

**MEMORANDUM**

**TO:** RANCHO PALOS VERDES CITY COUNCIL  
**FROM:** DOUG WILLMORE, CITY MANAGER NZ FOR DW  
**DATE:** JANUARY 18, 2017  
**SUBJECT:** ADMINISTRATIVE REPORT NO. 17-03

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### **CITY MANAGER**

- **Update on Ladera Linda Fields:** Staff recently confirmed that, on December 29<sup>th</sup>, the Department of Toxic Substances Control (DTSC) received the Preliminary Endangerment Assessment (PEA) Work Plan and the Communication and Coordination Plan from the Palos Verdes Peninsula Unified School District (PVPUSD) and the Palos Verdes American Youth Soccer Organization (AYSO). These documents are currently under review by DTSC. As reflected on DTSC's EnviroStor website, an updated fact sheet and community profile should be forthcoming in February 2017. Also, as a part of its review process, DTSC expects to conduct a public meeting at the Ladera Linda Community Center at some point in the future. Residents and other interested parties can review documents and sign up to receive e-mail alerts from DTSC by clicking [here](#).
- **Civic Center Master Plan Survey Extended to January 31st:** So far, we've received a tremendous response to our mailed-out survey, but we always appreciate more input from residents regarding the Civic Center Master Plan. Surveys can be returned in the pre-addressed business-reply envelope provided, and should be returned to the City no later than the close of business on Tuesday, January 31<sup>st</sup> (postmarks will be accepted). For more information about the Civic Center Master Plan project, please go to: <http://www.rpvca.gov/1009/Civic-Center-Master-Plan>

### **FINANCE**

- **Oversight Board Meeting:** On January 25<sup>th</sup>, the Oversight Board to the Successor Agency to the Redevelopment Agency (RDA) will be holding its next meeting. At this meeting, the FY17-18 Recognized Obligation Payment Schedule (ROPS) will be presented to the Board for approval. In addition to this item, various repayment options will be presented to the Board on how the County bonds and City loan will get paid off with property tax increment. Once a repayment plan is endorsed by the County and State Department of Finance, Staff will amend the FY17-18 ROPS with an official repayment schedule for the Board's consideration and approval. Once this step is completed, the City expects to wind down the annual ROPS process later this year by submitting a "Last and Final" document for approval.

### **PUBLIC WORKS**

- **Recycling Events Planned:** Please mark your calendars! In celebration of Earth month, staff has planned several recycling and waste reduction activities for residents.
  - Household Hazardous Waste /Electronic Waste Roundup Sat 4/8
  - Composting Workshop Sat 4/15
  - Document Shredding Event plus Mulch Giveaway Sat 4/22
  - Citywide Spring Season Brush Clearing Event starts Sat 4/22
- **Storm Drain Deficiency Improvement Program FY 16-17:** The design phase is well underway for the first year of the 10-year program outlined in the Master Plan of

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Drainage (MPD). Staff has met with the consultant to discuss design issues and will be working with permitting agencies to ensure compliance with state regulation.

- Residential Street Rehabilitation Project for Area 7: The design will include roadway rehabilitation for Area 7 based on the Pavement Management Program suggestions. Staff will meet with the consultant this week for a design progress report. Discussion will include lessons learned from previous projects to support the upcoming construction phase.
- Sunnyside Ridge Trail Segment: Installation of railroad tie slough walls and new timber rails were completed to establish the new horse trail. Landscaping and compaction of the trail have also been completed. The site is not yet open to the public and proper blockades will be put in place. Installation of the wrought-iron fencing is scheduled for this week. See attached pictures.



- Maintenance: Personnel ground several sidewalk deviations to eliminate potential tripping hazards.
  - Maintenance personnel performed pre-storm catch basin checks to prevent possible localized flooding during the forecasted rain event. This is a standard practice performed prior to all forecasted significant rain events.
- Abalone Cove Sewer System Cleaning & Video Inspections: Performance Pipeline will start cleaning and inspecting the sewer system next Tuesday, January 24<sup>th</sup>. Public Works has sent notifications to the residents in the area of the upcoming work which is expected to be completed by the end of this month.
- Abalone Cove Sewer Manhole Rehabilitation Project: Public Works is advertising the above mentioned project to rehabilitate 70 of the existing manholes to protect the structures against corrosion and abrasion of waste water. It is anticipated to award a construction contract in mid-February 2017.
- Hawthorne Blvd. Signal Synchronization Project: Pro-Tech Engineering has installed approximately 15,000 feet of conduit along Hawthorne Blvd. from Palos Verdes Drive

West to Verde Ridge Drive. The project has experienced some delays due to the rainy weather.

- Portuguese Bend Landslide Dewatering Well Project: This project consists of drilling dewatering wells at various locations within the Portuguese Bend Landslide. The Palos Verdes Peninsula Land Conservancy has told City Staff to halt all work on this project pending review from wildlife agencies. Staff is scheduled to have a meeting with these agencies on Monday January 23, 2017 to come to an understanding on which projects are allowable in the City's preserve area.
- ADA Access Improvements Del Cerro: This project includes removing the existing DG trail at the Del Cerro Recognition Site and replacing it with an exposed aggregate colored concrete walkway. We will also remove and replace a driveway approach at the intersection of Park Place and Crenshaw. We are in the construction phase and work completed this week includes staking out the alignment the new sidewalk path.
- ADA Access Improvements – Bus Stop Adjacent to City Hall/Civic Center Complex: This project includes upgrading an existing bus stop and connecting the ADA compliant bus stop to City Hall with an ADA compliant concrete trail within the grassy area at Upper Point Vicente Park/City Hall. Staff has received and reviewed proposals for design, negotiated costs, and will enter into an agreement with KOA Corporation to design this project.

## **COMMUNITY DEVELOPMENT**

- Green Hills – New Management Team: The attached letter to the Planning Commission is to inform the City that the operation staff at Green Hills is under new management as of December 14, 2016 with an objective to begin a new relationship with the City and the surrounding neighborhoods. The new management team consists of the following personnel (detailed information is available in the attached Introduction Letter and Resumes): Tom Frew (General Manager), Nick Resich (Park Operations Manager), Steve Espolt (Manager of Strategic Planning and Compliance), Chris Wendel (Sales Manager), Eman Zubi (Field Training Manager), Cherish Martinez (Sales Operations Manager), and Natasha Kalani (Sales Office Manager).
- Neighborhood Meeting with Green Hills Staff: On January 12, 2017, City Staff met with the representatives of Green Hills, Rolling Riviera HOA (neighborhood along the south border) and Peninsula Verde HOA (neighborhood along the north border) to discuss concerns related to the current operation of the cemetery and its impacts on the neighboring residences. All parties agreed that, among other things, there is a need for immediate auditory and visual relief by installing a solid barrier and foliage along the north and south property lines that abut the residential properties. Both HOAs agreed to work with Green Hills Staff to come up with an agreed upon solution to be memorialized in the upcoming Staff-recommended amendments to the Conditions of Approval to be considered as part of the annual review at the January 31, 2017 City Council meeting. Additionally, City Staff is working closely with Green Hills to include modified or added

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conditions of approval to address the remaining concerns raised by both HOAs for consideration at the January 31, 2017 City Council meeting.

- Wildlife Watch Neighborhood Meeting: As previously reported, Wildlife Watch is an education-focused pilot program administered by the California Department of Fish and Wildlife with the intent to bring neighbors together to address coyote issues and to reduce the coyote population in their neighborhood. In response to concerns regarding increased coyote sightings in the Miraleste neighborhood, the City will be hosting a neighborhood meeting with residents in this neighborhood to introduce, as a pilot program, Wildlife Watch. The meeting will be held at Hesse Park Community Room on Thursday, February 2, 2017 from 6:00 to 8:00 p.m. (see attached meeting flyer)
- Chase Bank on Western Avenue: On January 16, 2017, Chase Bank submitted an application for a new Conditional Use Permit to demolish the existing (vacant) structure (previously Coco's Bakery & Restaurant) and to construct a new 4,500 square foot bank building at 28300 S. Western Avenue (see attached draft plans). The first step in the entitlement process is to review the application for completeness. The completeness review will occur within the next two weeks.
- LAX Roundtable: At the January 11, 2017 meeting, the Roundtable noted that the Federal Aviation Administration (FAA) will be hosting a public information workshop to provide information on the Southern California Metroplex project, which would replace some of the existing aircraft routes guided by conventional air traffic control procedures with new flight paths guided by satellite-based procedures. The public information workshop is scheduled on Thursday, January 26, 2017 from 5:00 p.m. to 8:00 p.m. at the Toyota Meeting Hall – Torrance Cultural Arts Center 3330 Civic Center Drive. Staff will be attending the workshop and will provide an update in a subsequent Weekly Report.
- PC Agenda: Attached is the draft agenda for the Planning Commission meeting on Tuesday, January 24, 2017.
- Applications of Note: See attached table with a summary of the Applications of Note that were submitted to the department between Wednesday, January 11, 2017 and Tuesday, January 17, 2017.

### Attachments:

- Green Hills Management Team Introduction Letter and Resumes – Page 18
- Wildlife Watch Neighborhood Meeting Flyer – Page 27
- Chase Bank – Proposed Draft Plans – Page 28
- Draft P.C. Agenda – Page 35
- Applications of Note – Page 39

## RECREATION & PARKS

- Rain Closures of the Palos Verdes Nature Preserve:

With the recent rainy weather, Open Space staff, in coordination with Preserve deputies have been closing the Preserve during the rain, and also for a period after the rain to allow the trails to dry out. This is a common practice/policy in open space areas for public safety and resource protection. Using trails while they are substantially wet causes long term trail damage and erosion from deep foot, tire, and hoof prints. This policy is especially important for the Preserve, because trail users often avoid puddles or muddy trail areas by venturing off trail, trampling protected habitat and unintentionally widening trails.

The City worked together with the Preserve Habitat Manager, PVPLC, on the City's rain closure. The protocol that Open Staff uses is that the Preserve is closed during the rain, and *typically* 48 hours after a rain. However, staff checks several trailheads the mornings following the rain, and may reopen earlier or later based on trail conditions. When the City closes the Preserve, staff releases a listserv message to the Palos Verdes Nature Preserve listserv group, and updates our trail alerts webpage ([trailalerts.rpvca.gov](http://trailalerts.rpvca.gov)). When the Preserve reopens, staff updates the trail alerts webpage. Since trails are checked each morning following the rain, the webpage is typically updated by 9:30 a.m. each day.

The City has received feedback from the public including that the rain closures are unnecessary after the rain has stopped and frustration that visitors are prevented from using the Preserve. There have also been complaints that there is a high level of noncompliance and that some of the closures have been for too short of a period leaving some trails vulnerable to damage. Closing the Preserve is challenging because the Preserve is 1,400 acres spread over 11 individual reserves with over 50 access points. It is also challenging because staff and deputies are changing behavior; the public is not used to active closures. However, staff feels that with the listserv noticing, webpage, deputies and staff at trailheads, and the assistance of PVPLC volunteers, compliance will increase with time, public education, and enforcement.

While there has been a high level of non-compliance, the City has reached out to many trail users through the listserv and webpage, and staff, deputies, and PVPLC volunteers have turned away and educated many visitors. During the last rain closure, Deputies turned away more than 500 individuals. While the Department will continue to improve the process and educate the public, we are confident that rain closure efforts have had a positive impact on public safety and resource protection through the number of individuals we have been able to both educate and keep off the trails.

- Healthy RPV Program:
  - A free *Yoga in the Park* class was held on Tuesday morning at Ryan Park from 10 am to 11 am, and about fifteen people attended this outdoor class.
  - A healthy cooking class for youth, *Incredible Edible Cooking Class*, will be held this Thursday afternoon at Hesse Park from 4 pm to 5:15 pm.
- Story Time Program: The *Little Fish Tales by the Sea* reading enrichment program will be held this Thursday morning at PVIC from 10 am to 11 am.

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- Hesse Park: The facilities are rented this week for twelve indoor recreation classes, four non-profit meetings, two Peninsula Seniors activities, and one private rental.
- Ladera Linda Park: The facilities are rented this week for eight indoor recreation classes.
- Ryan Park: The facilities are rented this week for three outdoor recreation classes and one non-profit group meeting.
- PVIC and Docents: The docent class met on Wednesday afternoon. The docents hosted an evening speaker on Wednesday evening. The Sunset Room is rented both Saturday and Sunday nights for wedding receptions.
- Volunteer Event at PVIC Native Plant Garden: 55 volunteers pruned and planted at the January 15th event! Cub Scouts arrived to spread wildflower seeds to prepare for spring. Contact Megan Roy at [megan@sccnps.org](mailto:megan@sccnps.org) to sign up for the February 19<sup>th</sup> event. See below – how the garden looks now and one year ago!





# January 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 New Year's Day	2 <b>Winter Holiday Break – City Hall Closed</b>	3 7:00 pm – City Council Meeting @ Hesse Park - Cancelled	4	5	6 4:30 pm – Finance Advisory Committee Recruitment Closes	7
8	9	10 7:00 pm – Planning Commission Meeting @ Hesse Park	11 7:30 pm – ACLAD Board Meeting @ City Hall Community Room  2:00 pm-8:00 pm – Port. Bend Landslide Ideas & Solutions Forum @ City Hall Community Room	12 6:00 pm – IMAC Meeting @ Hesse Park	13 7:30 am—Mayor's Breakfast @ Trump National Golf Club/Golfer's Lounge (Campbell/Duhovic)	14 8:15 am – Hike With Mayor Campbell— Families Welcome Contact <a href="mailto:campbell.rpv@gmail.com">campbell.rpv@gmail.com</a> for each month's starting location
<b>CCCA 50<sup>th</sup> Annual Sacramento Legislative Tour</b>						
15 10:00 am–12:00 pm – Native Plant Garden Volunteer Event @ PVIC	16	17 7:00 pm – City Council Meeting @ Hesse Park  Civic Center Master Plan Surveys Due	18 12:00 pm – Mayor's Lunch @ The Depot (Campbell)  1:30 pm – Sanitation District Meeting (Brooks)  6:00 pm-8:00 pm – PV Nature Preserve Quarterly Forum @ City Hall Community Room	19 6:00 pm – PV Transit Board Meeting @ RHE Council Chambers  7:00 pm – Emergency Preparedness Committee @ City Hall Community Room	20	21
22	23 5:00 pm – Klondike Board Meeting @ Ladera Linda Community Center  7:00 pm – Traffic Safety Committee @ City Hall Community Room	24 7:00 pm – Planning Commission Meeting @ Hesse Park	25	26 6:00 pm – IMAC Meeting @ Hesse Park	27 4:30 pm – Traffic Safety Committee Recruitment Closes	28
29 3:00 pm – Docent-Led Hike @ Abalone Cove	30	31 6:30 pm – City Council Meeting @ Hesse Park				



# February 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 7:00 pm – City Council Meeting @ Hesse Park	8 7:30 pm – ACLAD Board Meeting @ City Hall Community Room	9 6:00 pm – IMAC Meeting @ Hesse Park	10	11 8:15 am – Hike With Mayor Campbell— Families Welcome Contact <a href="mailto:campbell.rpv@gmail.com">campbell.rpv@gmail.com</a> for each month's starting location
12 1:30 pm–3:30 pm – Docent-Led Hike @ Ocean Trails Reserve	13	14 7:00 pm – Planning Commission Meeting @ Hesse Park	15 12:00 pm – Mayor's Lunch @ The Depot (Campbell) 1:30 pm – Sanitation District Meeting (Brooks)	16 7:00 pm – Emergency Preparedness Committee @ City Hall Community Room	17 7:30 am—Mayor's Breakfast @ Trump National Golf Club/Golfer's Lounge (Campbell/Brooks)	18
19 10:00 am–12:00 pm – Native Plant Garden Volunteer Event @ PVIC	20 <b>Presidents' Day – City Hall Closed</b>	21 7:00 pm – City Council Meeting @ Hesse Park	22	23 6:00 pm – IMAC Meeting @ Hesse Park	24	25 1:30 pm – Docent-Led Hike @ Abalone Cove
26	27 5:00 pm – Klondike Board Meeting @ Ladera Linda Community Center 7:00 pm – Traffic Safety Committee/Miraleste Drive Arterial Roads Workshop @ Miraleste Intermediate School TAB Room	28 7:00 pm – Planning Commission Meeting @ Hesse Park				



# March 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 7:00 pm – City Council Meeting @ Hesse Park	8	9 6:00 pm – IMAC Meeting @ Hesse Park	10	11 8:15 am – Hike With Mayor Campbell— Families Welcome Contact <a href="mailto:campbell.rpv@gmail.com">campbell.rpv@gmail.com</a> for each month's starting location 10:00 am–4:00 pm – Whale of a Day @ PVIC
12	13	14 7:00 pm – Planning Commission Meeting @ Hesse Park	15 12:00 pm – Mayor's Lunch @ The Depot (Campbell) 1:30 pm – Sanitation District Meeting (Brooks)	16 7:00 pm – Emergency Preparedness Committee @ City Hall Community Room	17 7:30 am—Mayor's Breakfast @ Trump National Golf Club/Golfer's Lounge (Campbell/Misetich)	18 12:00 pm–3:00 pm – Abalone Cove Volunteer Day @ Abalone Cove
19	20	21 7:00 pm – City Council Meeting @ Hesse Park	22	23	24	25 1:30 pm – Docent-Led Hike @ Abalone Cove
26	27 7:00 pm – Traffic Safety Committee @ City Hall Community Room	28 7:00 pm – Planning Commission Meeting @ Hesse Park	29	30	31	

## TENTATIVE AGENDAS\*

\*This list is a tool used by the City to plan and coordinate Council agendas. As a working document, items on this list are subject to frequent changes.

**Note:** Time Estimates include 30 minutes for the first section of the agenda (Mayor's Announcements, etc. through the Consent Calendar) and 15 minutes for the last section (Future Agenda Items through Adjournment).

**January 31, 2017 @6:30 PM – 9:30PM**

**Adjourned Regular Meeting Annual Compliance Review Green Hills**

**Feb. 7, 2017 – (Time Est. – 2 hrs 35 mins)**

**Closed Session:**

**6:00 P.M. Adjourned Regular Meeting City Advisory Board Interviews (TSC) (30 mins)**

**Mayor's Announcements:**

**City Manager Report:**

**Consent**

Consider Award of Contract Design of Residential Pavement Rehab Area 8  
Consider Amd. MDG Agmt for CDBG Admin Svcs  
Consider Award of Contract for Contract Mgmt PW Construction Projects  
Consider Letter of Support for AB1 and AB2  
Consider NOC Roadway Rehab Area 2 and Area 6  
Consider Change Order No. 2 PSA CWE Storm Drain Engineering

**Public Hearings**

Consider Adoption Resolution Designated Areas Underground Utility District (10 mins)

**Regular Business**

Consider Appointments to City Advisory Board (TSC) (10 mins)  
Consider Review of Municipal Code Chapter 2.08 (30 mins)  
Consider Review of City Manager Dept Retention/Destruction Schedule (30 mins)

**February 21, 2017 – (Time Est. –4 hrs 0 mins)**

**Closed Session:**

**Study Session: (15 mins)**

**Mayor's Announcements:**

**City Manager Report:**

**Consent**

Consider Award of Contract for Sewer Manhole Rehabilitation  
Consider Award of Contract PVDE Guardrails Project  
Consider NOC Sunnyside Ridge Segment Trail  
Consider Western Ave Infrastructure ALPR Costs  
Consider Award of Contract Inspection Svcs PVDS Landslide Area  
Consider Award of As Needed Maintenance Agmt LA Conservation Corps

Consider App. Deed Restrictions Meas. A Funded City Open Space Acquisitions  
Consider Action to Review/Discuss FY15-16 CAFR  
Gifts for Parks

**Public Hearings**

Consider Los Serenos de Point Vicente Docents' Proposal (1 hr)  
CUP Revisions Pony Club (15 mins)  
Consider Minor Modifications Code Amd (15 mins)

**Regular Business**

Consider Update on "Bubbles" (20 mins)  
Consider Action FY 16/17 Mid-Year Financial Report (20 mins)  
Consider Agmt Environmental Consultant Salvation Army (10 mins)  
Consider Review of Comprehensive Noise Ord (30 mins)  
Consider Review of Survey Results (10 mins)

**Mar. 7, 2017 – (Time Est. – 1 hrs 30 mins)**

**Closed Session:**

**Mayor's Announcements:**

**City Manager Report:**

**Consent**

**Public Hearings**

**Regular Business**

Consider Adoption of Employer Employee Resolutions (EER) (15 mins)  
Consider Brown Act Summary Workshop (30 mins)

**March 21, 2017 – (Time Est. –1 hr 20 mins)**

**Closed Session:**

**Study Session: (15 mins)**

**Mayor's Announcements:**

**City Manager Report:**

**Consent**

Consider Award of Contract for PVDS Bicycle Compatible Lane Imp Project  
Consider Easy Roll-Off Contract Amendment  
Consider Award Hawthorne Blvd Safe Bus Stop Linkage

**Public Hearings**

**Regular Business**

Consider Update of Personnel Rules (20 mins)

**April 4, 2017 – (Time Est. – hrs 45 mins)**

**Closed Session:**

**Mayor's Announcements:**

**City Manager Report:**

**Consent  
Public Hearings  
Regular Business**

**Future Agenda Items (Identified at Council Mtgs & pending receipt of memo from Councilmember)**

**February 2, 2016** –Travel to Conferences on City Business by the City Manager to Report to Council after the Event (Campbell)

**February 2, 2016** –Council's Use of the City Email Server (Brooks); Council's Use of Cell Phones Dedicated for City Business (Campbell)

**February 16, 2016** - Future Agenda Items and Study Session Process (Dyda); Modification to the Study Session Procedure regarding Staff Driven Issues (Duhovic)

**March 15, 2016** – Renaming Shoreline Park (Duhovic)

**December 20, 2016** – Study Session defining short term rentals (Dyda); Review Special Event Permit (Campbell)

**Future Agenda Items Agendized or Otherwise Being Addressed**

**January 17, 2017**—Summary Brown Act Workshop (Campbell)



PVPtv Cox 35 / FIOS 39 Programming Schedule Guide  
Schedule - 01/22/17 - 01/28/17

	Sunday 01/22	Monday 01/23	Tuesday 01/24	Wednesday 01/25	Thursday 01/26	Friday 01/27	Saturday 01/28	
6:00 AM - 6:30 AM	PVPtv Community Calendar & Public Announcements	PVPtv Community Calendar & Public Announcements	PVPtv Community Calendar & Public Announcements	PVPtv Community Calendar & Public Announcements	PVPtv Community Calendar & Public Announcements	PVPtv Community Calendar & Public Announcements	PVPtv Community Calendar & Public Announcements	
6:30 AM - 7:00 AM								
7:00 AM - 7:30 AM	The City of Rancho Palos Verdes City Council Meeting - January 17th, 2017	The City of Rancho Palos Verdes City Council Meeting - January 17th, 2017	The City of Rancho Palos Verdes City Council Meeting - January 17th, 2017	The City of Rancho Palos Verdes City Council Meeting - January 17th, 2017	The City of Rancho Palos Verdes Planning Commission Meeting - January 24th, 2017	The City of Rancho Palos Verdes Planning Commission Meeting - January 24th, 2017	The City of Rancho Palos Verdes Planning Commission Meeting - January 24th, 2017	
7:30 AM - 8:00 AM								
8:00 AM - 8:30 AM								
8:30 AM - 9:00 AM								
9:00 AM - 9:30 AM								
9:30 AM - 10:00 AM								
10:00 AM - 10:30AM								
10:30 AM - 11:00AM								
11:00 AM - 11:30 AM	RPV Public Safety Meeting Update	RPV Public Safety Meeting Update	RPV Public Safety Meeting Update	RPV Public Safety Meeting Update	RPV Public Safety Meeting Update	RPV Public Safety Meeting Update	The City of Rancho Palos Verdes Planning Commission Meeting - January 24th, 2017	
11:30 AM - 12:00PM								
12:00 PM - 12:30PM								
12:30 PM - 1:00PM								
1:00 PM - 1:30PM								
1:30 PM - 2:00PM								
2:00 PM - 2:30PM								
2:30 PM - 3:00PM								
3:00 PM - 3:30PM	RPV Public Safety Meeting Update	Palos Verdes Library District Board of Trustees Meeting	RPV Public Safety Meeting Update	RPV Public Safety Meeting Update	RPV Public Safety Meeting Update	RPV Public Safety Meeting Update	RPV Public Safety Meeting Update	
3:30 PM - 4:00PM								
4:00 PM - 4:30PM								
4:30 PM - 5:00PM								
5:00 PM - 5:30PM								
5:30 PM - 6:00PM								
6:00 PM - 6:30PM	Palos Verdes Peninsula Coordinating Council	Palos Verdes Peninsula Coordinating Council	Palos Verdes Peninsula Coordinating Council	Palos Verdes Peninsula Coordinating Council	Palos Verdes Peninsula Coordinating Council	Palos Verdes Peninsula Coordinating Council	Palos Verdes Peninsula Coordinating Council	
6:30 PM - 7:00PM								
7:00 PM - 7:30PM								
7:30 PM - 8:00PM								
8:00 PM - 8:30PM								
8:30 PM - 9:00PM	The City of Rancho Palos Verdes City Council Meeting - January 17th, 2017	The Palos Verdes Peninsula Unified School District (PVPUSD) Board of Education Meeting	LIVE - The City of Rancho Palos Verdes Planning Commission Meeting - January 24th, 2017	The City of Rolling Hills Estates City Council Meeting - January 24th, 2017	The City of Rancho Palos Verdes Planning Commission Meeting - January 24th, 2017	The City of Rolling Hills Estates City Council Meeting - January 24th, 2017	The City of Rancho Palos Verdes Planning Commission Meeting - January 24th, 2017	
9:00 PM - 9:30PM								
9:30 PM - 10:00PM								
10:00 PM - 10:30PM								
10:30 PM - 11:00PM								
11:00 PM - 11:30PM	RPV Public Safety Meeting Update	RPV Public Safety Meeting Update		RPV Public Safety Meeting Update	RPV Public Safety Meeting Update	RPV Public Safety Meeting Update	RPV Public Safety Meeting Update	
11:30 PM - 12:00 AM								
12:00 AM - 1:00 AM								
1:00 AM - 6:00 AM								





GREEN HILLS  
*Memorial Park*

Integrity, Commitment, Care, Protection and Respect

*Sent via email*

January 13, 2017

Rancho Palos Verdes Planning Commission

RE: Introduction from Green Hills Memorial Park Management Team

Dear Mr. Tomblin, Mr. Cruikshank, Mr. Emenhiser, Mr. Bradley, Mr. James, Mr. Leon and Mr. Nelson:

On behalf of Green Hills Memorial Park, we want to thank you for the opportunity to speak during public comment at the recent meeting of the Rancho Palos Verdes Planning Commission. We were very pleased for the chance to share how proud we are of Green Hills's long-standing commitment to the South Bay community.

As was mentioned during the meeting, Green Hills recently came under new management. On December 14, 2016 the Board of Directors voted to approve our team beginning new efforts with the city of Rancho Palos Verdes and with those neighbors surrounding our property line. Our team is absolutely committed to listening and dedicating ourselves to being a respectful, welcoming member of the community. Our new management team has over 85 combined years in memorial park operation, and has deep roots in the South Bay. I have attached our biographies to this letter for your reference and review.

In the coming weeks and months, the management team and I hope to work collaboratively with the city and neighbors to ensure that Green Hills remains a resource for Rancho Palos Verdes for decades to come. To that end, we are looking forward to an open dialogue with the Planning Commission, our neighbors, and city staff to address specific questions and concerns. I'd also like you to know that we have held meetings over the last few months to hear directly from our neighbors, which has led to several changes at the park – and we intend to continue those discussions so we can be more responsive to their concerns.

Please feel free to reach out at any time with any questions you may have. On behalf of the entire management team of Green Hills Memorial Park, we're looking forward to working with you and thank you for your time.

Best,



Thomas W. Frew  
General Manager, Sales and Administration



# GREEN HILLS

## *Memorial Park*

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Integrity, Commitment, Care, Protection and Respect

### Management Team Contact Information

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[cwendel@ghmp.com](mailto:cwendel@ghmp.com)  
310-521-4327

## Thomas W. Frew



### General Manager - Sales and Administration

As a graduate from the University of San Francisco, Tom began his career in the automotive industry where he worked as a Business Manager for an Asset Management firm. Their holdings consisted of dealerships spread across the U.S. from Hawaii to Florida.

After 16 years he joined Galpin Motors, a \$1B company consisting of 1,100 employees, as the Corporate Controller. Tom was part of the executive team at Galpin working directly for Bert Boeckmann. His most memorable moment with Galpin was the opportunity to work alongside of Lee Iacocca on a special vehicle project.

Tom came to Green Hills Memorial Park as the company Controller and recently moved in to his current position. His main objective when beginning this endeavour was to build a management team that worked cohesively on company goals and increased their giving back to the community. During his time they have achieved new successes and added two new community events. These events are highly attended and provide local residents an opportunity to experience the joy of life within the cemetery boundaries.

Tom enjoys working in the same community where he, his wife and three children live. It has afforded him opportunities to watch his children play various sports while attending South Torrance High. His oldest son will be graduating from the University of Arizona this May with a degree in Economics. His younger son will graduate high school in June and still deciding if he will attend college in the South or on the West Coast this coming fall. His youngest child, daughter, is a sophomore in high school and strives to attend a notable university in the fall of 2019.

## Nick Resich



### Park Operations Superintendent

Nick was a student athlete at Loyola Marymount University where he was co-captain for the Lions soccer team.

After graduation Nick spent fifteen years as a General Contractor building numerous homes in the community.

Nick capitalizes on his experience while serving as Park Superintendent with his construction knowledge and project management. He oversees a team consisting of several trades including landscaping, plumbing and the interment crew, which is responsible for the interment process.

As a resident of Rancho Palos Verdes, Nick enjoys working close to home allowing him to participate as a youth soccer coach for his children. A father of four, Nick balances a full schedule both professionally and personally.

Nick is also involved with AYSO, Seed to Plate and Pediatric Therapy Network organizations.

## Steven A. Espolt



### Manager of Strategic Planning and Compliance

Born in Compton, California Steve has lived in the South Bay/Long Beach community most of his life. He graduated in 1979 from the Cypress College of Mortuary Science. With the exception of a tour of duty in the United States Air Force, Steve has served the funeral/cemetery profession his entire career.

Throughout Steve's career he has held various licenses with the State of California including Embalmer, Funeral Director, Cemetery Salesperson and Cemetery Broker. He was also on the Board of Directors of the Los Angeles Funeral Directors Association.

His knowledge of the many rules and regulations governing the funeral and cemetery industry led him to be selected as the Manager of Strategic Planning and Compliance at Green Hills Memorial Park. In this position Steve is responsible to ensure the continued compliance by staff to all State and Local ordinances as well as Green Hills Memorial Park Rules and Regulations. He also provides data analysis and advice on future development and business objectives.

Steve is an avid pet lover and spends much of his free time volunteering with ForeverHome Pet Rescue working to find homes for abandoned and unwanted cats and dogs.

## Chris Wendel



### Sales Manager

After graduating Bucknell University in 1991, Chris Wendel entered the Death Care Industry and has spent over 25 years serving the Houston and Los Angeles communities. Chris has spent these last two and a half decades working both with families that have just experienced a loss as well as families that need assistance with advanced planning.

During his time in the industry, Chris has hired, trained and mentored over 150 counselors, many that are still serving families today in Houston and Los Angeles.

Chris understands that the key attributes of passion, integrity and service must be present in an individual to properly serve his client families and he has made it his life's work to recruit and hire these special individuals so that the families of Green Hills will be served with dignity and love.

When Chris is not working, he enjoys spending time with his wife Darcy and daughter Madison. He enjoys hiking, skiing, entertaining and watching his beloved Buffalo Bills and New York Yankees.

## Eman Zubi



### Field Training Manager

Eman immigrated to the United States from Israel in 2003. She left behind loving relatives, cherished friends and a successful business - to give her children a better future.

As the Field Training Manager, Eman leads a compassionate group of people who put the needs of others before their own.

She feels blessed and honored to work for a company that strives to help and care for families during the darkest days of their lives. Eman makes it a life mission to assist as many families as possible in pre-arranging their end of life plans.

A resident of Rancho Palos Verdes since 2007, Eman and her husband have two children who attend Palos Verdes Peninsula High School. The Zubi family is involved with The Friendship Foundation, a non-profit organization dedicated to making a difference in the lives of youth with special needs through social and recreational activities at home, school and in the community.

During free time Eman enjoys watching her son play soccer for the high school team. She has also been very involved with her daughter, who will graduate this June, in completing college applications. Eman is proud of her daughter's acceptance to the University of Alabama where she will study aerospace engineering.

## Cherish Martinez



### Sales Operations Manager

After graduating from California State University Dominguez Hills with a degree in Business Administration, Cherish began a family and was a full time mother.

Once her youngest child entered pre-school, Cherish began a career with Lisa's Bon Appetite as the Event Coordinator and remained so for 4 years.

In her position with Green Hills Memorial Park, Cherish is responsible for maintaining the Governing Principles as contracts are transacted. Her efforts protect families and ensure each is receiving the integrity, care, protection and respect they deserve. Cherish is most passionate in her goal to assist families in both at need and pre-planned situations.

As a resident of the South Bay for over 35 years, Cherish and her husband find joy in the ability to be involved with their two children. From coaching youth sports to vacations, the Martinez family makes every free moment one spent with family.

Cherish has spent time with the Zippi Memorial Fund assisting in finding homes for homeless animals.

## Natasha Kalani



### Sales Office Manager

Natasha began her career at Green Hills Memorial Park working part-time while attending California State University Long Beach where she received a degree in communication. After graduation Natasha immediately joined the Green Hills' team as a full-time employee.

Natasha has assisted Green Hills' families over the years in securing at-need arrangements as well as assisting in pre-planning end-of-life decisions. She is compassionate and supportive at the time of loss because she remembers first-hand how painful it can be to lose a loved one. Having laid her grandparents to rest here, Natasha brings an elevated sense of empathy to every family she serves at Green Hills Memorial Park.

Natasha Kalani, a Rancho Palos Verdes resident, was born and raised in the South Bay Area. She supports local charities and organizations, most specifically the Torrance South Bay YMCA, and has been singing for events throughout the community, including Green Hills's Memorial Day Service since the age of 13 years old.

# **WILDLIFE WATCH NEIGHBORHOOD MEETING**

In response to increased coyote sightings, the City of Rancho Palos Verdes invites you to attend an informational meeting to introduce the Wildlife Watch program to our community. Wildlife Watch is an education-focused pilot program administered by the California Department of Fish and Wildlife that brings neighbors together to address the coyote problems in their neighborhood.

**Where: Hesse Park Community Building  
29301 Hawthorne Boulevard**

**When: Thursday, February 2, 2017  
6:00 – 8:00 p.m.**

Representatives from the California Department of Fish and Wildlife will provide information on coyotes, their behavior, and some things you can do to protect your property. You'll also learn how you and your neighbors can start a Wildlife Watch program in your neighborhood.

If you have any questions, please contact Julie Peterson, Code Enforcement Officer with the City of Rancho Palos Verdes, at 310-544-5299 or at [juliep@rpvca.gov](mailto:juliep@rpvca.gov).

ISSUE	DATE	DESCRIPTION

01/13/2017 PLANNING SUBMITTAL

**PROJECT INFORMATION BLOCK**

JOB # 2007592043  
 DATE: 12-15-16  
 DRAWN BY: SS  
 CHECKED BY: BS

MODEL

SHEET TITLE

**SITE PLAN**

SHEET NUMBER

**A1 28**

### SITE INFORMATION

**SCOPE OF WORK** DEMO EXISTING COCO'S RESTAURANT AND CONSTRUCT NEW CHASE BANK BUILDING, APPROXIMATELY 4,130 S.F.

**SITE AREA:** GROSS AREA: 40,000 SQ.FT.

**CONTACT INFORMATION:**

**PROPERTY OWNER:** CIVIL ENGINEER  
 CAP CINCY, LLC  
 2200 PACIFIC COAST HWY, SUITE 305  
 HERMOSA BEACH, CA 92654  
 (424) 500-8558

**CIVIL ENGINEER:**  
 KIMLEY-HORN  
 765 THE CITY DRIVE  
 ORANGE, CA 92668  
 (714) 939-1030  
 CONTACT: RAFAEL CHAVEZ

**PROJECT APPLICANT / OWNER:** LANDSCAPE ARCHITECT  
 CHASE  
 34085 EL TORO ROAD 2ND FLOOR  
 LAGUNA HILLS, CA 92653  
 (949) 951-1106  
 CONTACT: FERNANDO GALLARZO

**LANDSCAPE ARCHITECT:**  
 STANTEC ARCHITECTURE INC.  
 1383 N MCDOWELL BLVD, SUITE 250  
 PETALUMA, CA 94954  
 (707) 458-4707  
 CONTACT: MAISHA RUTH

**ARCHITECT:**  
 STANTEC ARCHITECTURE INC.  
 38 TECHNOLOGY DR., SUITE 100  
 IRVINE, CA 92618  
 (949) 923-6905  
 CONTACT: BOB SUPERNEAU

**ZONING:** COMMERCIAL-GENERAL

**BUILDING INFORMATION:**

APN: 7444-001-004  
 LOT SIZE: GROSS AREA: 40,000 SQ.FT.  
 LOT SIZE (IMPROVEMENT AREA): 4,131 SQ. FT.  
 TYPE OF USE: BANK FACILITY  
 BUILDING AREA: 4,131 SQ. FT.  
 BUILDING CONSTRUCTION TYPE: TYPE V-B CONSTRUCTION  
 BUILDING IS REQUIRED TO BE FULLY SPRINKLERED: YES  
 BUILDING OCCUPANCY: B  
 PROPOSED BUILDING HEIGHT: 24'-4 3/4"

**SETBACKS:**

REQUIRED: FRONT: (STREET) 20'  
 SIDE: (STREET) 20'  
 REAR: N/A

PROPOSED: FRONT: WESTMONT: 20'  
 SIDE: S. WESTERN AVENUE: 20'  
 REAR: N/A

**LANDSCAPING:**

TOTAL NEW & RENOVATED LANDSCAPED AREA: 5,900 S.F.  
 TOTAL LANDSCAPED AREA TO REMAIN: 3,080 S.F.  
 TOTAL LANDSCAPE: 8,980 S.F.

**PARKING ANALYSIS:**

REQUIRED: 1/250 SF  
 4,131 SF / 250 SF = 17 REQUIRED PARKING SPACES

PROPOSED: 47 STANDARD PARKING STALLS  
 3 ACCESSIBLE STALLS

50 PARKING STALLS (TOTAL)

**BICYCLE PARKING**

REQUIRED: (SHORT TERM) 5% OF VEHICLE  
 50 x 0.05 = 2.50

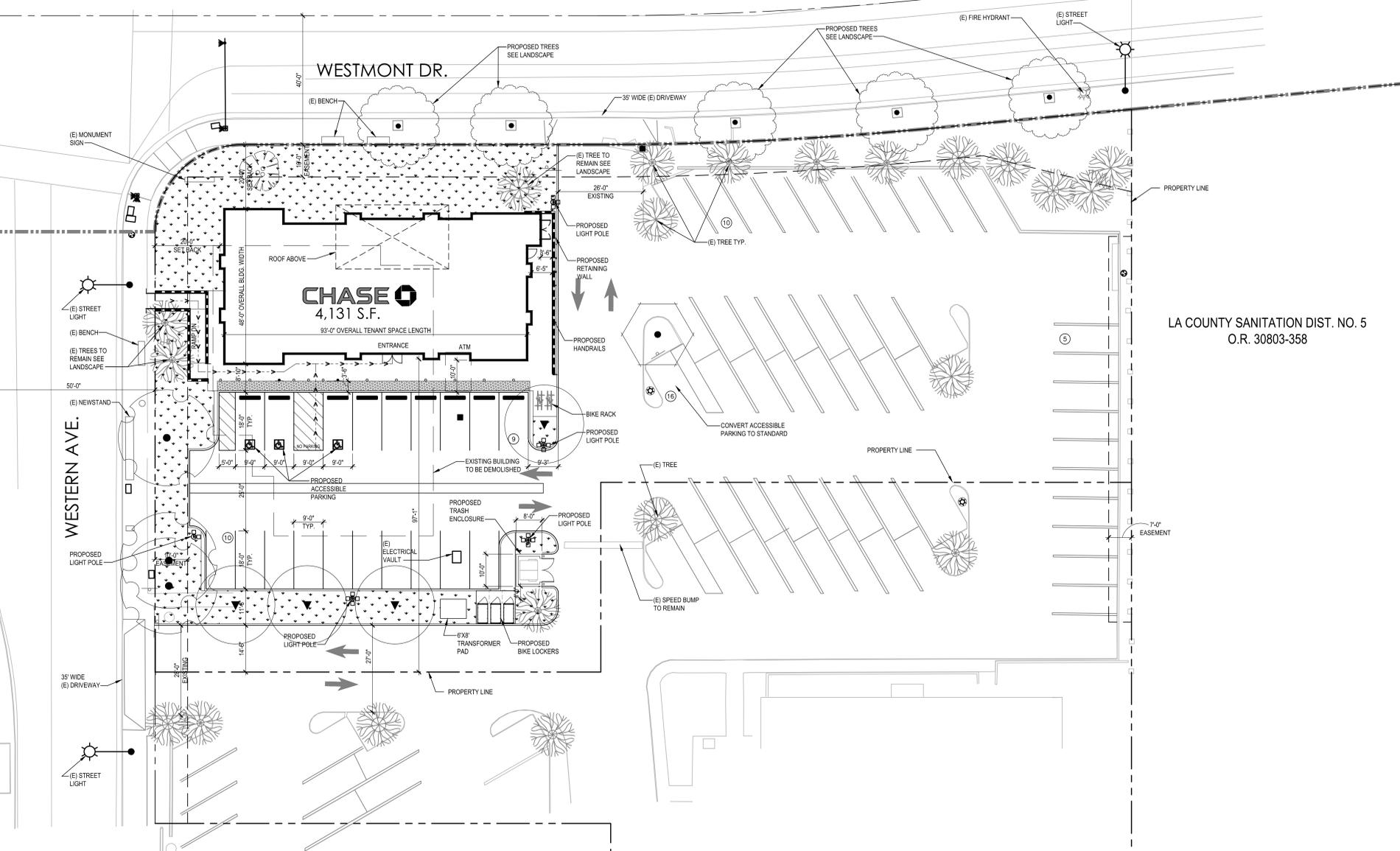
PROPOSED: (SHORT TERM): 4

REQUIRED: (LONG TERM) 5% OF VEHICLE  
 50 x 0.05 = 2.50

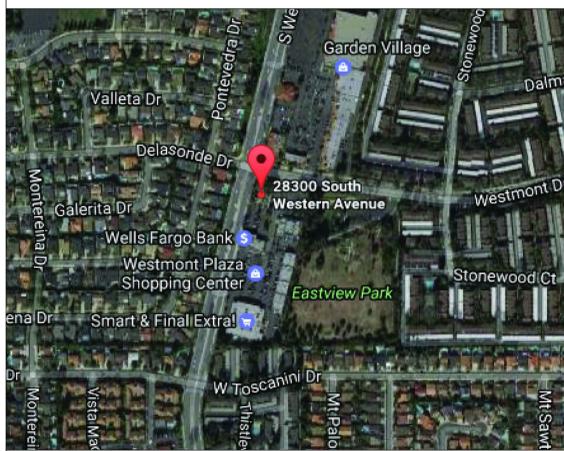
PROPOSED: (LONG TERM): 3

LA COUNTY SANITATION DIST. NO. 5  
 O.R. 30803-358

PARCEL 2  
 PARCEL NO. 24634  
 P.M.B. 281/41-42



### VICINITY MAP















## DRAFT AGENDA

**RANCHO PALOS VERDES PLANNING COMMISSION  
TUESDAY, JANUARY 24, 2017  
FRED HESSE COMMUNITY PARK, 29301 HAWTHORNE BOULEVARD  
REGULAR MEETING  
7:00 P.M.**

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### *SCHEDULING NOTES*

*REQUESTS TO SPEAK ON AN ITEM MUST BE SUBMITTED TO THE COMMUNITY DEVELOPMENT DIRECTOR PRIOR TO THE COMPLETION OF THE REMARKS OF THE FIRST SPEAKER ON THE ITEM. NO REQUEST FORMS WILL BE ACCEPTED AFTER THAT TIME.*

*PURSUANT TO ADOPTED PLANNING COMMISSION PROCEDURE, UNLESS THE PLANNING COMMISSION AGREES TO SUSPEND ITS RULES, NO NEW BUSINESS WILL BE HEARD AFTER 11:00 P.M. AND NO ITEM WILL BE HEARD PAST MIDNIGHT. ANY ITEMS NOT HEARD BECAUSE OF THE TIME LIMITS WILL BE AUTOMATICALLY CONTINUED TO THE NEXT COMMISSION AGENDA.*

NEXT P.C. RESOLUTION NO. 2017-02

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**CALL TO ORDER:**

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:**

**APPROVAL OF AGENDA:**

**COMMUNICATIONS:**

City Council Items:

Staff:

Commission:

**COMMENTS FROM THE AUDIENCE (regarding non-agenda items):**

**CONSENT CALENDAR:**

1. APPROVAL OF NOVEMBER 29, 2016 MINUTES
2. APPROVAL OF DECEMBER 13, 2016 MINUTES
3. APPROVAL OF THE JANUARY 10, 2017 MINUTES

**CONTINUED PUBLIC HEARINGS:**

4. VIEW RESTORATION PERMIT- (CASE NO. ZON2016-00013): 6520 and 30523 Palos Verdes Drive East (JA)

Request: A request to restore a view taken from 6520 Palos Verdes Drive East that is significantly impaired by foliage located at 30523 Palos Verdes Drive East.

Action Deadline: None

Recommendation: Receive and file the view applicant's withdrawal request.

5. APPEAL OF SITE PLAN REVIEW - (CASE NO. ZON2016-00322): 27501 Western Ave (SK)

Request: Overturn the Director's approval of a Site Plan Review for the construction of a combination wall up to 14.9' in height to accommodate an additional burial area and niches in the eastern edge of Vista Del Ponte; a water feature; a stairway that will provide access to the upper existing burial area at Vista Del Ponte and the upper area of Inspiration Slope; and 793yd<sup>3</sup> of grading to support the proposed improvements.

Action Deadline: None

Recommendation: Continue the public hearing to February 28, 2017 to allow the applicant additional time to compile the information requested by the Planning Commission at its November 29, 2016 meeting.

**CONTINUED BUSINESS:**

NONE

**NEW PUBLIC HEARINGS:**

6. APPEAL OF FENCE, WALL PERMIT- (CASE NO. ZON2016-00475): 30931 Cartier Dr. (OS)

Request: A request to overturn the Director's approval allowing the construction of a 6'-0" high freestanding solid block wall that extends 52'-0" in length, as measured beyond the 20'-0" front yard setback towards the south or rear of the subject property, along the easterly (side) property line.

Action Deadline: None

Recommendation: Adopt P.C. Resolution No. 2017-\_\_\_; denying the appeal and upholding the Director's approval thereby conditionally approving the Fence/Wall Permit at 30931 Cartier Drive (Case No. ZON2006-00475).

7. CONDITIONAL USE PERMIT REVISION - (CASE NO. ZON2016-00395): 2 West Pomegranate (ML)

Request: A request to 1) extend the existing Conditional Large Animal Permit No. 5 by five additional five years to continue the operations at the Portuguese Bend Pony Club; 2) extend the operating hours of small group activities from "daylight hours" to 8am to 8pm; 3) extend the operating hours for big groups from 8am to 5pm on Saturdays to 8am to 8pm on Saturdays; and 4) install four 10-foot flood lights with light hoods for arena lighting at two of the existing corrals on the property.

Action Deadline: February 18, 2017

Recommendation: Adopt P.C. Resolution 2017-\_\_\_, thereby recommending that the City Council approve a revision to Conditional Large Domestic Animal Permit No. 5, thereby 1) extending the existing entitlement for five additional years, 2) extending the operating hours to 8am to 8pm, and 3) installing four 10-foot tall arena flood lights to illuminate two of the existing corrals.

8. CONDITIONAL USE PERMIT REVISION - (CASE NO. ZON2015-00230): Cal Water, 5837 Crest Road (AS)

Request: A continuance request for the California Water Service (Cal Water) project regarding the proposed revision to Conditional Use Permit (CUP) No. 172 for the property at 5837 Crest Road.

Action Deadline: None

Recommendation: Receive and file a status report on the applicant's submittal of the required information to consider their proposed revision to Conditional Use Permit (CUP) No. 172 for California Water Service's ("Cal Water") project located at 5837 Crest Road and continue the public hearing to April 25, 2017.

**NEW BUSINESS:**

NONE

**ITEMS TO BE PLACED ON FUTURE AGENDAS:**

9. PRE-AGENDA FOR THE MEETING ON FEBRUARY 14, 2017

**ADJOURNMENT:**

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**Americans with Disabilities Act:** *In compliance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Community Development Director at 310 544-5228 at least 48 hours prior to the meeting.*

**Notes:**

1. Staff reports are available for inspection at City Hall, 30940 Hawthorne Boulevard during regular business hours, 7:30 A.M. to 5:30 P.M. Monday – Thursday and 7:30 A.M. to 4:30 P.M. on Friday. The agenda and staff reports can also be viewed at Fred Hesse Community Park, 29301 Hawthorne Boulevard during the Planning Commission meeting.
2. Materials related to an item on this Agenda submitted to the Planning Commission after distribution of the agenda packet are available for public inspection at the front counter of the Planning Division lobby at City Hall, which is located at 30940 Hawthorne Boulevard, Rancho Palos Verdes during normal business hours as stated in the paragraph above.
3. You can also view the agenda and staff reports at the City's website [www.rpvca.gov](http://www.rpvca.gov).
4. Written materials, including emails, submitted to the City are public records and may be posted on the City's website. In addition, City meetings may be televised and may be accessed through the City's website. Accordingly, you may wish to omit personal information from your oral presentation or written materials as they may become part of the public record regarding an agenda item.



## Applications of Note as of January 18, 2017

<b>Case No.</b>	<b>Owner</b>	<b>Street Address</b>	<b>Project Description</b>	<b>Submitted</b>
<b>VRP2017-00003</b>	BROWN, CHARLES D & LUCILLE L	6919 VERDE RIDGE RD	View Restoration Permit regarding foliage located at 6954 Kings Harbor Drive (Krimm).	1/16/2017
<i>View Restoration Permit</i>				
<b>VRP2017-00004</b>	CAMMIDGE, ROBERT & AMBER	5747 WILDBRIAR DR	View Maintenance request for foliage located at 26144 Barkstone Drive (View Preservation Permit No. 7).	1/16/2017
<i>View Maintenance</i>				
<b>ZON2017-00030</b>	CAP CINCY, LLC	28300 WESTERN AVE	Demolish existing building (old Coco's) and construct a new one-story 4,500 square foot building for Chase Bank.	1/16/2017
<i>Conditional Use Permit</i>				

t:\Forms\Applications of Note.rpt