



## **Environmental Quality and Energy Conservation Commission**

The Environmental Quality and Energy Conservation Commission is an advisory body to the City Council on matters pertaining to oil, animal, energy conservation, and other environmental matters. Regular meetings are scheduled on the first Thursday of the month at 7:00 p.m. in the West Annex Commission Meeting Room.

Staff reports are available for review at the Community Development Department, Civic Center Main Library, and the City Clerk's Office. Direct questions or concerns to Deputy Director Linda Cessna at 310.618.5930. Agendas and Minutes are posted on the City of Torrance Home Page – [www.TorranceCA.Gov](http://www.TorranceCA.Gov).

Decisions by the Environmental Quality and Energy Conservation Commission may be appealed to the City Council. Such appeals shall be in writing, accompanied by the filing fee, and shall be filed with the City Clerk within fifteen (15) calendar days following the decision of the Environmental Quality and Energy Conservation Commission.

In compliance with the Americans with Disabilities Act, if special assistance is needed to participate in this meeting, please contact the City Manager's Office at 310.618.5880. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR 35.102-104 ADA Title II].

### **HOURS OF OPERATION**

**Monday through Friday from  
7:30 a.m. to 5:30 p.m.**

**Offices are closed alternate Fridays.**

**City Hall will be closed:  
Friday, February 1, 2019  
Tuesday, February 12, 2019\*  
Friday, February 15, 2019  
Monday, February 18, 2019\***

**\*Denotes City holiday**

# **ENVIRONMENTAL QUALITY AND ENERGY CONSERVATION COMMISSION**

**WEST ANNEX COMMISSION MEETING ROOM  
CITY HALL, 3031 TORRANCE BOULEVARD  
TORRANCE, CALIFORNIA 90503**

**THURSDAY, FEBRUARY 7, 2019  
7:00 P.M.**

## **AGENDA**

- 1. CALL TO ORDER**
- 2. ROLL CALL/MOTIONS FOR EXCUSED ABSENCE**
- 3. FLAG SALUTE**
- 4. REPORT ON POSTING OF AGENDA**
- 5. ORAL COMMUNICATIONS FROM THE PUBLIC**
- 6. APPROVAL OF MINUTES: December 6, 2018**
- 7. ENVIRONMENTAL MATTERS:**
  - A. Update on Shared On-Demand Mobility Devices (scooters)**
- 8. ORAL COMMUNICATION**
- 9. ADJOURNMENT: March 7, 2019**

**MINUTES OF A REGULAR MEETING OF  
THE ENVIRONMENTAL QUALITY AND  
ENERGY CONSERVATION COMMISSION**

**1. CALL TO ORDER**

The Torrance Environmental Quality and Energy Conservation Commission convened in a regular session at 7:00 p.m. on Thursday, December 6, 2018 in the West Annex meeting room at Torrance City Hall.

**2. ROLL CALL:**

Present: Commissioners Deemer, DeWitt, Endo-Roberts, Martin, Stecker, Wright, and Chairperson Montgomery.

Absent: None.

Also Present: Deputy Community Development Director Cessna, Community Services Director Jones, Senior Planning Associate Chun, Planning Associate Joe, City Librarian Theyer, Senior Environmental Quality Officer Jones, Environmental Quality Officer Fujimori, and Management Associate Megerdichian.

**3. SALUTE TO THE FLAG**

Commissioner Stecker led the Pledge of Allegiance.

**4. POSTING OF THE AGENDA**

Deputy Director Cessna reported that the agenda for this meeting was properly posted on the Public Notice Board.

**5. ORAL COMMUNICATIONS FROM THE PUBLIC**

City Librarian Theyer reported that the Torrance Public Library is in the process of revising its Plan of Service. She stated that the public survey, "What do you want your library to be?," would help the Library in its efforts to better serve the public and is available in print and online. She distributed surveys and asked Commissioners to complete and circulate copies to Library users and non-users. She invited Commissioners to participate in focus groups being hosted by the Library Commission in January 2019 that will focus on the Library's strengths and weaknesses and plans for the future.

Management Associate Megerdichian, Office of the City Manager, stated that the City is hosting a census tract count on January 23, 2019 at the Ken Miller Recreation Center. She stated that the City is asking community members to volunteer in this count to help guide Los Angeles County's funding for social services and outreach efforts.

**6. APPROVAL OF MINUTES: NOVEMBER 1, 2018**

**MOTION:** Commissioner Wright moved for the approval of the November 1, 2018 meeting minutes as presented. Commissioner Deemer seconded the motion; a roll call vote reflected unanimous approval.

**7. ENVIRONMENTAL MATTERS**

**7A. STRATEGIC PLAN FOCUS GROUP**

Deputy Director Cessna introduced staff members and reported that this evening the Environmental Quality and Energy Conservation Commission would be the first group involved in the Strategic Plan process. She stated that the first Strategic Plan was developed in 1996 and updated in mid-year 1999. She noted that, since its formation, the Strategic Plan has been a guiding force in the City's actions, programs, and priorities throughout the years. She stated that the Strategic Priority, Stewardship of the Environment, was added during the last update. She noted it has been ten years since the last update so this time there would be a full renewal that includes an environmental community profile, survey, and a series of focus groups

She reported that focus group results, along with other information collected, is the foundation for review and update of the Strategic Plan. She stated that a committee is being appointed by City Council to review updated information collected from the community, compare and contrast this information with the current Strategic Plan, and create and recommend an updated Strategic Plan for City Council approval. She encouraged Commissioners who are interested on being on the committee to speak to a Councilmember.

Deputy Director Cessna stated that tonight Commissioners were being asked three questions: What do you like most about Torrance?; What do you like least about Torrance?; and What can we do to plan for the future?. Commissioners brainstormed ideas for each question, and their ideas were listed on poster boards. Commissioners were given four dots (votes) each and asked to place them next to the four items most important or significant to them. At 8:45 p.m., following completion of the exercise, staff tabulated the number of dots for each item.

Commissioners made a holiday greeting video for CitiCABLE.

**8. ORAL COMMUNICATION**

Commissioners and staff wished each other a happy holiday season.

Commissioner Deemer suggested staff invite a representative from Metropolitan Water District to speak about their recycling program in Carson. In response to his inquiry, Senior Environmental Quality Officer Jones provided an update on the abandonment of the White Court oil well.

Commissioner Stecker provided an update on the Alta Sea swimmer.

Chairperson Montgomery distributed U.S. Global Change Research Program's "Fourth National Climate Assessment."

9. **ADJOURNMENT**

**MOTION:** At 9:00 p.m., Commissioner DeWitt moved to adjourn the meeting to February 7, 2019 at 7:00 p.m. in the West Annex meeting room, Torrance City Hall. Commissioner Endo-Roberts seconded the motion and, hearing no objection, Chairperson Montgomery so ordered.

###

Subject to Approval

## **TORRANCE ENVIRONMENTAL QUALITY COMMISSION**

February 6, 2019

To: Chairman Montgomery and Members  
of the Torrance Environmental Quality Commission

Subject: Update on Shared Mobility Devices

On August 28, 2018, Torrance City Council adopted an Urgency Ordinance declaring a temporary moratorium on businesses offering dockless bike and scooter sharing programs, or on-demand shared personal mobility systems. The moratorium was adopted to allow the City time to establish appropriate regulations that would allow these businesses to operate safely in the City. One of the major concerns was the placement of these devices in the public right-of-way, often causing tripping hazards or blocking pedestrian and handicap access. In addition, many jurisdictions reported safety concerns with riders using the sidewalk, riding with more than one person on the scooter or otherwise riding in an unsafe manner.

The major reason for the urgency ordinance was the business practice employed by scooter companies of dropping off numbers of the devices in various locations with no prior notice or permission and no business license. Some jurisdictions, such as Beverly Hills and West Hollywood, have taken action to ban the devices in their cities, while others such as Hermosa Beach, El Segundo and Manhattan Beach have enacted moratoriums to allow regulations and pilot programs to be formulated. The South Bay Cities Council of Governments has facilitated a regional Bike/Scooter working group that is working to put together a set of regulations for these devices that would provide a certain amount of uniformity throughout the South Bay.

At this time, the working group is still drafting guidelines for a pilot program. While the guidelines are not at a place where Torrance staff feels that they should be brought forward as a draft, there are areas in which feedback would be helpful as the process continues.

The guidelines currently contain several areas of interest, including: Deployment; Parking; Fleet size and mix; Education and Enforcement; Safety; Operations and Maintenance; and, Insurance and Indemnification. Some of these areas, such as deployment, parking, and fleet size and mix, will vary depending on the City, and will be areas where feedback will be sought at tonight's meeting, while others, such as insurance and indemnification, will be as uniform as possible across jurisdictions.

Following is a brief overview of the areas currently part of the draft guidelines:

### Deployment

The current draft requires a deployment plan for each type of device to be offered in the City, such as scooters, bikes and e-bikes. The plan will include total number and types of devices, a map of deployment locations and the number and type of device at each location.

### Parking

A parking plan is required, showing a map of permitted bike/scooter parking areas, capacity of each area, and incentives for users to park safely and correctly. Devices must be upright, parked only on hard surfaces and must not impede the flow of pedestrian traffic or handicap access, nor can they impede access to parked vehicles, loading zones, fire hydrants, transit infrastructure or private property.

### Fleet Size and Mix

Each City will determine the approved fleet size minimum and maximum limits as well as the mix of bicycles, e-assist bikes and scooters according to their needs.

### Education and Enforcement

Operators must submit a User Education Plan detailing how the operator will inform users about approved service areas, restricted areas, parking rules and safety and rider etiquette. Enforcement protocols include warnings and citations to riders and penalties and fines to operators. The penalties include device impoundment and permit suspension or revocation.

### Safety

This section includes requirements for maximum speeds, visible warning/instruction labels on devices as well as requirements for operational and mechanical safety of the devices, including regular maintenance and a recharging plan.

### Insurance and Indemnification

This section will include uniform requirements for insurance coverage for any operators as well as indemnification language that would hold cities harmless for any damages arising from usage of the devices. The language in these sections will be approved by risk management prior to implementation.

While it is the goal of the working group that there be as many areas of commonality as possible in the guidelines for shared mobility devices, there are areas that each city will need to address individually. Perhaps most important among these are the questions of where in each City these devices would be most appropriate, including where they should be banned or restricted, and where and how parking and deployment should be allowed. The following link leads to a map of the City that may be helpful in identifying areas where these devices would be appropriate:

<https://www.torranceca.gov/home/showdocument?id=2780>

Because the devices are generally limited to a speed of 15 miles per hour, they are more safely and effectively used in areas where the traffic is lighter and slower, such as in the Old Torrance area, particularly the Downtown.

In terms of parking and deployment, most jurisdictions are allowing parking of the devices in what is termed the "furnishing/landscape zone" of the public right-of-way, with limitations based on the width of the sidewalk. There must always be a minimum 4 foot clear passageway per ADA regulations, so the guidelines specify that sidewalks must be a minimum of 8 feet in width or parking of devices is prohibited. The guidelines also encourage the vendors to come to agreements with private property owners for parking off the public right-of-way. The current guidelines set parameters for parking of devices depending on the width of the sidewalk and placement of sidewalk furnishings and street trees. However, another option for bike/scooter parking would be a system of drop zones throughout the City that are marked for scooter or bike parking, with parking discouraged or prohibited in other areas, similar to the system used in Long Beach.

At this meeting, staff would like to discuss the following:

1. Areas of the City in which use of mobility devices would be encouraged
2. Areas of the City in which use of mobility devices would be discouraged or banned
3. Parking guidelines for mobility devices
4. Speed limits for mobility devices

In addition, any other thoughts regarding a program for use of shared mobility devices would be welcome.

Respectfully Submitted,

Linda Cessna  
Deputy Community Development Director