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TORRANCE CITY COUNCIL – AUGUST 21, 2012

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At 10:03 p.m., the meeting was adjourned to Tuesday, August 28, 2012 at 5:30 p.m. for an executive session, with the regular meeting commencing at 7:00 p.m. in the Council Chamber.

**MINUTES OF AN ADJOURNED REGULAR
MEETING OF THE TORRANCE CITY COUNCIL**

1. CALL TO ORDER

The Torrance City Council convened in an adjourned regular session at 5:31 p.m. on Tuesday, August 21, 2012 in the Council Chamber at Torrance City Hall.

ROLL CALL

Present: Councilmembers Barnett, Brewer, Furey, Numark, Rhilinger, Sutherland and Mayor Scotto.

Absent: None.

Also Present: City Manager Jackson, Assistant City Attorney Sullivan, City Clerk Herbers and other staff representatives.

Agenda Item 18 was considered out of order at this time.

18. EXECUTIVE SESSION

The City Council immediately recessed to close session to confer with the City Manager and the City Attorney on agenda matters listed under 18A) Conference with Labor Negotiator pursuant to California Government Code §54957.6.

The City Council reconvened at 7:03 p.m. with all members present. No formal action was taken on any matter considered in closed session.

2. FLAG SALUTE/ INVOCATION

The flag salute was led by Youth Council member Jullian Free.

The non-sectarian invocation was given by Councilmember Rhilinger.

3. REPORT OF CITY CLERK ON POSTING OF THE AGENDA/ MOTION TO WAIVE FURTHER READING

City Clerk Herbers reported that the agenda was posted on the Public Notice Board at 3031 Torrance Boulevard on Thursday, August 16, 2012.

MOTION: Councilmember Rhilinger moved that after the City Clerk has read aloud the number and title to any resolution or ordinance on the meeting agenda, the further reading thereof shall be waived, reserving and guaranteeing to each Councilmember the right to demand the reading of any such resolution or ordinance in regular order. The motion was seconded by Councilmember Furey and passed by unanimous vote.

4. WITHDRAWN, DEFERRED OR SUPPLMENTAL ITEMS

No items were withdrawn or deferred. Supplemental material for Agenda Item 12A.

5. COUNCIL COMMITTEE MEETINGS AND ANNOUNCEMENTS

City Clerk Herbers announced that the next free Commissioner Certification Training class will be held on Tuesday, October 30, and that the certification is required to be eligible to seek appointment to any Torrance commission in January 2013 and is valid for two years, with additional information available by calling the City Clerk's office at 310.618.2870.

City Clerk Herbers advised that anyone interested in seeking an elected position in Torrance must file campaign finance papers with the City Clerk's office prior to raising and/or spending money towards that goal. She reported that basic information may be found at <http://www.torranceca.gov/20102.htm> and <http://www.torranceca.gov/20115.htm> and questions can be directed to the City Clerk's office at 310.618.2870. She noted that additional information will be available after Labor Day about educational forums for candidates and the general public.

Councilmember Furey announced that L. A. County West Vector Control has reported cases of dead birds from the West Nile virus this season and urged residents to take precautions against mosquitoes by staying indoors during dawn and dusk hours, using repellent before going outdoors, eliminating standing water, and repairing damaged window screens.

Mayor Scotto reported that there have been on-going issues related to the operation of the power plant in Redondo Beach and the continued operation or closure of this plant could impact power facilities extending into Torrance, as well as have an environmental impact on the city. He related his belief that it was prudent to monitor the situation, and with the concurrence of the Council, directed staff to place the City of Torrance on the Public Utilities Commission's notification list for all matters related to the power plant.

Mayor Scotto announced the City Council Ad Hoc State Legislative Advocacy Committee met on Monday, August 20, to consider five resolutions that will be voted on at the League of California Cities conference September 5 – 7, 2012 and that the Committee will prepare a report to be presented at the August 28 City Council meeting.

Mayor Scotto announced that the City Council will be holding two community outreach meetings on Tuesday, September 18, in the North Torrance High School Library and on Tuesday, December 11, in the Dee Hardison Gymnasium at Wilson Park.

Mayor Scotto announced that the Centennial Community Parade to be held on September 16, 2012 is full so entries are no longer being accepted and encouraged people to come as spectators.

6. COMMUNITY MATTERS

6A. UPDATE ON EXPRESS LANES PROJECT

Recommendation

Recommendation of the Community Development Director that City Council accept and file information and an update from Metro staff regarding the Metro ExpressLanes* Project.

Kathy McCune, L. A. County Metropolitan Transportation Authority, gave a brief PowerPoint presentation on the Metro ExpressLanes* Project.

7. ORAL COMMUNICATIONS #1

7A. Georgeane Griswold, Torrance Rose Float Association, announced that a fundraiser will be held on Tuesday, August 28, at Rascal's restaurant from 11:00 a.m. to 9:00 p.m., with 15% of the proceeds going to TRFA with the presentation of a flyer available at www.TorranceRoseFloat.com.

7B. Bob Shannon, Wild Birds Unlimited, announced that an international event "Pledge to Fledge" which is designed to encourage new bird watchers, will take place this weekend. He also announced that Wild Birds Unlimited has agreed to sponsor the "Lives of Birds" program at Madrona Marsh.

7C. Charles Deemer, resident, asked about the status of Santa Monica's proposal to offer incentives for flight schools to use airports other than Santa Monica Airport, and Mayor Scotto reported that the proposal has been tabled.

7D. Charles Deemer, resident, encouraged people to use the downtown Torrance and Del Amo post offices to prevent them from being closed in the future.

8. CONSENT CALENDAR

8A. APPROVAL OF MINUTES

Recommendation

Recommendation of the City Clerk that City Council approve the City Council minutes of July 17, July 24, and August 7, 2012.

8B. SUBSIDY OF FEES FOR USE OF WILSON PARK

Considered separately, see page 4.

8C. ASSIGNMENT/ASSUMPTION OF LEASE RE 2901 AIRPORT DRIVE

Recommendation

Recommendation of the City Manager that City Council approve an Assignment and Assumption of Lease from William Stirton, as Trustee of the Barbara Robinson Living Trust, dated November 14, 2007, as successor-in-interest to Barbara K. Robinson (Assignor) to William Stirton, as Trustee of the Mark Robinson Trust, dated November 14, 2007 (Mark's Trust) and William Stirton, as Trustee of the Cindy Robinson Trust, dated November 14, 2007 (Cindy's Trust); Cindy's Trust and Mark's Trust collectively known as Assignee for a lease of City-owned property located at 2901 Airport Drive with facilities known as Robinson Helicopter Company.

8D. PURCHASE OF 2013 CNG-FUELED FRONT-LOADER REFUSE TRUCK

Recommendation

Recommendation of the General Services and Public Works Directors that City Council authorize the sole-source purchase of one (1) 2013 Compressed Natural Gas (CNG) fueled Peterbilt 320/Heil front-loader refuse truck from Rush Peterbilt Truck Centers of California Inc. of Pico Rivera, CA in the amount of \$312,446.85 (including sales tax and tire fees).

8E. APPROVAL OF REVISED CLASS SPECIFICATION FOR DEPUTY CITY TREASURER POSITION

Considered separately, see page 4.

8F. APPROVAL OF JOB DESCRIPTION FOR POOL MANAGER POSITION

Considered separately, see page 4.

8G. CONTRACTS RE UPGRADE ACCELA PERMIT AND BUSINESS LICENSE APPLICATION AND SELECTRON INTEGRATED VOICE RESPONSE SOFTWARE

Recommendation

Recommendation of the Information Technology Director, Community Development Director, and Finance Director that City Council:

- 1) Approve a contract with Accela, Inc., of San Ramon, CA, to upgrade Accela Permit and Business License application, licensing agreement, and annual maintenance agreement through July 30, 2017, in the amount of \$674,222;

- 2) Approve a contract with Selectron Technologies, Inc., of Portland, OR, to upgrade the Selectron Integrated Voice Response software, licensing agreement, and annual maintenance agreement through June 30, 2018, in the amount of \$133,830;
- 3) Approve a 5% implementation contingency of \$20,369;
- 4) Approve transfer of \$157,250 from FEAP #550 (Conversion of Archived Construction Drawings project) to FEAP #802 (Permit/Business License System Upgrade. Transfer to be repaid upon availability of Metro approved prop C swap funds next fiscal year; and
- 5) Approve a change order with CompuCom, Inc. of Dallas, TX, (PO# 2013-178), in the amount of \$7,100 for a new not to exceed total of \$57,400 for the purchase of Microsoft SQL server software for the permit upgrade project.

MOTION: Councilmember Numark moved for the approval of Consent Calendar Items 8A, 8C, 8D and 8G. The motion was seconded by Councilmember Sutherland and passed by unanimous vote.

Consent Calendar Item 8B was considered separately at this time.

8B. SUBSIDY OF FEES FOR USE OF WILSON PARK

Recommendation

Recommendation of the Community Services Director that City Council subsidize fees in the amount of \$560 for use of Charles H. Wilson Park by the Volunteer Center Youth Coalition for a 9/11 Memorial Museum Fundraiser Walk to be held on Sunday, September 9, 2012.

Jack Zhang, Volunteer Center Youth Coalition, provided background information about the 9/11 Memorial Museum Fundraiser Walk to be held on Sunday, September 9, at Wilson Park, noting that the group's goal is to raise \$2819 to commemorate the 2819 people who lost their lives in the 9/11 terrorist attacks.

MOTION: Councilmember Furey moved to approve the subsidy. The motion was seconded by Councilmember Barnett and passed by unanimous vote.

Consent Calendar Items 8E and 8F were considered together.

8E. APPROVAL OF REVISED CLASS SPECIFICATION FOR DEPUTY CITY TREASURER

Recommendation

Recommendation of the Human Resources Manager and the Civil Service Commission that City Council approve the revised class specification for Deputy City Treasurer.

8F. APPROVAL OF JOB DESCRIPTION FOR POOL MANAGER POSITION

Recommendation

Recommendation of the Human Resources Manager that City Council approve the revised job description for position of Pool Manager.

Councilmember Numark stated that he supports the proposed revisions, however, he would not want them to be used as justification for a pay increase in the future and would want to revisit these changes if that was the case.

Human Resources Manager Lawrence advised that an increase in pay was not anticipated for either of these positions.

Councilmember Brewer expressed concerns that the requirement that the Deputy City Treasurer have a Bachelor's degree has been eliminated, voicing his opinion that someone with this level of responsibility should have a college degree.

Human Resources Manager Lawrence reported that the Education/Experience section was modified to allow for a combination of education and experience, which is consistent with the format for other class specifications. She noted that the minimum level of experience was increased to five years, two of which must be at the supervisory/management level. She explained that candidates who staff believed were well-qualified had to be excluded during the last recruitment because of the Bachelor's degree requirement.

Councilmember Barnett, echoed by Councilmember Sutherland, expressed support for the revisions made to the Education/Experience section due to the added flexibility.

MOTION: Councilmember Numark moved to approve the revised class specification for Deputy City Treasurer. The motion was seconded by Councilmember Barnett and passed by a 6-1 vote, with Councilmember Brewer dissenting.

MOTION: Councilmember Numark moved to approve the revised job description for Pool Manager. The motion was seconded by Councilmember Barnett and passed by unanimous vote.

12. ADMINISTRATIVE MATTERS

12A. CITIZEN DEVELOPMENT AND ENRICHMENT COMMITTEE MEETING REPORT

Recommendation

Recommendation of the City Council Citizen Development and Enrichment Committee that City Council accept and file the August 13, 2012 meeting report.

Councilmember Brewer, chair of the Citizen Development and Enrichment Committee, reported that the committee met on Monday, August 13, to review the budget/subsidy levels for community services, senior excursions, the Torrance Art Museum and the Madrona Marsh and also discussed marketing support for Cultural Services classes. He apologized for the brief public comment period, which was cut short due to time constraints. He stated that the committee will continue to explore revenue enhancements to make up for expected budget shortfalls.

Community Services Director Jones provided an overview of the topics discussed per written material of record. He advised that no Council action was being requested at this time.

Councilmember Furey, member of the Citizen Development and Enrichment Committee, encouraged staff to conduct the survey on senior excursions as quickly as possible so action can be taken on this program.

Councilmember Numark encouraged staff to take action on the marketing plan for Cultural Services classes because there is the potential to increase revenues for existing programs simply by filling empty seats.

Community Services Director Jones advised that staff has devised an aggressive marketing plan in the interim until a consultant is hired.

Councilmember Sutherland wanted to clarify that there has never been any discussion about closing Madrona Marsh since he has received many emails on this topic.

Councilmember Rhilinger stated that she was surprised to learn how many groups outside of Torrance use the services at the Madrona Marsh and suggested that there may be an opportunity for revenue enhancement by charging a small fee for this use.

Community Services Director Jones advised that non-resident school groups are charged a fee to tour the marsh, but other groups are not and agreed to explore this possibility.

Mayor Scotto clarified that the committee was directed to review the budget for the Madrona Marsh to see if efficiencies could be achieved before the next budget cycle because the Council is exploring every option in case additional cuts are necessary. He noted that the Council has had to make drastic cuts in every City department, including Police and Fire, over the last few years.

Mayor Scotto invited public comment.

Leilani Kimmel-Dagostino, Commission on Aging, urged that senior excursions be reinstated as soon as possible and at the price level they were before indirect costs were added because seniors greatly miss this opportunity to socialize.

Vera Little, resident, reported that she has volunteered at the Torrance Art Museum since it opened in 2005 and related her experience that it is a wonderful resource for students of all ages which helps broaden their creativity.

Cheral Sherman, vice president of Gardena Wetlands Preserve, encouraged the City to hire a grant writer in order to obtain additional funding for the Madrona Marsh.

Kathleen Davis, Commission on Aging, reported that senior excursions are a frequent topic of discussion at commission meetings and expressed the hope that the excursions will be brought back as soon as possible.

MOTION: Councilmember Rhilinger moved to accept and file the report. The motion was seconded by Councilmember Brewer and passed by unanimous vote.

13. HEARINGS

13A. CONGESTION MANAGEMENT PROGRAM SELF-CERTIFICATION/ LOCAL DEVELOPMENT REPORT

Recommendation

Recommendation of the Community Development Director that City Council:

- 1) Conduct a public hearing as required by the Congestion Management Program of the Los Angeles County Metropolitan Transportation Authority (Metro);
- 2) Adopt a Resolution to self-certify that the City of Torrance is in conformance with local Congestion Management Program (CMP) requirements; and
- 3) Direct staff to submit the CMP Local Development Report (LDR) as required by Metro.

Mayor Scotto announced that this was the time and place for a public hearing on the matter. City Clerk Herbers confirmed that the hearing was properly advertised.

Mayor Scotto noted that staff was available to answer questions, but there was no formal presentation.

As no one from the public came forward to speak, the public hearing was closed.

MOTION: Councilmember Rhilinger closed the public hearing. The motion was seconded by Councilmember Barnett and passed by unanimous vote.

MOTION: Councilmember Rhilinger moved to concur with the staff recommendation. The motion was seconded by Councilmember Barnett and passed by unanimous vote.

RESOLUTION NO. 2012-69

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE FINDING THE CITY TO BE IN CONFORMANCE WITH THE CONGESTION MANAGEMENT PROGRAM (CMP) AND ADOPTING THE CMP LOCAL DEVELOPMENT REPORT, IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 65089

MOTION: Councilmember Barnett moved for the adoption of Resolution No. 2012-69. The motion was seconded by Councilmember Brewer and passed by unanimous vote.

*

Mayor Scotto announced that due to a conflict of interest, he would recuse himself from consideration of Item 13B regarding truck routes and exited the Council Chamber.

The City Council took a brief recess at 8:26 p.m.

The City Council reconvened at 8:44 p.m. with all members present except Mayor Scotto. Mayor Pro Tem Barnett assumed the role of chair for discussion of Item 13B.

13B. ORDINANCE AMENDING TORRANCE MUNICIPAL CODE RELATED TO TRUCK ROUTES

Recommendation

Recommendation of the Community Development Director that City Council:

- 1) Adopt an Ordinance amending Section 61.9.2 of the Torrance Municipal Code related to Truck Routes Established; and
- 2) Approve an ordinance summary for publication.

Mayor Pro Tem Barnett announced that this was the time and place for a public hearing on the matter. City Clerk Herbers confirmed that the hearing was properly advertised.

Planning Associate Crump reviewed the recommendation that the newly constructed segment of Del Amo Boulevard between Maple Avenue and Crenshaw Boulevard be designated as part of the City's established truck routes and that Maple Avenue between Del Amo Boulevard and Maricopa Street be eliminated from the routes.

Referring to the map in the agenda item, Councilmember Rhilinger questioned why the segment of Del Amo Boulevard between Hawthorne Boulevard and Prairie Avenue was not part of established truck routes.

Transportation Planning Manager Semaan advised that staff will be exploring this option in future.

Responding to questions from the Council, Planning Manager Semaan reported that established truck routes are clearly marked with signage and signs are also posted on streets where trucks over 8,000 pounds are prohibited. He confirmed that truck traffic continues to be prohibited on the segment of Del Amo Boulevard between Arlington Avenue and Crenshaw Boulevard and signs are posted to this effect.

Charles Deemer, resident, recommended that the segment of Del Amo Boulevard between Hawthorne Boulevard and Prairie Avenue be included as part of established truck routes.

MOTION: Councilmember Rhilinger closed the public hearing. The motion was seconded by Councilmember Furey and passed by unanimous vote (absent Mayor Scotto).

MOTION: Councilmember Rhilinger moved to concur with the staff recommendation. The motion was seconded by Councilmember Furey and passed by unanimous vote (absent Mayor Scotto).

ORDINANCE NO. 3759

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TORRANCE
AMENDING SECTION 61.9.2 OF THE TORRANCE MUNICIPAL CODE
RELATED TO TRUCK ROUTES

MOTION: Councilmember Numark moved for the adoption of Ordinance No. 3759. The motion was seconded by Councilmember Sutherland and passed by unanimous vote (absent Mayor Scotto).

Mayor Scotto returned to the Council Chamber at 8:53 p.m. and resumed the meeting with Agenda Item 13C.

13C. PRE12-00006: 5641 GREEN MEADOWS STREET – STANLEY ANDERSON (REID FRANKE)

Recommendation

Recommendation of the Planning Commission and Community Development Director that City Council deny the appeal and adopt a Resolution approving a Precise Plan of Development to allow first and second story additions to an existing one-story single family residence on property located within the Hillside Overlay District of the R-1 Zone at 5641 Green Meadows Street.

Mayor Scotto announced that this was the time and place for a public hearing on the matter. City Clerk Herbers confirmed that the hearing was properly advertised.

With the aid of slides, Planning Manager Lodan briefly described the proposed project. He reported that the Planning Commission voted unanimously to approve the project after adding conditions to mitigate the privacy impact on the neighbor at 5635 Green Meadows Street and those changes have been incorporated into the plans submitted to the City Council. He noted that a one-foot height reduction was also incorporated to prevent potential view impacts to the appellant, which was achieved by changing the roof pitch. He shared photographs taken by staff from the appellant's property. He advised that staff was recommending denial of the appeal and approval of the project.

Councilmember Sutherland disclosed that he met with the appellant this afternoon.

Councilmember Brewer disclosed that he met with the applicant this afternoon, spoke with the appellant earlier this evening, and had driven by the subject property.

Councilmember Rhilinger disclosed that she had visited the site and spoke with the applicant and her architect this afternoon.

Councilmember Barnett disclosed that he drove by the subject property and met with the applicant and her architect in his office this afternoon.

Mayor Scotto disclosed that he also met with the applicant.

Elaine Franke, 5641 Green Meadows Street, applicant, reported that she and her husband stood on the roof of their home before beginning this project to determine whether they would be impacting any of their neighbors' views and they did not see any balconies, decks or windows facing their direction so they decided to proceed with a two-story addition (*submitted photographs to illustrate*). She noted that she sent a registered letter to the appellant after the appeal was filed asking about her concerns, but received no response.

Stanley Anderson, project architect, stated that he met with the appellant at her property and at that time, offered to lower the height of the project by one foot by changing the roof pitch, but she indicated that was not acceptable. He explained that he went ahead and made the height reduction in the spirit of compromise and was proposing a maximum height of 23 feet, which is 4 feet under the maximum height allowed. He reported that the only impact he observed to the appellant's view was from the rear corner of the property standing on the garage roof, which is a makeshift deck. He emphasized that the project was carefully designed to preserve the views of neighbors and all of the other neighbors support it.

Ann Hashisaka, 299 Via Los Altos, appellant, contended that the project would obstruct her view of the Del Amo financial center during the daytime and city-light views at night, using slides to illustrate. She explained that a one-foot height reduction would not restore her view and she had proposed instead that the addition be shifted to the rear of the property but the architect rejected the idea, citing cost factors. She apologized for not being able to meet with Councilmembers to personally show them her concerns due to scheduling conflicts.

In response to Mayor Scotto's inquiry, Ms. Hashisaka reported that she put a new roof on the garage, but it was not approved as a deck. She explained that the property was in disrepair when she bought it two years ago and she was in the process of fixing it up. She confirmed that there was no view impact from any room inside the home.

Councilmember Rhilinger noted the discrepancy in the view impact shown in the photographs taken by staff and the photographs in Ms. Hashisaka's presentation, which appear to have been taken with a zoom lens.

Councilmember Brewer indicated that he also noticed this discrepancy.

Ms. Hashisaka suggested that the improved view may be due to the tree she had removed in this area.

Councilmember Brewer asked about Ms. Hashisaka's plans for the area in the backyard between the house and the garage.

Ms. Hashisaka stated that she has plans for a fire pit and a seating area and there is a permitted structure, but it has not been constructed. She suggested that the view impact could be considered as being from inside the home, because this will be an extension of the living area and the view in question is visible from this location.

Councilmember Barnett requested clarification of the permitted structure, and Planning Manager Lodan advised that it is a gazebo-type structure.

Councilmember Barnett stated that he was not convinced that the view impact shown in the photographs was a significant view loss. He noted that the project has an unusually low FAR (floor area ratio) and the applicant has expressed a willingness to reduce the height and has incorporated other mitigations.

Returning to the podium, Mr. Anderson submitted photographs he took from various areas of Ms. Hashisaka's backyard so the Council would have a better idea of the layout.

Ms. Franke disputed the appellant's claim of view blockage, noting that the silhouette had been in place for weeks at the time of the Planning Commission hearing, however, Ms. Hashisaka did not notice it until after she received notification from the City of the Planning Commission hearing.

Councilmember Furey disclosed that it's his practice not to meet with either the appellant or the proponent in Hillside cases because he prefers to base his judgment on the testimony and the evidence submitted, however, he had driven by the subject property.

In response to Councilmember Furey's inquiry, Planning Manager Lodan confirmed that Planning staff did not believe this project would have a significant view impact on the appellant's property.

Councilmember Brewer related his observation that the structure being used as a makeshift deck does not appear to have been constructed for this purpose.

Planning Manager Lodan advised that it was not engineered to handle the weight load and does not include handrails as required for a deck.

Councilmember Brewer stated that he thought the views shown in some of the photographs were exaggerated and he felt it was telling that the silhouette was not apparent to Ms. Hashisaka until after she received notice of the Planning Commission hearing.

Ms. Hashisaka responded that she didn't notice the silhouette because she was not living at the property.

MOTION: Councilmember Rhilinger closed the public hearing. The motion was seconded by Councilmember Barnett and passed by unanimous vote.

MOTION: Councilmember Sutherland moved to deny the appeal and approve the project. The motion was seconded by Councilmember Rhilinger and passed by unanimous vote.

RESOLUTION NO. 2012-70

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE DENYING AN APPEAL AND APPROVING A PRECISE PLAN OF DEVELOPMENT AS PROVIDED FOR IN DIVISION 9, CHAPTER 1, ARTICLE 41 OF THE TORRANCE MUNICIPAL CODE TO ALLOW FIRST AND SECOND STORY ADDITIONS TO AN EXISTING ONE-STORY SINGLE FAMILY RESIDENCE ON PROPERTY LOCATED WITHIN THE HILLSIDE OVERLAY DISTRICT IN THE R-1 ZONE AT 5641 GREEN MEADOWS STREET. **PRE12-00006: STANLEY ANDERSON (REID FRANKE)**

MOTION: Councilmember Barnett moved for the adoption of Resolution No. 2012-70. The motion was seconded by Councilmember Brewer and passed by unanimous vote

17. ORAL COMMUNICATIONS #2

17A. Councilmember Numark requested that staff provide information regarding the possibility of hiring a grant writer, and City Manager Jackson agreed to do so.

Assistant City Manager Giordano noted that staff uses the services of consultant with expertise in grant writing to review grants prepared by staff before submission.

