



**AGENDA**  
**CITY OF NORCO**  
**STREETS, TRAILS AND UTILITIES COMMISSION**  
**REGULAR MEETING**  
**CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE**  
**DECEMBER 1, 2014**

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1. CALL TO ORDER: 7:00 P.M.
2. ROLL CALL:
3. STAFF PRESENT:
4. PLEDGE OF ALLEGIANCE:
5. PUBLIC COMMENTS OR QUESTIONS: This is the time when persons in the audience that wish to address the Commission regarding matters not on the agenda may do so.
6. TO BE READ BY THE CHAIR: "All discretionary actions before the Streets, Trails and Utilities Commission are advisory in nature and final actions will be confirmed, modified, or deleted by the City Council."
7. APPROVAL OF MINUTES:
  - A. October 6, 2014
8. PRESENTATION/ACTION ITEMS:
  - A. Chair Election (Director of Public Works)
  - B. Vice Chair Election (Director of Public Works)
  - C. Discussion of Conditional Use Permit 2014-28 (Les Schwab tire)
9. VERBAL UPDATES: STREETS – TRAILS – UTILITIES:
10. COMMISSION REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS:
  - A. Oral reports from City Committees Commission Members serve on
  - B. Request for Items on Future Agenda (within the purview of the Commission and requires a majority vote of the Commission)
11. ADJOURNMENT:

Staff reports are on file in the Public Works Department at Norco City Hall located at 2780 Clark Avenue. Any writings or documents provided to a majority of the Streets, Trails and Utilities Commission regarding any item on this Agenda will be made available for public inspection at the Engineering Counter.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office (951) 270-5623. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title II)



MINUTES  
CITY OF NORCO  
STREETS, TRAILS AND UTILITIES COMMISSION  
REGULAR MEETING  
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE  
OCTOBER 6, 2014

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1. CALL TO ORDER: 7:12 PM
2. ROLL CALL: **Vice Chair Walker, Commission Members Turpin, Burt**  
**ABSENT: Chair Showalter, Commission Member Gregory**
3. STAFF PRESENT: **Public Works Director Askew, Public Works Superintendent Piorkowski, Water and Sewer Manager Thompson and Engineering Assistant Dahl**
4. PLEDGE OF ALLEGIANCE: **Commission Member Burt**
5. PUBLIC COMMENTS OR QUESTIONS: **NONE**
6. READ BY THE CHAIR: "All discretionary actions before the Streets, Trails and Utilities Commission are advisory in nature and final actions will be confirmed, modified, or deleted by the City Council."
7. APPROVAL OF MINUTES:
  - A. Minutes of Regular Meeting of June 2, 2014: Recommended Action: Approval (Engineering Assistant Dahl)

**M/S Burt/Turpin** to approve the minutes of Streets, Trails and Utilities Commission Regular Meeting of April 7, 2014 as noted.

**AYES: BURTT, TURPIN, WALKER**  
**NOES: NONE**  
**ABSENT: SHOWALTER, GREGORY**  
**ABSTAIN: NONE**

8. PRESENTATION/ACTION ITEMS:
  - A. Chair Election
  - B. Vice Chair Election

**M/S Burt/Turpin** to postpone election of Chair and Vice Chair to the next regular Street, Trails and Utilities Commission Meeting.

**AYES: BURTT, TURPIN, WALKER**  
**NOES: NONE**  
**ABSENT: SHOWALTER, GREGORY**  
**ABSTAIN: NONE**

C. Presentation of Urban Water Management Plan:

**Sewer and Water Manager Thompson** presented the 2010 Urban Water Management Plan Report.

**M/S Turpin/Burt** to receive and file the 2010 Urban Water Management Plan Report.

**AYES: BURTT, TURPIN, WALKER**

**NOES: NONE**

**ABSENT: SHOWALTER, GREGORY**

**ABSTAIN: NONE**

D. Discussion of Alternate Trail Material:

**Public Works Director Askew** presented the discussion of alternative trail material to the Commission.

Vice Chair Walker, Commission Members Burt and Turpin stated their concerns of whether the trail material would hold up under equestrian use, vehicular traffic and inclement weather conditions.

Superintendent Piorkowski stated this particular product would be used only in a residential application; noting a different binding product previously tested in a commercial application had failed.

Director Askew stated under normal circumstances, the life of the product is approximately five years, has received good reviews and is fairly cost effective.

**M/S Burt/Turpin** to recommend City Council approve a test area of the new alternative trail material on Corona Avenue within the right-of-way for residential driveway applications.

**AYES: BURTT, TURPIN, WALKER**

**NOES: NONE**

**ABSENT: SHOWALTER, GREGORY**

**ABSTAIN: NONE**

E. Discussion of the New Cul De Sac Standard

**Public Works Director Askew** presented the discussion of the new cul-de-sac standard to the Commission.

Vice Chair Walker and Commission Member Burt stated their concerns regarding the cost to maintain the trail on both sides of the street; and would not be in support of an LMD. As an option for developers, both would support an alternate standard for trail on both sides of the cul-de-sac

Commission Member Turpin stated his support of trail on both sides only if residences would be on both sides of the cul-de-sac; noting this would eliminate the need to cross the street.

Bonnie Slager stated support of trail on both sides of the street as an option and inquired who would be responsible for maintaining the trail. In response, Director Askew noted the resident is

responsible for keeping the trail clean and alerting Public Works when needed; the City is responsible for the maintenance of the trail fence and placing dg.

**M/S Walker/Burt** to recommend City Council approve adding Alternate Standards 1 and 3 in addition to existing standards for the development of future cul-de-sacs.

**AYES: BURT, TURPIN, WALKER**  
**NOES: NONE**  
**ABSENT: SHOWALTER, GREGORY**  
**ABSTAIN: NONE**

9. VERBAL UPDATES: STREETS – TRAILS – UTILITIES

- Reservoir No. 8 and Bluff Street 20" Transmission Line – design nearing completion with the intention of going out to bid in near future
- Vine Street Waterline – design nearing completion with the intention to go out to bid next week
- Norco MDP Line NB-2 and S-5A – recommend to award at next City Council Meeting
- Navy to Norco College – awarded; awaiting Navy clearances to begin construction
- SCE Tree Trimming/Removals – Public Works is looking into replacement of trees to be removed

10. COMMISSION REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS:

A. Oral reports from City Committees Commission Members serve on:

Commission Member Burt gave an update on the Ad-Hoc Committee and noted how much time and effort has been put into the committee.

B. Request for Items on Future Agenda (within the purview of the Commission and requires a majority vote of the Commission): **NONE**

11. ADJOURNMENT: Vice Chair Walker adjourned the meeting at **8:45pm**

**M/S Walker/Burt** to adjourn the Streets, Trails and Utilities Meeting at 8:45pm

**AYES: BURT, TURPIN, WALKER**  
**NOES: NONE**  
**ABSENT: SHOWALTER, GREGORY**  
**ABSTAIN: NONE**

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Lori J. Askew  
Director of Public Works

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## **CITY OF NORCO STAFF REPORT**

**TO:** Streets, Trails and Utilities Commission

**FROM:** Lori J. Askew, Director of Public Works

**DATE:** December 1, 2014

**SUBJECT:** Election of Officers  
Nomination and Selection of a Chair Person

**RECOMMENDATION:** Commission Nominate and Elect a Chair Person

**SUMMARY:** The City of Norco Municipal Code requires that the Streets, Trails and Utility Commission members elect a Chair person at their first meeting after the beginning of the City's fiscal year or if a vacancy occurs. With the recently approved quarterly Commission meeting schedule, Staff recommends electing a Chair with an effective date of December 1, 2014.

**BACKGROUND/ANALYSIS:** The City of Norco Municipal Code, Title 2, Chapter 2.23 establishes policies and procedures for the Streets, Trails and Utilities Commission. Section 2.23.070, Organization, states the Streets, Trails and Utilities Commission shall elect each year from their membership a Chair and Vice Chair the first meeting after the beginning of the City's fiscal year.

Based on the Municipal Code sections stated above, Staff is recommending the Commission elect a Chairperson through June 30, 2015.

## **CITY OF NORCO STAFF REPORT**

**TO:** Streets, Trails and Utilities Commission

**FROM:** Lori J. Askew, Director of Public Works

**DATE:** December 1, 2014

**SUBJECT:** Election of Officers  
Nomination and Selection of a Vice Chairperson

**RECOMMENDATION:** Commission Nominate and Elect a Vice Chairperson

**SUMMARY:** The City of Norco Municipal Code requires that the Streets, Trails and Utility Commission members elect a Vice Chair person at their first meeting after the beginning of the City's fiscal year or if a vacancy occurs. With the recently approved quarterly Commission meeting schedule, Staff recommends electing a Vice Chair with an effective date of December 1, 2014.

**BACKGROUND/ANALYSIS:** The City of Norco Municipal Code, Title 2, Chapter 2.23 establishes policies and procedures for the Streets, Trails and Utilities Commission. Section 2.23.070, Organization, states the Streets, Trails and Utilities Commission shall elect each year from their membership a Chair and Vice Chair the first meeting after the beginning of the City's fiscal year.

Based on the Municipal Code sections stated above, Staff is recommending the Commission elect a Vice Chairperson through June 30, 2015.

# CITY OF NORCO STAFF REPORT

TO: Streets, Trails and Utilities Commission

FROM: Lori J. Askew, Public Works Director

DATE: December 1, 2014

SUBJECT: Discussion of Conditional Use Permit 2014-28 (Les Schwab Tires)

RECOMMENDATION: That the Commission makes recommendation to the Planning Commission regarding the proposed site development.

**SUMMARY:** An 11,715 square foot retail tire store with tire installation is being proposed on the vacant lot at the northwest corner of Hamner Avenue and Third Street.

**BACKGROUND/ANALYSIS:** Conditional Use Permit 2014-28 has been submitted to the Planning Department with review by the Planning Commission scheduled for early 2015.

The proposed site plan is for an 11,715 square foot commercial building to be constructed on approximately 1.6 acres of vacant property located at the northwest corner of Hamner Avenue and Third Street. The property has approximately 250 feet of frontage along Hamner Avenue and approximately 265 feet of frontage along Third Street. Hamner Avenue is to be improved to its ultimate width along the project boundary. Third Street currently has the necessary public improvements in place. Access to the development is proposed through two entrances, one located on Hamner Avenue and one on Third Street. The entrance on Hamner Avenue is located at the most northerly property line of the site and in order to accommodate traffic entering the site from both directions of Hamner Avenue, some striping modifications will be required to Hamner Avenue. The entrance on Third Street will be right-in/right-out as an existing raised median exists within Third Street.

No traffic analysis has been requested of the proposed development as tire retail does not typically have a high peak traffic influx, rather a moderate long term client.

The proposed development will connect to existing water and sewer mainlines located either within Hamner Avenue or Third Street.

No pedestrian-equestrian improvements are planned for this development as no trails exist along Hamner Avenue and the trail on Third Street is on the opposite side of the street.

Staff is looking for comment on the site plan as it relates to the proposed driveways on Hamner Avenue and Third Street and the proposed utilities for the development.

**FINANCIAL IMPACT:** N/A.

Attachment: Conditional Use Permit 2014-28  
/lja