



**CITY OF NORCO  
STREETS, TRAILS AND UTILITIES COMMISSION  
REGULAR MEETING MINUTES**

**Monday, February 1, 2016  
City Council Chambers, 2820 Clark Avenue, Norco, CA 92860**

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**CALL TO ORDER:** 7:00 P.M.

**ROLL CALL:** Sherry Walker, Chair, **Present**  
Cathey Burtt, Vice Chair, **Present**  
William Naylor, Commission Member, **Present**  
Michael Thompson, Commission Member, **Present**  
James Turpin, Commission Member, **Absent**

**PLEDGE OF ALLEGIANCE:** Commission Member Naylor

**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."

1. **PUBLIC COMMENTS OR QUESTIONS:** None
2. **APPROVAL OF MINUTES:**

A. November 16, 2015 Joint Meeting of the Parks and Recreation Commission and Streets, Trails and Utilities Commission. **Recommended Action: Approval**  
(*Engineering Assistant*)

**M/S BURTT/THOMPSON to approve the meeting minutes of the Parks and Recreation Commission and Streets, Trails and Utilities Commission joint meeting as presented.**

**The motion was carried by the following roll call vote:**

**AYES: WALKER, BURTT, NAYLOR, THOMPSON**  
**NOES: NONE**  
**ABSENT: TURPIN**  
**ABSTAIN: NONE**

B. Regular Meeting of December 7, 2015. **Recommended Action: Approval**  
(*Engineering Assistant*)

**M/S NAYLOR/BURTT to approve the regular meeting minutes of December 7, 2015 as presented. The motion was carried by the following roll call vote:**

**AYES: WALKER, BURTT, NAYLOR, THOMPSON**  
**NOES: NONE**  
**ABSENT: TURPIN**  
**ABSTAIN: NONE**

**3. PRESENTATION/ACTION ITEMS:**

A. Introduction of Public Works Director Chad Blais (*Deputy City Manager*)

Deputy City Manager Petree introduced the City's new Public Works Director Chad Blais, noting his extensive background in water and sewer.

Director Blais stated he is looking forward to working with the Commission and addressing any concerns.

Chair Walker welcomed Director Blais and stated the Commission is looking forward to working with him.

**4. DEPARTMENT OPERATION REPORTS**

A. Department Operations Report Public Works (*Public Works Superintendent*)

Superintendent Piorkowski presented the department operation report on file.

Director Blais inquired if trash pick-ups completed by Public Works are taken to the City Yard. Superintendent Piorkowski stated that by the direction of the City Council, Public Works provides the pick-up as a courtesy although it is part of the City's contract with Waste Management.

Commission Member Naylor noted he was informed by Waste Management it would be quicker to contact the City for pick-ups since Waste Management needed approval from the property owner. Superintendent Piorkowski noted the need for approval with Waste Management is due to the number of allowable bulky item pick-ups per resident, per year.

Deputy City Manager Petree stated he will bring this issue up at the next meeting with Waste Management.

Commission Member Naylor inquired on the status of the Third Street Improvement Project. Superintendent Piorkowski stated there are a few punch list items still remaining.

Commission Member Naylor inquired about the status of the replacement of reflective signs on barricades located at Valley View Avenue and River Drive; and if the Public Works Department keeps signs in stock. Superintendent Piorkowski stated he will check on the request and that the City does keep signs of a critical nature in stock, others are ordered as needed.

Chair Walker stated the Navy property is full of tumbleweeds and needs maintenance. Superintendent Piorkowski stated the recent windstorm happened before the Navy could do their annual maintenance. He noted there has been an abundance of tumbleweeds this year since they are drought tolerant. Deputy City Manager Petree noted the City has addressed the Navy regarding this issue.

Commission Member Naylor inquired if there has been a response from the Army Corp of Engineers regarding the drain at River Drive and Valley View Avenue. Deputy City Manager

Petree stated the City has been trying to communicate with the appropriate party.

**B. Capital Improvement Project Summary (*Associate Engineer*)**

Associate Engineer Nelson presented an update on Capital Improvement Projects currently underway and in the design phase.

**5. DIRECTOR ACTION ITEMS: None**

**6. COMMITTEE REPORTS**

**A. Maintenance and Operations Trails, Trail Fencing, Streets (Commissioners Turpin and Thompson)**

Deputy City Manager Petree stated there is a request from a resident to access the backyard trail. Once the request is submitted in writing, it will be brought to the Commission for approval. Commission Member Thompson stated the code is clear that motorized vehicles are not allowed on the trail. Deputy City Manager Petree noted several locations being looked at around the City that are currently being accessed by motorized vehicles. This issue will be developed and brought back to the Commission as a whole. He also stated the Trail Fencing Standard needs clarification regarding the gaps on each side of the driveway.

Deputy City Manager Petree stated a subcommittee will be formed with members from STUC, Parks and Recreation, EDAC and a Council Member to discuss marketing opportunities and strategies for bringing new events to the City.

Commission Member Thompson stated the trail fencing standard needs to be addressed. Chair Walker stated the Commission went through the process but does not think it was taken to Council.

Superintendent Piorkowski noted there are conflicting standards. The Trail Fence Standard exhibit shows fencing to the edge of the driveway but does not call for it and is not stated in the notes. The driveway standard is very clear and states there should be nothing within four feet of the wings of the driveway. It should have been noted on the fencing standard to reference the driveway standard.

Director Blais stated the standard does not need to be taken to council. It should be done by the Engineer and the date revised on the standard. He noted, as with hydrants, fencing should be placed four to five feet away from driveways for access reasons.

Deputy City Manager Petree stated this is such a sensitive issue that the City Council should be part of the conversation. He also stated fencing in the hills was installed by the developer, not the City. It was installed right up to the driveway and over time residents have removed portions of the fencing.

Vice Chair Burt stated that past discussions with the Commission consisted of how much trail fencing there is within the City, the cost of installation and maintenance of the fencing, how to make it look more uniform and address access issues.

Deputy City Manager Petree stated the Standard is from 1992, it has not been amended other than the addition of the new vinyl fence standard and does not define a gap policy. He noted that he is having difficulty locating the findings of the Commission from previous discussions dating back to 2005.

Commission Member Naylor inquired about the next step of this process and stated he would like to move this along by agendizing it. Director Blais recommended adding the language and findings of the subcommittee to the Standard and having it brought back at a future meeting.

Deputy City Manager Petree suggested that a special meeting could be held for this discussion if needed.

Commission Member Naylor stated the Norco Horsemen's Association has been volunteering to help repair wood trail fencing and have tried to use the criteria provided by Deputy City Manager Petree but have come across some instances where the residents request a section not be replaced for access purposes.

Chair Walker inquired if the white vinyl fencing is available in different lengths. Superintendent Piorkowski noted the sections are eight-foot; there would be an additional cost to have the eight-foot length to be cut down.

Chair Walker stated she has seen locations where there is a gap around trees. Superintendent Piorkowski noted typically there is a gap of two feet past a mature sized tree, and nothing within three feet of a hydrant based on the recommendation of the Fire Department. He stated this is where the gap policy came into place. The Commission had discussed it, agreed upon it and took action but it was never moved into the Standard. Deputy City Manager Petree also noted it had been discussed at the City Council level based on the recommendation of the Commission.

Director Blais recommended that the Engineer add the notes to all associated standards, have the subcommittee review, and bring it back to the Commission for any recommendations. Once this is complete it will then be presented to City Council for approval.

Commission Member Naylor inquired about trail maintenance responsibilities, stating the code is ambiguous where this is concerned. Superintendent Piorkowski stated City staff will be looking at the details of the code to make it more clear and concise. Director Blais stated no matter how clear the code is, the Public Works Department will still receive the call and respond. He noted ambiguity is common in most codes because it allows for some leeway on both sides.

Commission Member Naylor asked to meet with Superintendent Piorkowski for guidance placing sandbags in the trail to channel water at the entrance to the riverbed from Hillside Avenue. Superintendent Piorkowski agreed to meet and supply the sandbags.

Commission Member Naylor inquired about possible funding sources for trails. Deputy City Manager Petree noted the complexities of dealing with grants and stated that it needs to be discussed and review options available.

B. Asset Programming and Joint Meeting Subcommittee of Streets, Trails and Utilities Commission (STUC) and Parks and Recreation Commission

8. **ADJOURNMENT: Chair Walker adjourned the meeting at 8:01 P.M.**



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Shannon Dahl  
Engineering Assistant