ -	\$ 12,960	\$ 21,280.00

GRAND TOTAL \$ 61,300.00





City of Rolling Hills

INCORPORATED JANUARY 24, 1957

NO. 2 PORTUGUESE BEND ROAD
ROLLING HILLS, CA 90274
(310) 377-1521
FAX (310) 377-7288

Agenda Item No: 10B
Mtg. Date: 07/08/2019

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL
FROM: ELAINE JENG, P.E., CITY MANAGER
SUBJECT: CONSIDERATION AND APPROVAL OF \$1,500 FOR A SUMMER INTERN THROUGH EXP SUMMER INTERNSHIP PROGRAM
DATE: JULY 8, 2019
ATTACHMENT:

- 1. EXP 2019 SUMMER INTERNSHIP PROGRAM FAQ**
- 2. EXP SUMMER INTERN REQUEST FORM**

DISCUSSION

City Hall has five full time staff and two part-time staff. Between March and May 2019, two of the five full time positions became vacant resulting in re-distribution of workload to the three full time and two part-time staff.

In late May 2019, Councilmember Pat Wilson inquired with staff if the City operations can use the help of a summer intern. Councilmember Wilson serves on the Board of the organization EXP. EXP has an internship program for 11th grade students enrolled in high school throughout Southern California aimed to prepare high school students for tomorrow's workplace. Councilmember Wilson connected staff to the EXP Program Manager and the program was able place an intern, Jennifer Sanchez at City Hall on July 1, 2019.

The EXP Internship Program allows the employer and the intern to set hours agreeable to both parties. To incentivize students to participate in the program, the employers are to provide a scholarship or a stipend to the intern. Part-time interns are paid \$1,500 while full time interns are paid \$2,900.

The internship with Ms. Sanchez will be six weeks long, starting on July 1, 2019 and concluding on August 9, 2019. Her hours at City Hall are from 7:30am to 1:30pm Monday through Thursday. For the week of July 1, 2019 Ms. Sanchez assisted staff with the production of Block Captain resident kits for zone captains and inventory city documents stored in boxes for digitizing. Ms. Sanchez will also assist with the public counter, phone coverage as well as database entry related work. Based on the work hours, Ms. Sanchez's internship with the City is considered part-time.

Councilmember Wilson offered to pay for Ms. Sanchez's internship with the City.

Given the current void in staffing at City Hall, the timing of a summer intern is appropriate. Moreover, the internship program is purposed to provide exposure to real world experience for the next generation of workforce. With the multi-benefit arrangement, staff is recommending to the City Council to fund the summer intern.

FISCAL IMPACT

There is sufficient funds in the approved FY 2019-2020 budget under Administration to pay for the part-time summer intern.

RECOMMENDATION

Staff recommends that the City Council approve \$1,500 for the part-time summer intern through the EXP Summer Internship Program.



POWERED BY **PROLOGIS**

UNLOCK OPPORTUNITIES FOR HIGH SCHOOL STUDENTS BY HIRING OR SPONSORING AN EXP INTERN FOR SUMMER 2019

The EXP Internship Program: Powered by Prologis is a year-long journey for 11th-grade EXP (formerly ITEP) students enrolled in high schools throughout Southern California. This program brings together employers, educators and parents to prepare high school students for tomorrow's workplace. By participating in the Internship Program, students build professional competence and personal confidence, setting them up for success in school, career and life.

Impact a Student's Future

Inspire ambition and provide EXP students with resume-worthy work experience that will lead them toward academic and career success.

Invest Locally

Serve the community where you work and raise awareness for your company and industry.

Create a Future Hiring Pool

Today's students are tomorrow's leaders. Your support opens the doors for future employee recruitment.

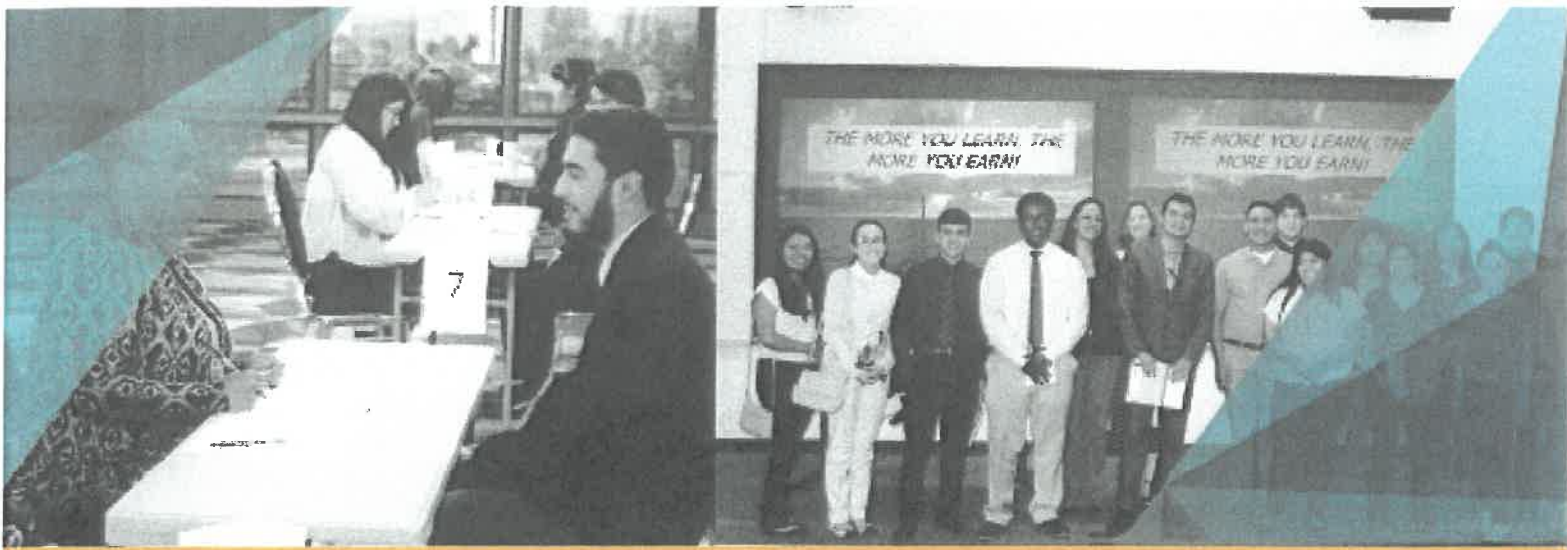
For more information or to complete an Intern Request Form, contact:

Megan Fowler, EXP Program Manager, Internship & Outreach

megan@expfuture.org | 310-562-9505

In partnership with:





FREQUENTLY ASKED QUESTIONS

When will interns report to employer worksites?

EXP interns work for a total of six weeks beginning on Monday, June 24, 2019 and ending on Friday, August 2, 2019. On Fridays, students will participate in four-hour EXP workshops. EXP will also host an internship culmination event on Friday, August 2, 2019 for participating employers, supervisors, school administrators, and parents.

What training do EXP students receive to prepare them for internships?

Prospective interns attend six workshops throughout the school year which cover essential business skills including professional communication, dressing for success, financial literacy, interview preparation and networking. In addition, prospective interns submit an application, letter of recommendation, cover letter and resume for the program.

Will EXP interns be scheduled part-time or full-time?

Employers may choose to host part-time interns (20-30 hours per week) or full-time interns (30-40 hours per week). Work schedules are determined by mutual agreement between each employer and matched intern.

What is the funding commitment to host EXP interns?

EXP seeks to ensure that all interns receive some type of financial support as part of their experience, either through their employer's payroll or via scholarship award. If your company is unable to host interns but would like to enable this experience for students, sponsorship opportunities are available.

We've never hosted a high school intern. What type of assistance can EXP provide to guide us?

In addition to providing a comprehensive employer orientation, EXP can assist employers in creating work plans for interns and can connect you with past employers who can share tips on how to make the internship experience a success for both students and employers.

How are EXP interns matched with employers?

Employers are encouraged to participate in mock interviews on Tuesday, April 16, 2019 to prepare students for formal interviews. Formal interviews with employers will take place on Tuesday, June 11, 2019 and preferences for matching will be collected from both employers and interns.

Which high schools do EXP interns attend?

EXP students from the following schools are eligible to participate in the 2019 Internship Program:

Barstow High School

Carson High School

Gardena High School

Narbonne High School (Harbor City)

Intellectual Virtues Academy (Long Beach)

Phineas Banning High School (Wilmington)

Rancho Dominguez Preparatory High School
(Carson/Long Beach)

Theodore Roosevelt High School (East Los Angeles)

San Pedro High School



2019 EXP INTERNSHIP PROGRAM EMPLOYER CALENDAR

Tuesday, April 16	Mock interviews with prospective interns
Friday, May 31	Deadline to submit Intern Request Form
Tuesday, June 11	Formal employer interviews with prospective interns
Tuesday, June 18	Employer orientation
Monday, June 24	EXP interns report to employer worksites
Friday, June 28	EXP interns report to EXP workshops
Friday, July 12	
Friday, July 19	
Friday, July 26	
Friday, August 2	Last day for EXP interns at employer worksites Internship culmination event

2018 EXP INTERNSHIP EMPLOYERS

Alameda Corridor Transportation Authority
 Al Dahra ACX, Inc.
 AltaSea at the Port of Los Angeles
 Andeavor
 Avalon Risk Management
 Boys & Girls Club of Carson
 Boys & Girls Clubs of the Los Angeles Harbor
 Cabrillo Marine Aquarium
 NFI California Cartage
 CDTech
 City of Carson
 Coalition for Clean Air
 CRAFTED at the Port of Los Angeles
 CSU Dominguez Hills
 The Custom Goods Companies
 Fast Lane Transportation, Inc.
 Friends of Banning's Landing
 Green Worldwide Shipping
 Harbor Breeze Cruises
 International Trade Education Programs
 Jesse F. Moreno, CPA

KPFF Consulting Engineers
 Los Angeles Port Police
 Manson Construction Co.
 Marine Exchange of Southern California
 Maritime Preservation Trust
 Metro Ports
 Nova Freight
 Office of Assemblymember Mike A. Gipson
 Office of Assemblymember Patrick O'Donnell
 Office of Assemblymember Miguel Santiago
 Office of Congresswoman Nanette Diaz Barragan
 Office of Los Angeles City Councilmember Joe Buscaino
 Office of Los Angeles City Councilmember Marqueece Harris-Dawson
 Office of Los Angeles City Councilmember Jose Huizar
 Office of Los Angeles County Supervisor Janice Hahn

PACE Services/ecBarstow.com
 Pacific Battleship Center
 Partnership for Los Angeles Schools
 Peacock Piper Tong + Voss LLP
 Port of Los Angeles
 Ports America
 San Pedro Chamber of Commerce
 San Pedro Waterfront Arts District
 SBCC, Thrive LA
 Signature Auto Collision
 Sirens Java & Tea House
 SoCalGas
 The Triangle Group
 Toberman Neighborhood Center
 Total Transportation Services, Inc.
 United States Coast Guard - Sector LA/LB
 United Way of Greater Los Angeles
 Valero Energy Corporation
 Watson Land Company
 Williams Clarke Company, Inc.
 Wilmington Chamber of Commerce
 Wilmington YMCA
 Yusen Logistics
 Yusen Terminals LLC

Intern Request Form 2019

Return form to: EXP Attn: Megan Fowler

2417 E. Carson Street, Suite 200, Carson, CA 90810

megan@expfuture.org P: (310) 562-9505 F: (310) 518- 8055

BUSINESS/ORGANIZATION INFORMATION

Business/Organization Name					
Type of Sector/Industry					
Please select ONE of the following categories: <input type="checkbox"/> Non-Profit <input type="checkbox"/> For-Profit <input type="checkbox"/> Government Agency					
Complete Address					
City		State		Zip Code	
Contact Name / Title					
Office Work #		Work Cell #			
E-Mail		Website			

INTERNSHIP INFORMATION

Internship Position Title		
Number Available positions		
Hours	Part-Time <input type="checkbox"/>	Full- Time <input type="checkbox"/>
	Expected Weekly Hours: _____	
	Start time: _____ End time: _____	

SKILLS / QUALITIES required of the intern(s) before they are considered for placement.

--

PAYMENT METHOD

Intern Request Form 2019

Return form to: EXP Attn: Megan Fowler

2417 E. Carson Street, Suite 200, Carson, CA 90810

megan@expfuture.org P: (310) 562-9505 F: (310) 518-8055

- ☐ Employer Paid Hourly Salary \$ _____
- ☐ Unpaid
- ☐ Employer Funded Scholarship – Pay directly to intern
- ☐ \$1,500 part-time ☐ \$2,900 full-time
- ☐ Employer Funded Scholarship – Through EXP (Included an administrative fee, payable to EXP)
- ☐ \$1,650 part-time ☐ \$3,200 full-time
- ☐ Other: _____