

**MINUTES OF A REGULAR MEETING OF
THE TORRANCE TRAFFIC COMMISSION**

1. CALL TO ORDER

The Torrance Traffic Commission convened in a regular meeting at 7:03 p.m. on Monday, June 6, 2016 in the West Annex meeting room at Torrance City Hall.

2. SALUTE TO THE FLAG

Commissioner Siani led the Pledge of Allegiance.

3. ROLL CALL

Present: Commissioners Obejas, Sargent,
Siani, Thomas, and Chairperson Bajaj.

Absent: Commissioner Habel.

Also Present: City Engineer Bilezerian and
Torrance Police Sergeant Koenig.

MOTION: Commissioner Siani moved to grant Commissioner Habel an excused absence for the June 6, 2016 Traffic Commission meeting. Commissioner Sargent seconded the motion; a roll call vote reflected 5-0 approval.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Sargent moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting. Commissioner Thomas seconded the motion; a roll call vote reflected 5-0 approval.

5. APPROVAL OF MINUTES

5a. MINUTES OF APRIL 4, 2016

MOTION: Commissioner Sargent moved for the approval of the April 4, 2016 Traffic Commission meeting minutes as presented. Commissioner Siani seconded the motion; a roll call vote reflected 5-0 approval (absent Commissioner Habel).

6. ORAL COMMUNICATIONS #1

6a. Chairperson Bajaj explained the policies and procedures of the Traffic Commission, including the right to appeal decisions to City Council.

6b. Traci Liley and Debbie Vicars, Knolls Lodge Homeowners Association, Western Avenue, stated that Torrance Police Department has agreed to put a small substation at Knolls Lodge Mobile Home Park; however, they need access to an emergency only back gate on Walnut Avenue that the City maintains must remain closed. They added that they also need signage so the Officers can issue citations.

City Engineer Bilezerian responded that, if the gate is on private property, jurisdiction is with the property owner or management company and would not be in the Commission's purview. He stated that it may be a condition of the property and offered to research why there is a restriction on the gate.

6c. City Engineer Bilezerian confirmed that all Commissioners received agendas and attachments electronically for this meeting.

Janet Payne, Engracia Avenue, stated that she was pleased to receive electronic notice of the meeting and attachments.

7. ITEMS UNDER CONSIDERATION

7a. REVIEW AND DISCUSSION OF DRAFT APPLICATION FOR ON-STREET DISABLE PARKING SPACE PERMIT

City Engineer Bilezerian provided background on Work Plan #1 and recommended that the Commission review the four page draft application for an On-Street Disabled Parking Space permit, take public input, and offer suggestions or modifications. He described the City's current process and the need to establish a more formal process. He noted that staff has conducted research with other public agencies and believes the first step is to develop an application that would obtain necessary information to assist staff with investigating a request.

Commissioner Siani received clarification from staff that applications would be available online but must be signed, dated, and submitted by mail or in person, adding that electronic signatures may also be considered. She recommended adding the address where to submit it. Referring to Condition 6, she questioned what would happen if an applicant does not provide 30 days notice when the space is no longer needed.

City Engineer Bilezerian stated that this request allows staff to schedule removal of the space, adding that if the applicant fails to renew/recertify prior to expiration the space would be removed. He stated that signs notifying removal could be implemented. He explained that, if a resident is granted an on-street disabled parking space, Condition 7 prevents elimination of a parking space on private property as mandated by the City Zoning Ordinance or conditional use permit.

In response to inquiries from Commissioner Thomas, City Engineer Bilezerian stated that any vehicle that properly displays a placard may use a disabled parking space, noting that it is not a reserved private parking space. He added that the only person who can extend a request is the original applicant. He stated Disabled Parking Space Permits apply to anywhere in the City and that installation of a blue curb and signage would cost a minimum of \$1,000, adding that curb or sidewalk reconstruction may also be required.

Commissioner Obejas discussed the importance of having objective criteria to approve or deny an application. He questioned if an applicant having a two-car garage not being used for parking would be denied. Referring to Question 2 on page 1, he suggested asking if loading/unloading is required.

City Engineer Bilezerian pointed out that the number of accessible off-street parking spaces at the applicant's address is asked on page 1 of the application. He

stated that the purpose of the application is to obtain information for staff to evaluate and investigate requests on a case-by-case basis.

Responding to an inquiry from Commissioner Obejas, he explained that the purpose of Question 8 on page 2 is to avoid creating a permanent parking space for someone who may be there temporarily.

Commissioner Sargent initiated a brief discussion regarding frontage on two streets referenced on page 2, and elimination of the sentence was recommended.

Chairperson Bajaj offered minor revisions and received clarification that at this point there is no limit on the number of disabled parking spaces installed on a block.

Commissioner Siani offered her observation that the application does not include the criteria for approval or denial, and City Engineer Bilezerian stated that Federal law requires that reasons for denial be explained.

Janet Payne, Old Torrance Neighborhood Association, offered minor revisions and recommended charging a fee for installation of a disabled parking space. She expressed concern that in some areas they would open a "Pandora's Box," noting the high demand in Old Torrance for on-street disabled parking. She suggested, as a courtesy, to notify neighbors when installing a disabled space.

City Engineer Bilezerian stated that the City cannot legally charge a fee. He informed her that there is currently a plan to install blue curb parking spaces in the marked angle spaces in downtown Torrance. Responding to her concern about curb cut requests, he noted that there are no current Federal guidelines for parking on the street for public right-of-way, adding that many cities are unsure what to provide.

He stated that staff would be soliciting feedback from outside counsel, incorporate suggestions from this evening, and bring back the amended draft application to the August 1 meeting. Notification of the meeting was briefly discussed.

8. ORAL COMMUNICATIONS #2

- 8a. Commissioner Obejas stated that he enjoyed his orientation with staff.
- 8b. Commissioner Thomas stated that the City Yard Open House was a well run.

9. ADJOURNMENT

MOTION: At 8:43 p.m., Commissioner Obejas moved to adjourn the meeting to August 1, 2016 at 7:00 p.m. in the West Annex meeting room, Torrance City Hall. Commissioner Siani seconded the motion and, hearing no objection, Chairperson Bajaj so ordered.

###

Approved as submitted August 1, 2016 s/ Rebecca Poirier, City Clerk
