



**San Gabriel Valley Council of Governments**  
**AGENDA AND NOTICE**  
**OF THE MEETING OF THE SGVCOG PLANNING DIRECTORS**  
**TECHNICAL ADVISORY COMMITTEE (TAC)**  
**Thursday, July 26, 2018 – 12:00 PM**

**Chair: Craig Hensley**  
City of Duarte

**Vice-Chair: Michael Huntley**  
City of Monterey Park

**Members**

Alhambra  
Arcadia  
Azusa  
Baldwin Park  
Claremont  
Covina  
Diamond Bar  
Duarte  
El Monte  
Glendora  
Irwindale  
La Verne  
Monrovia  
Monterey Park  
Pomona  
Rosemead  
San Dimas  
San Gabriel  
Sierra Madre  
South Pasadena  
Temple City  
Walnut  
West Covina  
LA County DRP

Thank you for participating in today's meeting. The Planners' Technical Advisory Committee encourages public participation and invites you to share your views on agenda items.

**MEETINGS:** *Regular Meetings of the Planners' Technical Advisory Committee are held on the fourth Thursday of each month at 12 PM at Upper San Gabriel Valley Municipal Water District-602 E. Huntington Dr., Suite B, Monrovia, CA 91016.* The Planners' Technical Advisory Committee agenda packet is available at the San Gabriel Valley Council of Government's (SGVCOG) Office, 1000 South Fremont Avenue, Suite 10210, Alhambra, CA, and on the website, [www.sgvkog.org](http://www.sgvkog.org). Copies are available via email upon request ([sgv@sgvcog.org](mailto:sgv@sgvcog.org)). Documents distributed to a majority of the Committee after the posting will be available for review in the SGVCOG office and on the SGVCOG website. Your attendance at this public meeting may result in the recording of your voice.

**CITIZEN PARTICIPATION:** Your participation is welcomed and invited at all Planners' Technical Advisory Committee meetings. Time is reserved at each regular meeting for those who wish to address the Board. SGVCOG requests that persons addressing the Committee refrain from making personal, slanderous, profane, or disruptive remarks.

**TO ADDRESS THE PLANNERS' TECHNICAL ADVISORY COMMITTEE:** At a regular meeting, the public may comment on any matter within the jurisdiction of the Committee during the public comment period and may also comment on any agenda item at the time it is discussed. At a special meeting, the public may only comment on items that are on the agenda. Members of the public wishing to speak are asked to complete a comment card or simply rise to be recognized when the Chair asks for public comments to speak. We ask that members of the public state their name for the record and keep their remarks brief. If several persons wish to address the Committee on a single item, the Chair may impose a time limit on individual remarks at the beginning of discussion. **The Planners' Technical Advisory Committee may not discuss or vote on items not on the agenda.**

**AGENDA ITEMS:** The Agenda contains the regular order of business of the Planners' Technical Advisory Committee. Items on the Agenda have generally been reviewed and investigated by the staff in advance of the meeting so that the Committee can be fully informed about a matter before making its decision.

**CONSENT CALENDAR:** Items listed on the Consent Calendar are considered to be routine and will be acted upon by one motion. There will be no separate discussion on these items unless a Committee member or citizen so requests. In this event, the item will be removed from the Consent Calendar and considered after the Consent Calendar. If you would like an item on the Consent Calendar discussed, simply tell Staff or a member of the Planners' Technical Advisory Committee.



In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the SGVCOG office at (626) 457-1800. Notification 48 hours prior to the meeting will enable the SGVCOG to make reasonable arrangement to ensure accessibility to this meeting.



**PRELIMINARY BUSINESS**

**3 MINUTES**

1. Call to Order
2. Roll Call
3. Public Comment (*If necessary, the Chair may place reasonable time limits on all comments*)

**CONSENT CALENDAR**

**5 MINUTES**

*(It is anticipated that the Committee may take action on the following matters)*

4. Planners TAC Meeting Minutes – 05/24/2018 -- Page 1  
*Recommended Action: Approve.*
5. Planners TAC Meeting Minutes – 06/28/2018 -- Page 5  
*Recommended Action: Approve.*
6. Election of Chair and Vice Chair for FY 2018-2019  
*Recommended Action: Nominate and elect Craig Hensley as the Chair of the Planning Directors' TAC for FY 2018-19, and nominate and elect Michael Huntley as the Vice Chair of the Planning Directors' TAC for FY 2018-19.*

**ACTION ITEMS**

**PRESENTATIONS**

**40 MINUTES**

7. AT&T's 5G Towers and Small Cell Technology: Presentation by Donovan Green, Regional Director of External Affairs, AT&T; Amir Johnson, Area Director, External Affairs, AT&T  
*Recommended Action: For information only. -- Page 11*

**UPDATE ITEMS**

**5 MINUTES**

8. Update on Measure M Subregional Fund Programming -- Page 33  
*Recommended Action: For information only.*
9. ACE/COG Integration -- Page 41  
*Recommended Action: For information only.*
10. LA County Fire Department Update -- Page 43  
*Recommended Action: For information only.*

**EXECUTIVE DIRECTOR'S COMMENTS**

**CHAIR'S REPORT**

**2 MINUTES**

11. Solicitation of presentation topics.  
*Recommended Action: For discussion.*
12. Current City Projects  
*Recommended Action: Discuss the idea of a monthly presentation on city projects by TAC members.*

**ANNOUNCEMENTS**

**1 MINUTE**

- National Association of City Transportation Officials (NACTO) Designing Cities 2018 Conference: Los Angeles: October 1 – 4.
- There will be no Planning Directors' TAC meeting in August. The next Planning Directors' TAC Meeting will be on Thursday, *September 27, 2018.*

**ADJOURN**



## **SGVCOG Planners TAC Meeting Minutes**

Date: May 24, 2018

Time: 12:00 P.M.

Location: Upper San Gabriel Valley Municipal Water District  
602 E. Huntington Dr., Monrovia, CA 91016

### **PRELIMINARY BUSINESS**

1. Call to Order. The meeting was called to order at 12:08 P.M.
2. Roll Call

#### **Planners TAC Members Present**

B. Johnson; Claremont  
B. Lee; Covina  
M. Nakajima, Diamond Bar  
C. Hensley, J. Golding; Duarte  
B. Donovanik, T. Bu; El Monte  
M. Carnahan; Glendora  
M. Simpson; Irwindale  
E. Scherer; La Verne  
O. Chi, L. Vasquez, B. Mello; Monrovia  
L. Stevens; San Dimas  
D. Whipple; San Gabriel  
S. Reimers; Temple City  
J. Anderson; West Covina  
J. Drevno, N. Ornelas; LA County DRP

#### **Planners TAC Members Absent**

Alhambra  
Arcadia  
Azusa  
Baldwin Park  
Monterey Park  
Pomona  
Rosemead  
Sierra Madre  
South Pasadena  
Walnut

#### **SGVCOG Staff**

P. Duyshart; Staff

#### **Guests**

A. Ross; LA County DPW  
I. McAleese; South El Monte  
J. Tajima; LA County CEO

3. Public Comment.

M. Carnahan of the City of Glendora asked other Planners' TAC members if their respective City's planning and development department have received aggressive letters from cellular provider companies regarding the installation of new network infrastructure and equipment. He wanted to solicit cities' thoughts, concerns, and advice on this matter.

#### **Questions/Discussion:**

- Five different cities provided input on this item.
- One City stated that it is processing an application from one cellular company for 11 new sites. Some of these new cell sites are on Edison poles, and some are on City-owned poles. This City's representative discussed how there are some design standards issues with the cellular company's proposal and application. Additionally, a second cellular company is looking at some sites for cellular equipment placement, too.

- Two cities indicated that they have local legislation and City codes pertaining to the regulation of cell site equipment installation.
- Cities expressed a desire to find solutions to this policy issue as cellular companies are looking to exponentially increase their cellular data network capacities.

**CONSENT CALENDAR**

4. Planners TAC Meeting Minutes – 04/26/2018

**There was a motion to approve the minutes (M/S: S. Reimers/E. Scherer).**

**[Motion Passed]**

Ayes	Claremont, Covina, Diamond Bar, Duarte, El Monte, Glendora, Irwindale, La Verne, Monrovia, San Dimas, San Gabriel, Temple City, West Covina, LA County DRP
Noes	
Abstain	
Absent	Alhambra, Arcadia, Azusa, Baldwin Park, Monterey Park, Pomona, Rosemead, Sierra Madre, South Pasadena, Walnut

**ACTION ITEMS**

**PRESENTATIONS**

5. GoMonrovia

Oliver Chi, the City Manager for the City of Monrovia, presented on Monrovia’s new and innovative mobility program. Within the last couple of years, the City re-evaluated its existing transit options and offerings due to a few factors, such as the opening of the Metro Gold Line, population increases in Southern California, the SGV, and Monrovia, increased demand for transit-oriented development, and increased demand for active transportation improvements and infrastructure. Additionally, Monrovia’s old program, Monrovia Transit, which consisted of dial-a-ride services, cost the City about \$19.70 per ride in subsidy costs, while the rider fare was \$1.00 per ride.

In order to cut City costs and improve transportation access and first-last mile connectivity throughout its City, Monrovia devised its GoMonrovia program, which effectively utilizes public-private partnerships between the City, Lyft, and Lime Bike. Under this new transportation program, Lyft provides \$0.50 rides throughout Monrovia’s service area; these rides only cost Monrovia about \$5-\$6 in subsidy costs per ride, and Lyft services mostly replace dial-a-ride services, except for ADA users. Additionally, people travelling in Monrovia can use Lime Bike dockless bike share services for \$1.00 per ride for the first 30 minutes.

Questions/Discussion: The following issues were discussed:

- A TAC member asked: is it limited to just residents, or employers or anyone in the town? Oliver Chi pointed out that anyone who is in the service area may take advantage of the program.
- Someone mentioned that programs like Monrovia’s gave national publicity to Lyft and Lime. Lime gave presentations at APA national conference. He thinks that Lyft is a very cost-effective way to do the Dial-A-Ride service for municipalities.
- Oliver feels that this program is providing essential services to Metro, in terms of connectivity to the Gold Line station.
- There was a question about subsidies: Is there a limit to the Lyft subsidies? Could you control the costs if there is a massive influx in rides, and thus subsidy payments? Monrovia could maybe use the Lyft-Line option in the future, which is a ride share,

carpool service, and thus the subsidy cost would be \$2-3 instead of \$5.80. Then, charge more than 50 cents for solo rides.

- A member asked about accessibility. How do you do outreach to ADA people, or to seniors who don't use smart phones?
- Another member asked: are Lyft drivers notified that they're using this service? Chi stated that, no, they are not alerted. However, some drivers are aware just from hearing public announcements, and some drivers now come and hang out in Monrovia.
- Is this something that Monrovia reached out to Lyft about a possible partnership, or did Lyft reach out to Monrovia? Oliver says that it was the former.
- Lyft and Uber ran into issues with Public Agencies because they don't screen most of their drivers. Thus, is there liability for Cities now? Oliver: Lyft does screen most drivers now, and Monrovia negotiated with Lyft to make Lyft liable, not the City.

## 6. Los Angeles County 2020 Census

Jason Tajima of the LA County CEO's office, the office which is leading the planning and coordination efforts pertaining to the 2020 Census in LA County, presented on this item. He began his presentation by describing the role, in terms of both outreach and education, that local governments have in making sure as many people as possible fill out the census. He posed the question: what are the best ways to involve cities, local agencies, and local governments in the Census outreach process, especially since there is new technology, new structure, and new features for the 2020 version of the Census?

LA County had a huge "undercount" during the 2010 Census, which causes LA County and its cities to lose out on critical federal funding for public service programs. This is caused by many of LA County's underserved and disadvantaged communities having Low Response Scores (LRSs). Cities are encouraged to use the County's mapping tool to see which neighborhoods, census tracts, precincts, and "block groups" have these poor LRS results, so that cities and the county can improve outreach within those communities and improve Census participation rates.

Since City Planners know how their respective cities' neighborhoods are laid out and zoned, they know the demographic characteristics of their City, which can help when planning how to effectively engage with residents in various diverse neighborhoods, and that is one reason why City Planning Departments have a role in the Census process.

Questions/Discussion: The following issues were discussed:

- One TAC member asked a series of questions: For areas which are "non-traditional," how does counting them assist the Census and the federal government? The Census Bureau still wants to know where mobile homes and their residents/users often cluster. And then, how should these be counted, if at all?

## DISCUSSION ITEMS

## INFORMATION ITEMS

## UPDATE ITEMS

### 7. Update on Measure M Subregional Fund Programming

P. Duyshart provided an update to the TAC on this matter. He announced to the Planners' TAC that SGVCOG and ACE Staff will not be able to present a meticulous, thorough, and calculated list of projects for the first Measure M 5-Year plan for another one to two months, due to a couple

issues: ambiguity of Gold Line Phase 2B local contribution requirements and a delay in receiving results from an SGV Greenway Study. Additionally, Metro needs to finalize the precise monetary figures for the subregional programs, and provide these monetary values to COG staff.

Also, of note, Additionally, Chief Engineer Mark Christoffels recently announced a call for projects for First-Last Mile program project proposals, and P. Duyshart reminded TAC members to please send in their proposed projects, as Measure M subregional fund allocation and programming cannot occur until the COG receives more proposals. This call for projects was only sent to cities which have a rapid transit station (i.e. Metro Rail, bus rapid transit, and Metrolink) located within its city limits. Within a few weeks, the SGVCOG will also send out a call for project proposals for active transportation projects, too.

**8. ACE/COG Integration**

P. Duyshart updated the TAC on this item. He provided a chart which showed the timeline of the various integration activities, projects, and aspects for the next year. He also reported that a compensation and classification study for the integrated agency is being conducted, and the initial results of the Classification portion of the study will be presented to the ACE Integration Ad Hoc Committee next week. Duyshart also reminded TAC members that the draft LOI for the new COG/ACE Project Review and Selection process for capital construction projects will be released and made available to the COG's member cities and local agencies in early June.

**9. Subcommittee on LA County Fire Department Compliance**

P. Duyshart reported to the TAC that the Subcommittee on LA County Fire Department Compliance will hold its second meeting immediately following the end of today's full TAC meeting. Duyshart reminded the TAC that this working group was created via a Planners' TAC motion, and that it was formed to identify the code compliance and customer service issues that are most negatively affecting cities which contract to LA County Fire to provide fire safety and prevention. The working group is also tasked with trying to develop solutions to some of these problems, and how the COG should present these issues to LA County Fire as a unified and persuasive voice. The subcommittee took steps toward identifying the issues which are worth pursuing, and tasked SGVCOG staff with developing a draft of a letter which will eventually be sent to key decision makers at LA County Fire. Based on direction from the subcommittee, Duyshart will present this item to the City Managers' Steering Committee for further direction and guidance on how to approach LA County FD officials.

**EXECUTIVE DIRECTOR'S COMMENTS**

There were no comments or announcements from, or on behalf of, the SGVCOG Executive Director.

**CHAIR'S REPORT**

- 10. Solicitation of presentation topics**  
There was no discussion on this item.
- 11. Current City Projects**  
There was no discussion of city projects.

**ANNOUNCEMENTS**

June 28<sup>th</sup>, next Planning Directors' TAC Meeting.

**ADJOURN**

The meeting adjourned at 1:07 P.M.



## **SGVCOG Planners TAC Meeting Minutes**

Date: June 28, 2018

Time: 12:00 P.M.

Location: Upper San Gabriel Valley Municipal Water District  
602 E. Huntington Dr., Monrovia, CA 91016

### **PRELIMINARY BUSINESS**

1. Call to Order. The meeting was called to order at 12:04 P.M.
2. Roll Call

#### **Planners TAC Members Present**

V. Reynoso, P. Lam; Alhambra  
C. Hensley; Duarte  
M. Carnahan; Glendora  
M. Simpson; Irwindale  
E. Scherer; La Verne  
M. Huntley; Monterey Park  
C. Hanh; Rosemead  
L. Stevens; San Dimas  
J. Drevno, N. Ornelas, M. Kim; LA County  
DRP

#### **Planners TAC Members Absent**

Arcadia  
Azusa  
Baldwin Park  
Claremont  
Covina  
Diamond Bar  
El Monte  
Monrovia  
Pomona  
  
San Gabriel  
Sierra Madre  
South Pasadena  
Temple City  
Walnut  
West Covina

#### **SGVCOG Staff**

P. Duyshart; Staff

#### **Guests**

A. Ross; LA County DPW  
I. McAleese; South El Monte  
L. De Loza-Gutierrez; LA Metro  
S. Corona; LA Metro

3. Public Comment.

No public comment.

### **CONSENT CALENDAR**

4. Planners TAC Meeting Minutes – 04/26/2018  
**There was no quorum present to vote to approve the 04/26/2018 meeting minutes.**

## ACTION ITEMS

5. Election of Chair and Vice Chair for 2018-2019

**There was no quorum present to receive nominations for, and elect, a Chair and Vice Chair for FY 2018-19.**

## PRESENTATIONS

6. East San Gabriel Valley Area Plan

Mi Kim, a Supervising Regional Planner with the Los Angeles County Department of Regional Planning (LACDRP) and her colleagues James Drevno and Norman Ornelas, Jr. provided this three-part presentation on the East San Gabriel Valley Area Plan for the unincorporated County communities of the eastern half of the San Gabriel Valley. The presenters first discussed the framework of both LA County's General Plan as well as the DRP's Area Plans, and the functions, guiding principles, and purposes of each plan. They also provided a background on the LA County Planning Areas and Supervisorial Districts, as well as some broad information on the nature and characteristics of many of the County's unincorporated neighborhoods. The layout of the County unincorporated neighborhoods in the East SGV subregion was also discussed, too.

The second portion of the presentation was the main part of the presentation, and revolved around LACDRP's incredibly extensive, thorough, and multi-faceted public outreach and community engagement plans and processes. County DRP staff explained how the main goals of the community engagement are to identify existing conditions and understand regional and community needs, appreciate diverse community perspectives on land use and transportation, engage a full spectrum of residents who may be unfamiliar with planning, development, and zoning in general, and ensure equitable and just participating in the East SGV Area Plan development process. The County will work to ensure that residents have access to subject matter experts, and will also work with community experts and advocacy organizations to improve accessibility to the outreach process. LACDRP will host an agency stakeholder group as well as a community stakeholder group, too.

The third part of the presentation consisted of LACDRP staff showing and demonstrating its different tools, outreach mechanisms, digital engagement, and examples of social media posts which make up its wholesome and comprehensive outreach initiatives and plans.

Questions/Discussion: The following issues were discussed:

- A TAC member asked if all of the engagement activity is being completed in-house, or if there are consultants? M. Kim replied that the only consultant component is the artist.
- How does the Area Plan integrate with and relate to the General Plan and the SCA? DRP staff stated that the General Plan is a County Wide document, and the East SGV is one of 11 County Planning areas. The Area Plan is part of the General Plan. If needed, the County will also do Community Plans, too.
- Follow-up question: what about the SCAs? M. Kim remarked that SCAs are a map of natural resources, and those haven't been adopted yet. However, the SCA ordinance is currently being updated.
- Are significant County-owned facilities part of this Area Plan, even if they are within a City's jurisdiction? (Bonelli, Brackett Field, etc.)
- Ms. Kim also mentioned that County Public Works is doing an Active Transportation study for unincorporated communities, and this study is under the same charter/program.

- A lot of the outreach is technology based and targeted to a younger generation. Is the county doing traditional outreach, too? County stated that, yes, they are doing traditional print outreach as well.

## 7. LA Metro's NextGen Bus Study

L. De Loza-Gutierrez, the Community Relations and Local Government Affairs Manager of the San Gabriel Valley Area for LA Metro, presented on this item. She began by stating that a key reason for being at the Planning TAC is to ask TAC members and engineers for suggestions about treatments, infrastructure, routing changes, etc., which could encourage more ridership in each TAC member's respective cities. Metro needs valuable, technical, and targeted feedback from those who know their cities best.

Ms. De Loza-Gutierrez pointed out that Metro's Bus system has not been significantly updated or revamped in approximately 25 years, meaning that the system is outdated. Since that time, LA County has evolved and transformed quite dramatically. This means that some routes likely service districts and neighborhoods which do not require as much service anymore, while other newly developed neighborhoods and districts which require new, additional, or supplemental bus service to meet the needs of those respective communities do not currently have an adequate level of bus service.

Throughout the presentation, De Loza-Gutierrez discussed how Metro, as part of the study, is analyzing service parameters, transit speed competitiveness, and transit compatibility indices. Metro's studies are data based and model based, in order to be as scientific, meticulous, and accurate as possible. Metro is also conducting extensive outreach, including by hosting a bi-monthly external working group which includes regional government agencies (such as COGs), non-profit groups, social justice and socio-economic advocacy groups, other transportation agencies, and faith-based groups to provide community input on Metro's outreach, quantitative studies, and, eventually, the actual new bus service models, maps, and plans themselves.

Ms. De Loza-Gutierrez added that Metro, in order for this massive undertaking of overhauling the bus system to be successful, needs provide a mechanism through which people can provide feedback to Metro on this study. She asked if cities could please provide links to the Bus Study survey or information on City websites. Additionally, if cities have community events, please invite Metro or partner with Metro so that Metro can get feedback right in the community.

Questions/Discussion: The following issues were discussed:

- One TAC member asked: are you only looking at Metro bus operations with this study, or other Bus services, too? De Loza-Gutierrez said that Big Blue Bus, Pasadena Transit, and Glendale Transit are included within the parameters of the study, and added that Foothill Transit has not opted in yet, but Metro will likely publish suggestions for the San Gabriel Valley still.
- The same TAC member asked: Did you take into account the characteristics and habits of suburban riders (SGV riders) vs. urban and more dense riders? Suburban ridership has a lot of different characteristics than urban ridership does.
- A TAC member stated that of the important things to think about relates to First Last Mile connections and buses as a way to connect to rail transit, since especially suburban riders see rail as more desirable, reliable, and convenient than are buses. Bus travel is also an opportunity to facilitate rail transit, rather than competition with rail.

## **DISCUSSION ITEMS**

## **INFORMATION ITEMS**

## **UPDATE ITEMS**

### **8. Update on Measure M Subregional Fund Programming**

P. Duyshart provided an update to the TAC on this matter. Chief Engineer Mark Christoffels has announced a call for projects for both First-Last Mile program project proposals, and, more recently, for Active Transportation and Greenway program project proposals. P. Duyshart reminded TAC members to please send in their proposed projects, as Measure M subregional fund allocation and programming cannot occur until the COG receives more proposals. While the First-Last Mile program call for projects was only sent to cities which have a rapid transit station (i.e. Metro Rail, bus rapid transit, and Metrolink) located within its jurisdiction, all cities received the call for projects notification for the Active Transportation program. The deadline for local agencies to submit projects for consideration is July 13.

### **9. ACE/COG Integration**

P. Duyshart updated the TAC on this item. He provided a chart which showed the timeline of the various integration activities, projects, and aspects for the next year. He also reported that a compensation and classification study for the integrated agency is being conducted, and the initial results of the Classification portion of the study will be presented to the ACE Integration Ad Hoc Committee next week. Duyshart also reminded TAC members that the draft LOI for the new COG/ACE Project Review and Selection process for capital construction projects was released earlier this month, and that agencies have until August 31 to submit projects for consideration. Unlike the Measure M solicitation of projects, cities can submit any capital construction project, not just transportation-related projects.

### **10. Subcommittee on LA County Fire Department Compliance**

P. Duyshart provided a short update to the TAC. He reported that the City Managers' Steering Committee agreed with the Planners' TAC that the plan check issues and customer service issues which were identified by the Planners are significant issues for cities. Additionally, a few City Managers of contracting non-District cities expressed concern and disappointment regarding increased contracting costs for these cities, and how the process by which costs increase is very opaque. Additionally, the City Managers directed COG staff to work with contracting cities first, and then schedule a meeting between City Managers and high-ranking LACFD representatives, but only after the City Managers initially try to work through the California Contract Cities Association.

## **EXECUTIVE DIRECTOR'S COMMENTS**

There were no comments or announcements from, or on behalf of, the SGVCOG Executive Director.

## **CHAIR'S REPORT**

**11. Solicitation of presentation topics**  
There was no discussion on this item.

**12. Current City Projects**  
There was no discussion of city projects.

**ANNOUNCEMENTS**

There will be no Planning Directors' TAC meeting in August. The next Planning Directors' TAC Meeting will be on *September 27<sup>th</sup>*.

**ADJOURN**

The meeting adjourned at 1:05 P.M.



DATE: July 26, 2018

TO: SGVCOG Planning Directors' Technical Advisory Committee

FROM: Marisa Creter, Executive Director

RE: AT&T's 5G Towers and Technology

## **RECOMMENDED ACTION**

For information only.

## **BACKGROUND**

Currently, 95% of Americans own a cell phone, and 77% own a smart phone. Additionally, 10% of Americans are “smartphone-only” Internet users, which means that they only use their cell phone to do research or conduct business over the Internet. 98% of the small business community also relies upon wireless technology to operate their respective businesses. The high volume of cellular network usage greatly increases the need and demand for fast, efficient, reliable, and expanded connectivity. However, since the mobile network is experiencing an extraordinary amount of usage, our nation's cellular networks currently experience a lot of strain, cellular companies must expand and improve their network infrastructure. Network capacity needs to be enhanced in order to keep up with demands for fast cellular and Internet service over the mobile network.

There are four primary ways to increase wireless network capability. Wireless companies can:

- 1) Deploy more spectrum
- 2) Improve spectrum efficiency
- 3) Add more macro (cell sites) cells
- 4) Add more “small cells”

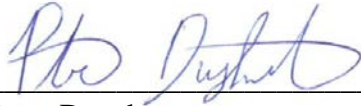
For cellular providers, the addition and installation of “small cells” to their network architecture is the most effective way for them to improve the performance of their networks. Small cells are miniature cellular base stations, and since they are compact in size, they can be placed on utility poles, light poles, traffic lights, or even walls of buildings, which makes this topic germane and pertinent to cities' public works and planning departments. Since there is more flexibility to where small cells can be placed (compared to macro cells), small cells enable cellular providers bring their networks even “closer” to cellular data users and deliver even faster connectivity speeds and increased data capacity.


Donovan Green, AT&T's Regional Director of External Affairs, and Amir Johnson, an Area Director in AT&T's External Affairs Department, will provide a presentation in which they go more in-depth on the capabilities of 5G technology and on how “small cell” cellular base stations operate, are situated, and enhance and improve AT&T's cellular network. This item was also presented to the Public Works TAC earlier this month as an ‘information only’ item so that City

# REPORT

---

and County Public Works staff could share their input or concerns pertaining to the expansion of the cellular network. Today, City and County Planning and Development staff will have the same opportunity to engage in discussion directly with AT&T representatives.

Prepared by:   
Peter Duyshart  
Project Assistant

Approved by:   
Marisa Creter  
Executive Director

## **ATTACHMENTS:**

Attachment A – AT&T 5G Network and Small Cells Technology Presentation Slides -- Page 13

# San Gabriel Valley Technical Advisory Committee

July 2018



# AT&T TEAM

Donovan Green – External Affairs  
Amir Johnson – External Affairs  
Samuel Cha – Mobility  
Ursula Moran – Mobility  
Walter Callejas - Synergy

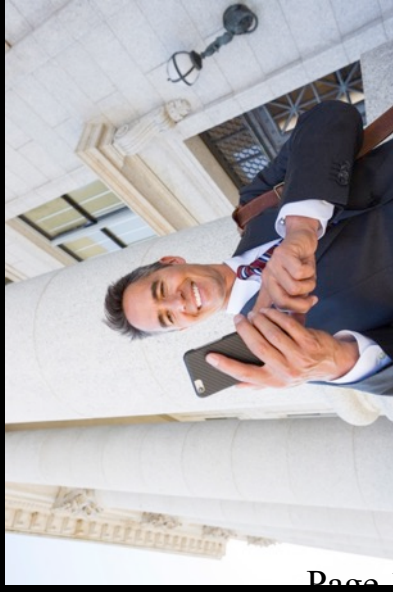


# Demands for Wireless Data

Donovan Green



Consumer and business demand for wireless data is on the rise.



Network capacity must be upgraded to keep pace with surging demands for data.

Amir Johnson

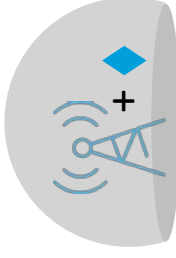


# Ways to Increase Wireless Network Capacity

①

## *Deploy more spectrum*

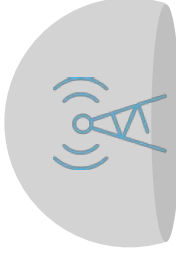
- Spectrum is **not readily available**



②

## *Improve spectrum efficiency*

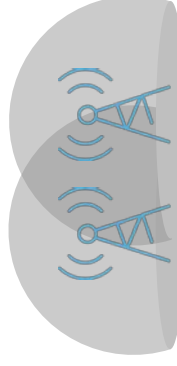
- Repurposing existing spectrum
- e.g., 3G carves for LTE



③

## *Add more macro (cell sites) cells*

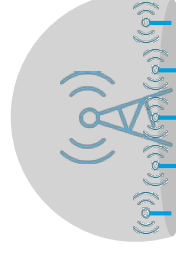
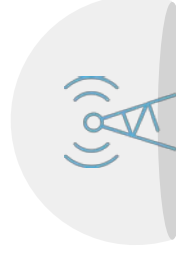
- Optimal for low concentration areas



④

## *Add more small cells*

- Offloads surrounding macro sites



Small cells are helping us keep up with rising consumer and business demand and prepare our network for the future.



## Different types of cell sites

### Macro Cells

The more “traditional” cells that you see atop free standing towers, buildings, water tanks

Coverage radius measured in miles – cover the most people over a large area

### Small Cells

Flexible network solutions – like mini-macro cell site – that can be readily deployed to specific locations

Provide enhanced voice and data services by helping bolster network capacity in more specific places

### Distributed Antenna System

Alternative solution that provides coverage over specific, high-use target areas.

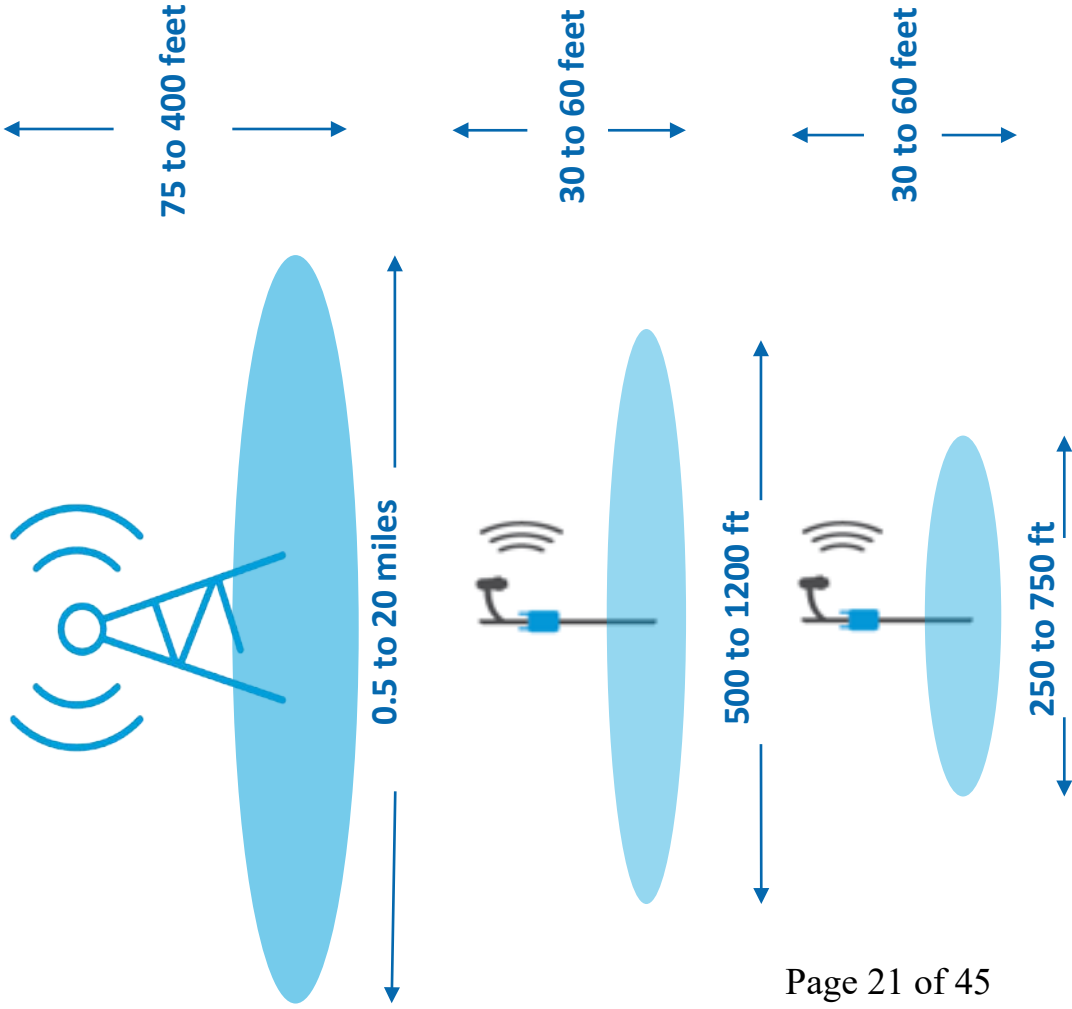
Typically used for high-use areas like arenas, stadiums, convention centers

### Wi-Fi Hot Zones

Deliver high speed internet access, mainly for outdoor coverage.



# The footprint, or service area, of a site is determined by height and by frequency band



## Macrocell (4G LTE)

The common form factor for wireless communication. Higher height and lower frequencies used result in the larger service area.

## Current Small Cell (4G LTE)

Uses the same frequencies as macrocells, in addition to utilizing unlicensed spectrum. Due to lower height, footprint is smaller. Increases capacity or coverage in target areas.

## Future Small Cell (5G)

Very high frequencies enabled by future 5G technology will result in a smaller footprint, but can be used to meet the exponential increases capacity demand. These frequencies are not used for wireless service today.



- Heights and service areas are approximations
- Small cell sites supplement vs. replace macrocell sites

# What is 5G?

Donovan Green



# 5G: The next generation of super-fast, flexible wireless connectivity

- Speeds will be significantly faster than today’s average 4G LTE connections
- Latency in the range of 1-5 milliseconds
- Help enable new technology and the Internet of Things

## AT&T’s 5G Evolution

- Last fall, we launched what we believe to be the industry’s first 5G business customer trial in Austin
- In addition, we have launched business and residential customer trials in Indianapolis and plan to begin trials in Waco, Texas; Kalamazoo, Michigan and South Bend, Indiana
- We have begun to see speeds of up to 1 Gigabit per second and latency rates well under 10 milliseconds for the radio link at customer trial locations in Austin
- At an Austin apartment unit, we set up a fixed wireless 5G home with multiple applications running simultaneously over the fixed wireless 5G connection. We streamed DIRECTV NOW, 360 video, and international videoconferencing – demonstrating how people can live, work, and play in a connected home of the future.

The first phase of technology standards set by 3GPP, an international body, will likely be complete in 2018



# What is a small cell?

Walter Callejas



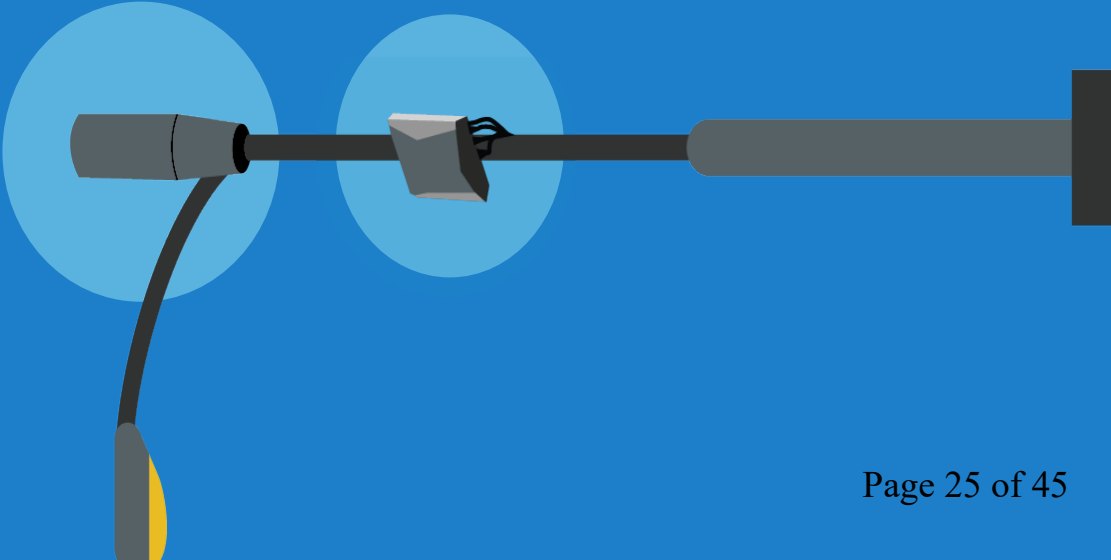
## What is a Small Cell?

# A new network architecture is needed

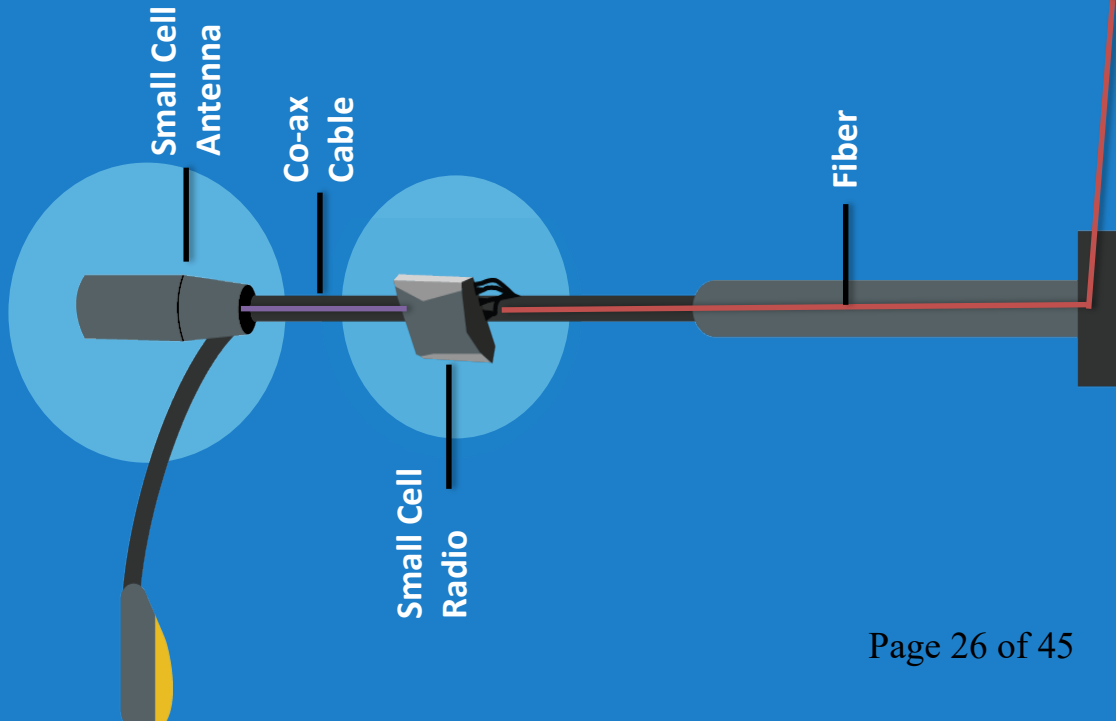
Small cells are **flexible, targeted** network solutions that cover a radius up to 1200+ feet & can be readily deployed to specific locations, including:

- Where customers are prone to experience connectivity issues
- Heavily populated areas that need more network capacity
- Areas that can't effectively be served by a traditional macro cell

This allows us to provide a better LTE experience today while also allowing us to prepare for the technologies of the future such as 5G, smart cities and new developments in the Internet of Things (IoT).



## What is a Small Cell?



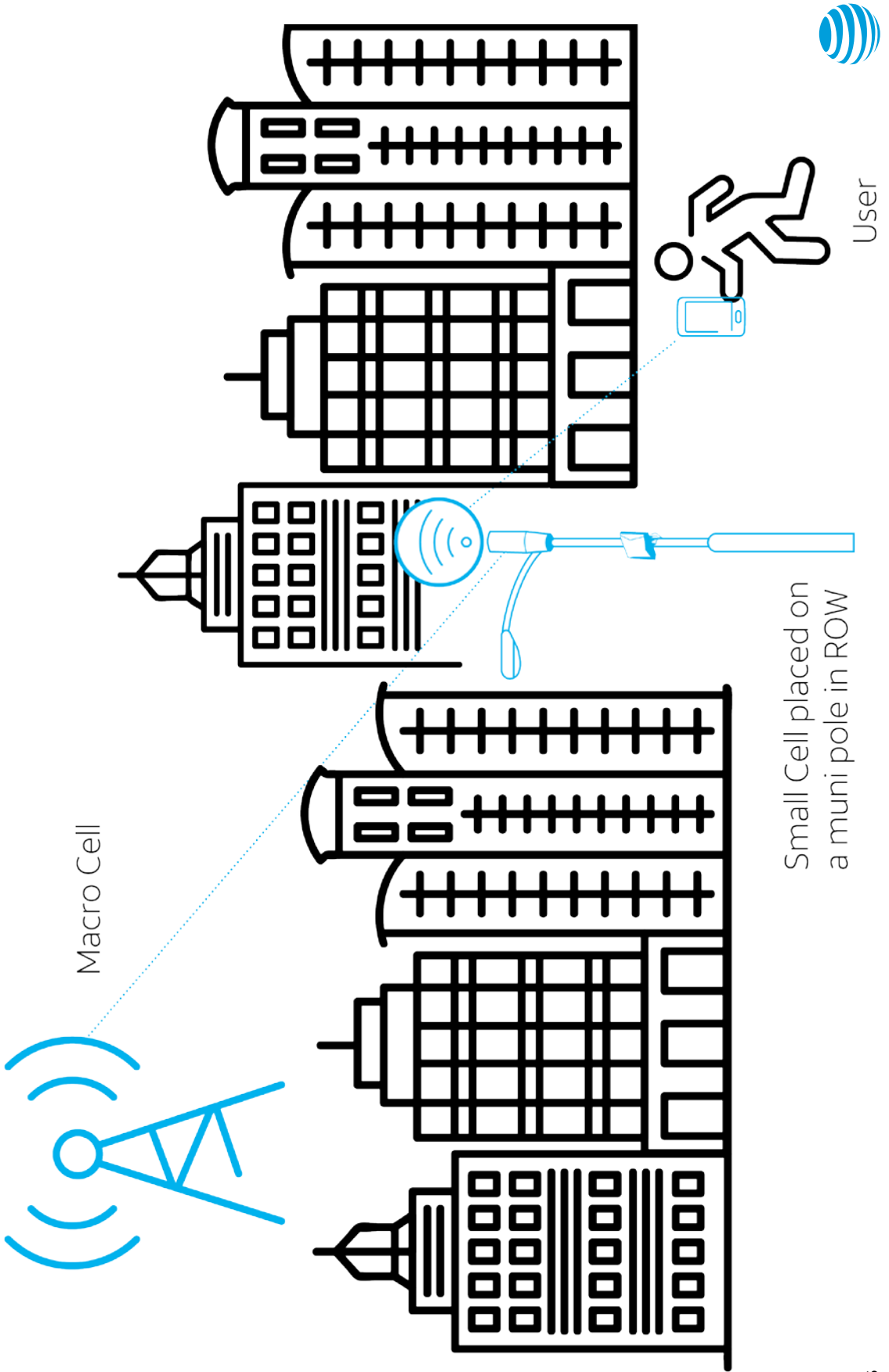
The data contained on this slide are estimated averages. The length of the Co-ax and new fiber installed will vary on a case-by-case basis depending on factors like: pole height, pole type, antenna type, etc.

Average Co-ax length stemming from small cell radio to antenna:  
~20-30 feet

Average length of new fiber deployed connecting small cell to fiber network:  
~205 feet

This photo depicts an example of what a small cell could look like. Actual size, shape and dimensions may vary by location.

Small cells help to bring the network “closer” to its users to deliver increased data capacity, faster connectivity speeds and an overall better wireless experience.



# What can cities do to facilitate small cell investment in their communities?

Ursula Moran & Samuel Cha



Smart public policy can facilitate deployment and more quickly bring the benefits of small cells to your community.

- Local officials and leaders can facilitate the deployment of small cells to bring their citizens enhanced coverage and capacity, while helping us prepare our network to accommodate future technologies in their city by:
  - ✓ Establishing streamlined permitting processes
  - ✓ Establishing universal Master Leasing Agreements (MLAs) for small cell deployment
  - ✓ Ensuring pole attachment rates and fees are reasonable





# Questions





DATE: July 26, 2018

TO: San Gabriel Valley Council of Governments Planning Directors' TAC

FROM: Marisa Creter, Executive Director

RE: **July 2018 Update on Measure M Subregional Fund Programming**

**RECOMMENDED ACTION**

For information only.

**BACKGROUND**

In June 2017, the Metro Board of Directors adopted the Measure M guidelines, establishing a process by which subregional funds under Measure M will be programmed by the subregional entities, including the SGVCOG, through the development of five-year subregional fund programming plans. In accordance with these guidelines, five-year project specific programming plans, or MSP 5-Year Plans, will have to be submitted to the Metro Board of Directors for adoption, which will subsequently guide the flow of funding to various specific projects that fall within each program. Based on the projected initial five-year cash flow for each subregional fund in the San Gabriel Valley subregion and recommendations by the SGVCOG Governing Board, the funds that would be available for programming are as follows:

Measure M Multi-Year Subregional Programs 5-Year Cashflows (AFTER Adjustments and inter-program loans)									
Program	Sub-region	Ground-breaking Start Date	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total	5-Year Project Development Funding [a]
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022		
Active Transportation Prog. (Including Greenway Proj.)	sg	FY 2018	\$ 2,761,363	\$ 2,833,158	\$ 2,906,821	\$ 2,979,491	\$ 3,050,999	\$ 14,531,832	\$ 72,659
Bus System Improvement Program	sg	FY 2018	\$ 231,132	\$ 268,868				\$ 500,000	\$ 2,500
First/ Last Mile and Complete Streets	sg	FY 2018	\$ 3,286,511	\$ 3,371,960	\$ 3,459,631	\$ 3,546,123	\$ 3,631,230	\$ 17,295,455	\$ 86,477
Highway Demand Based Prog. (HOV Ext. & Connect.)	sg	FY 2018							
Goods Movement (Improvements & RRing Elim.)	sg	FY 2048							
Highway Efficiency Program	sg	FY 2048	\$ 2,450,000	\$ 2,850,000				\$ 5,300,000	\$ 26,500
ITS-Technology Program (Advanced Signal Tech.)	sg	FY 2048							
San Gabriel Valley Subregion Total								\$ 37,627,287	\$ 188,136

**Table 1.  
Adopted Measure M Multi-Year Subregional Program 5-Year Allocation**

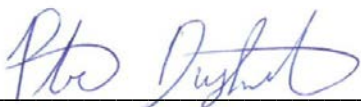
Now that SGVCOG Staff has approved and finalized monetary allocations for each of the sub-programs of the MSP 5-Year Plan to work with, COG staff can draft a list of selected projects to be constructed based on the amount of money that is available for each sub-program. Below are the steps for this process; these steps were also presented to the Transportation Committee in January 2018 when COG staff presented the Committee with the proposed Measure M Subregional Funds Public Outreach and Participation Plan, which was adopted by the Governing Board in February 2018.


1. Staff is in the initial stages of developing a preliminary proposed project list for each sub-fund based on cash flow and results for the adopted Mobility Matrix.

2. This list will be distributed to COG member agencies and other stakeholders and posted on the COG's website for comment. Staff will attempt to make personal contact with known stakeholders and offer briefings if desired.
3. The proposed project list, as well as any comments received, will be agendized for the Public Works and Planning TACs in April 2018 for discussion and public input.
4. Recommendations from the TACs will be forwarded to the COG's Transportation Committee and agendized for the May 2018 meeting for discussion and public input.
5. Final recommendations from the COG's Transportation Committee will be forwarded to the COG's Governing Board for final approval in June 2018.
6. Upon approval of the MSP 5-Year Plan by the Metro Board and subsequent execution of funding MOU's with each individual project implementing agency, further outreach regarding the design, environmental clearance and construction of those projects will be handled individually by the implementing agency in accordance with funding guidelines and local policies.

**NEXT STEPS / UPDATE**

The SGVCOG has initiated the project solicitation and outreach processes for both Active Transportation and First-Last Mile projects. Originally, cities and local agencies in the San Gabriel Valley had until July 13<sup>th</sup> to submit proposed project ideas. However, this submission deadline has now been extended to **July 31<sup>st</sup>**, in order to give SGV local agencies additional time to participate in the submission process. Once the SGVCOG receives project submissions and input from our local agencies, COG staff will begin prioritizing the project requests and will bring the proposed projects list to the TACs for technical review, feedback, and direction. Within a few months, the SGVCOG hopes to submit an approved projects list to Metro for funding MOU's for the first MSP 5-year plan.

Prepared by:   
 Peter Duyshart  
 Project Assistant

Approved by:   
 Marisa Creter  
 Executive Director

**ATTACHMENTS**

- Attachment A – List of Submitted First-Last Mile Projects as of July 2 -- Page 35
- Attachment B – List of Submitted Active Transportation Projects as of July 2 -- Page 38

**Measure M Multi-year Subregional Programs (First/Last Mile Program)  
San Gabriel Valley Council of Governments 5 Year Plan Programming Forecast**

List each project, the location, relationship to MSP name/type, and description:

Project Name	Description <sup>1</sup>
Baldwin Park Transit Center FLM	Improve pedestrian infrastructure by providing safe and efficient nonmotorized connections to and from public transit facilities and destinations within the Downtown Baldwin Park district
Arcadia Gold Line Station	Improvements include pedestrian lighting, decorative treatments to the pavement surfaces, raised pavement “speed humps” for pedestrian crossings, bollards and railings, landscape nodes and signage.
Pedestrian Access Corridors	Improve pedestrian and bicycle infrastructure connections to and from the Gold Line Station in Duarte
Duarte Gold Line Station	
Pedestrian Access and Bicyclist Safety Improvements	
Claremont College Ave Ped and Bike Improvments	First/Last Mile improvements enhancing Pedestrian and Bicycle safety and providing complete streets infrastructure. This project includes ADA features and the relocation of the traffic signal from College at Kirkwood to College at Green Street.
Claremont First Street Bus	Multi-modal improvements accommodating bus pickup and drop off area adjacent to the future Gold Line platform. Includes ADA and
Claremont Rideshare	First/Last Mile Improvements focusing on rideshare accommodations adjacent to the future Gold Line Station. In addition to rideshare pick-up/drop-off area, the project includes ADA and pedestrian lighting improvements.
Improvements on First Street at Claremont Wharton Drive Ped and Bike Improvements	First/Last Mile Improvements enhancing ADA, pedestrian, and bicycle safety by creating a continuous path of travel and bicycle accommodations. This project includes reconstruction of pedestrian path of travel to accommodate complete streets concepts.
Claremont Green Street Ped and Bike Improvements	Creating bicycle boulevard and pedestrian connections to mass transit from Arrow Highway leading to both Metrolink and Gold Line stations. This project includes infill sidewalk, ADA ramps, and exclusive bike access at Arrow Highway
Claremont First Street Traffic Signal Improvements	First/Last Mile Improvements focusing on bicycle and pedestrian enhancements to be accomplished by installing a traffic signal at First Street at Mills Avenue facilitating access to the Metrolink station. This project includes the installation of a fully accessible traffic signal featuring audible pedestrian push buttons, countdown pedestrian heads, and bicycle video detection.
Claremont College Ave improvements	First/Last Mile Improvements enhancing bicycle safety by widening the roadway to accommodate dedicated bike lanes, leading to the Gold Line and Metrolink stations. This project includes widening of the roadway to accommodate installation of class II bikeways, featuring green
Claremont Arrow Hwy Improvements	First/Last Mile improvements featuring complete streets along this 1.3 mile regional corridor (providing 2.6 miles of bike infrastructure). This project includes installation of class IV bikeways, class II bikeways featuring green bikeway paint, ADA, and traffic signal modifications to
Claremont Mill Ave Complete Street Project	Creating a complete streets corridor to accommodate bicycle and pedestrian connections to mass transit from Sixth Street leading to both Metrolink and Gold Line stations. This project includes infill sidewalk, ADA ramps, and bike features.
Claremont Bonita Ave Complete Street Project	Creating a complete streets corridor to accommodate bicycle and pedestrian connections to mass transit from Sixth Street leading to both Metrolink and Gold Line stations. This project includes ADA improvements, and enhancement of existing bike features.
Claremont Claremont Blvd ADA improvements	This project includes ADA improvements and traffic signal installations to accommodate heavy pedestrian and bicycle volumes.
Claremont Cornell Ave Complete Street Project	Creating a complete streets corridor to accommodate bicycle and pedestrian connections to mass transit from the Citrus Regional Bikeway on Bonita Avenue leading to both Metrolink and Gold Line stations. This project includes infill sidewalk, ADA ramps, and bike features.
Claremont First Street Complete Street Project	Creating a complete streets corridor to accommodate bicycle and pedestrian connections to mass transit from the Citrus Regional Bikeway on College Avenue and Claremont Boulevard leading to both Metrolink and Gold Line stations. This project includes

Claremont Indian Hill Blvd Complete Street Project	Creating a complete streets corridor to accommodate bicycle and pedestrian connections to mass transit from the regional corridor Arrow Highway leading to both Metrolink and Gold Line stations. This project includes infill sidewalk, and ADA improvements
Claremont Sixth Street Complete Street Project	Creating a complete streets corridor to accommodate bicycle and pedestrian connections to mass transit leading to both Metrolink and Gold Line stations. This project includes ADA improvements, green bikeway paint, sharrows, and traffic signal installations to accommodate heavy

List the estimated cost of each project and funding sources:

Project Name	Cost Estimate	MSP \$ Amount	Non-MSP \$	Notes/Comments (e.g., Funding Sources)
Baldwin Park Transit Center FLM	\$ 821,449	\$ 656,256	\$ 165,193	
Arcadia Gold Line Station Pedestrian Access Corridors	\$ 1,750,000	\$ 1,575,000	\$ 175,000	
Duarte Gold Line Station Pedestrian Access and Bicyclist Safety Improvements	\$ 1,810,000	\$ 1,629,000	\$ 181,000	
Claremont College Ave Ped and Bike Improvements	\$ 717,794			
Claremont First Street Bus	\$ 232,067			
Claremont Rideshare Improvements on First Street at	\$ 224,064			
Claremont Wharton Drive Ped and Bike Improvements	\$ 569,448			
Claremont Green Street Ped and Bike Improvements	\$ 73,150			
Claremont First Street Traffic Signal Improvements	\$ 605,000			
Claremont College Ave improvements	\$ 485,034			

Claremont Arrow Hwy Improvements	\$ 3,510,741
Claremont Mill Ave Complete Street Project	\$ 209,550
Claremont Bonita Ave Complete Street Project	\$ 1,383,140
Claremont Claremont Blvd ADA improvements	\$ 957,000
Claremont Cornell Ave Complete Street Project	\$ 288,750
Claremont First Street Complete Street Project	\$ 2,694,476
Claremont Indian Hill Blvd Complete Street Project	\$ 933,900
Claremont Sixth Street Complete Street Project	\$ 2,381,258

List the annual funding for each project over the 5 year program (list each funding source on a separate row)<sup>2</sup>:

Project Name	Cost Estimate	MSP \$ Amount	5 Year Total	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6 <sup>3</sup>
		\$ -							
		\$ -							
		\$ -							

TOTAL \$ - \$ - \$ - \$ - \$ - \$ -

<sup>1</sup> Metro may request additional information about a project regarding, among other things, its eligibility for MSP funding and readiness.  
<sup>2</sup> The annual Measure M MSP funding should not exceed the total available for the subregion.  
<sup>3</sup> The total Measure M MSP funding amount can exceed the 5 year total for planning purposes only. Funding outside the 5 year period is not guaranteed.

**Measure M Multi-year Subregional Programs (Active Transportation Program)  
San Gabriel Valley Council of Governments 5 Year Plan Programming Forecast**

List each project, the location, relationship to MSP name/type, and description:

Project Name	Description <sup>1</sup>
South El Monte Santa Anita Avenue walkability project	Includes the installation of two mid-block crossings with refuge medians and pedestrian signals, all new street paving, bulb-outs, and high visibility crosswalks with stop bars, pedestrian countdown signals, ADA compliant driveways and wheelchair ramp upgrades, as well as
South El Monte Merced Avenue Green Street project	Install parkway tree wells, curb cuts, bio-retention areas, treatment planters, pervious pavement systems, protected bike lanes, lighting, cross walks and all new street paving
City of Industry bikeway project on the UPRR r/w	Design and construct a bikepath along the UPRR r/w from CrossRoads Parkway to the Metrolink station at Brea Canyon Road
Claremont Cambridge Ave bikeway project	Develop a bicycle connection between the Citrus Regional Bikeway and the regional corridor of Arrow Highway. This project includes class IV bikeways throughout.
Claremont Claremont Blvd ADA improvements	This project includes ADA improvements and traffic signal installations to accommodate heavy pedestrian and bicycle volumes.
South El Monte Rosemead Revitalization Project	Construct active transportation elements such as protected bike lanes, sidewalks, drought tolerant landscaped medians, and ADA ramps, and new street paving
Monrovia Active Community Travel Vinculum	Two-way protected Class I bicycle lanes along Primrose Avenue and Ivy Avenue in Old Town will couple with Class IV cycle tracks along Central Avenue connect

List the estimated cost of each project and funding sources:

Project Name	Cost Estimate	MSP \$ Amount	Non-MSP \$	Notes/Comments (e.g., Funding Sources)
South El Monte Santa Anita Avenue walkability project	\$ 700,000			Design only

South El Monte Merced Avenue Green Street project	\$ 4,000,000			Construction only
City of Industry bikeway project on the UPRR r/w	\$ 1,500,000			Design and construction
Claremont Cambridge Ave bikeway project	\$ 1,729,805			Construction only
Claremont Claremont Blvd ADA improvements	\$ 957,000			Construction only
South El Monte Rosemead Revitalization Project	\$ 1,200,000			Design only
Monrovia Active Community Travel Vinculum	\$ 9,250,000	\$ 3,000,000	\$ 6,250,000	Design and Construction

List the annual funding for each project over the 5 year program (list each funding source on a separate row)<sup>2</sup>:

Project Name	Cost Estimate	MSP \$ Amount	5 Year Total	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6+ <sup>3</sup>
			\$ -						
			\$ -						
			\$ -						
			\$ -						
			\$ -						

<sup>1</sup> Metro may request additional information about a project regarding, among other things, its eligibility for MSP funding and readiness.

<sup>2</sup>The annual Measure M MSP funding should not exceed the total available for the subregion.

<sup>3</sup>The total Measure M MSP funding amount can exceed the 5 year total for planning purposes only. Funding outside the 5 year period is not guaranteed.

## SGVCOG / ACE Integration

	Activity	2017												2018												Status
		S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D									
Project Review	Conduct outreach to member agencies to develop/ refine project list.																			Outreach currently being conducted, initial project letters of interest are due August 31, 2018.						
	Develop and approve initial project list																									
Personnel and Admin. Restructure	Conduct ACE/COG employee outreach																			Joint monthly staff meetings are being held.						
	Develop consolidated personnel system																			Salary/classification study initiated in February and be completed in October 2018.						
	Implement consolidated personnel system																			Additional consolidation pending Comp/Class study.						
	Implement consolidated admin and finance system																			Additional consolidation pending Comp/Class study.						
Budget	Develop consolidated budget																			Anticipate fully consolidated budget to be presented for FY 19-20.						
	Present budget to GB for approval																									

**Accomplishments:**

- Developed and approved updated JPA (November 2017)
- JPA approved by a majority of member agencies (19) (December 2017)
- Developed and approved updated bylaws (December 2017)
- Election process for Construction Committee approved by Governing Board (January 2018). Elections to be held in May.
- Contract awarded for compensation / classification study (January 2018)
- Updated ACE Logo approved by Governing Board (February 2018).
- Combined employee handbook approved by Governing Board (April 2018)
- Combined Finance and Accounting Procedures Manual approved by Governing Board (May 2018)
- Capital Project Review Manual approved by Governing Board (May 2018)



DATE: July 26, 2018

TO: SGVCOG Planning Directors' TAC

FROM: Marisa Creter, Executive Director

RE: Municipal Compliance and Development Review Process Issues with the LA County Fire Department

## **RECOMMENDED ACTION**

For information and discussion.

## **BACKGROUND**

At the October 2017 meeting of the Planning Directors' TAC, members expressed concerns that their respective cities have encountered some issues with complying with some of the LA County Fire Department's fire code requirements. Cities also conveyed that they have had communication and customer service problems with LA County Fire on certain correspondence, which has caused delays in implementation and completion of projects, and has caused additional compliance issues and ambiguities.

At February's Planning Directors' TAC meeting, TAC voting-members had their first opportunity to go more in-depth about some of their respective issues with LA County Fire code and plan check compliance, as well as customer service issues. The main purpose of this discussion was to get consensus from the TAC regarding how the COG should proceed going forward in working on this overarching issue.

At March's Planners' TAC meeting, at the direction of the Chair, the TAC continued its discussion of specific compliance issues with LA County Fire Department's Fire Code Requirements. This follow-up discussion enabled TAC members to bring up any new, distinct issues which were not brought to the attention of the TAC in February. Ultimately, members of the TAC unanimously approved a motion to have SGVCOG staff establish a subcommittee specifically for this item. This subcommittee was tasked with deciding which particular issues it thinks are most pressing, pertinent, and worth bringing to the attention of the LA County Fire Department. The subcommittee was also tasked with deciding upon a course of action regarding how to present the most important municipal compliance and development review process issues to the LA County Fire Department. The motion also stipulated that this subcommittee's final recommendations and any correspondence are to be shared with the Planning Directors' TAC and to the City Managers' Steering Committee.

## **SUBCOMMITTEE / WORKING GROUP ACTION**

This subcommittee first met on April 24, 2018. During this first working group meeting, participating cities identified the most applicable and pressing code compliance and customer

service issues which have been incompatible with cities' codes and which have delayed the approval of cities' projects in cases of both concept review and project review. Moreover, the subcommittee held its second meeting on May 24, 2018. At this meeting, the participating cities finalized the list of most pressing issues pertaining to the LACFD and heard about one city's meeting with fire prevention and plan check staff. The subcommittee identified the following issues as ones which need to be addressed by the LA County Fire Department, hopefully with the input of affected municipalities:

- 1) Strict and inflexible enforcement of section 503.1 of the LA County Fire Department Code:
  - Section 503.1 requires that there be an unobstructed 20-foot wide, hard-surfaced access road within 150 feet of all sides of a structure. This violates some cities' codes regarding maximum driveway width.
- 2) Different sections of the LACFD code are applied inconsistently across different jurisdictions:
  - LACFD has required only a 15-foot wide access road or pad for unincorporated LA County communities, but not in municipalities, under Section 503.1, for example.
- 3) Inconsistent development review process procedures and sub-par customer service:
  - LACFD offices charge fees to review plan checks for both project review and concept review, but do not provide a standardized fee schedule or policies.
  - Inconsistencies regarding when the LACFD will approve plans for Public Review. Sometimes, LACFD will not approve plan checks until a City's planning commission reviews the project, but after the commission approves a project, the LACFD will then make revisions to the plans, requiring the item to go back to the commission again.
  - There are instances where cities are not even sure which LACFD staffer is supposed to check certain plan checks.
- 4) City requests are not replied to in a timely manner:
  - While cities understand that the LACFD is very busy, significant delays in plan checks review processes puts the LACFD and cities at risk of non-compliance with the State of California's Permit Streamlining Act, Subdivision Map Act, and CEQA requirements.

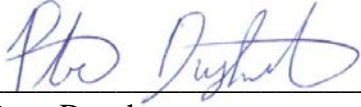
## **CITY MANAGERS' STEERING COMMITTEE**


At the June 6 City Managers' Steering Committee, the City Managers who sit on that Committee were presented with the pertinent customer service and development review issues which many contracting cities have faced when trying to work with the LACFD, and were asked to provide guidance pertaining to outreach to the LACFD. The City Managers agreed with the SGV Planners and SGVCOG Staff that the customer service and plan check problems are significant issues. Additionally, the City Managers of contracting non-District cities expressed deep concern regarding increased contracting costs for these affected cities.

## NEXT STEPS

The City Managers directed COG staff to first work with contracting cities to address their issues a little further, and then try to schedule a meeting between City Managers and an LACFD Chief or Deputy Chief. Additionally, a couple of City Managers have reached out to the California Contract Cities Association in order to see if this is an appropriate avenue by which to attempt to solve these LACFD issues.

As of the Week of July 16, COG staff is still seeking further direction from the City Managers about how to proceed and regarding what the best avenue would be to approach key decision-makers with the LA County Fire Department. COG staff anticipates having more significant progress on this critical matter in August.

Prepared by:   
Peter Duyshart  
Project Assistant

Approved by:   
Marisa Creter  
Executive Director