



City of Villa Park
17855 Santiago Boulevard
Villa Park, California 92861
(714) 998-1500

COMMUNITY DEVELOPMENT & PUBLIC SAFETY COMMITTEE Monday, August 3, 2015 @ 6:00 p.m.

The Community Development & Public Safety Committee of the City of Villa Park welcomes you to this meeting. We encourage your participation. This agenda contains a brief description of each item to be considered.

If you wish to speak on an item contained on the agenda, please approach the podium at the time the item is being considered. Upon recognition by the Chair, state your name and address for the record prior to providing your comments. Speakers will be limited to a time period set by the presiding officer.

All supporting information is available for public review in the City Hall offices.

Please Note: In compliance with the Americans with Disabilities Act, the City of Villa Park will make every reasonable attempt to accommodate attendees or participants at this meeting who need special assistance beyond what is normally provided. Please contact the City Hall at (714) 998-1500 at least 48 hours prior to this meeting to inform us of particular needs and to determine if accommodation is feasible. Please advise us at the time of your call if special assistance is required to attend or participate in meetings on a regular basis.

ORDER OF BUSINESS

1. CALL TO ORDER / ROLL CALL & INTRODUCTIONS
2. PUBLIC COMMENT
3. DISCUSSION ITEMS
 - A. (Verbal) July 2015 Building & Safety Report
 - B. (Verbal) Monthly update on the status of key/more visible development issues:
 - C. (Verbal) Monthly update on code enforcement issues
 - D. 9911 Briley Way – Variance application for side yard setback (14 feet to 7 feet)
 - E. Osumi Nursery – CUP extension review
 - F. Tropical Plaza Nursery – CUP extension review
 - G. Review of RFP for design engineering of street improvements
 - H. Review of Senior Mobility Program – Taxi Transportation
 - I. WCF on the NWC of Villa Park Road and Lemon Street
 - J. Consideration of Visualizing the Code Video Series
4. ADJOURNMENT

Next meeting? Monday, September 7, 2015 is Labor Day



**CITY OF VILLA PARK
Community Development Committee (CDC) Information Sheet**

Variance: 7' - 0" encroachment into the required 14' - 0" side yard setback area

City Council Hearing Date: August 25, 2015
Applicant: Mr. David Bodourian
City Staff Recommends: Approve Variance Application
Site Location: 9911 Briley Way
Site Size: 20,443 square feet or 0.47 acres
Topography: Flat
General Plan: Low Medium Density Residential
Zoning: Single-Family Residence (E-4)
Land Use: Single-Family Detached Residential

Adjacent Zoning and Land Uses:

ZONING DESIGNATION

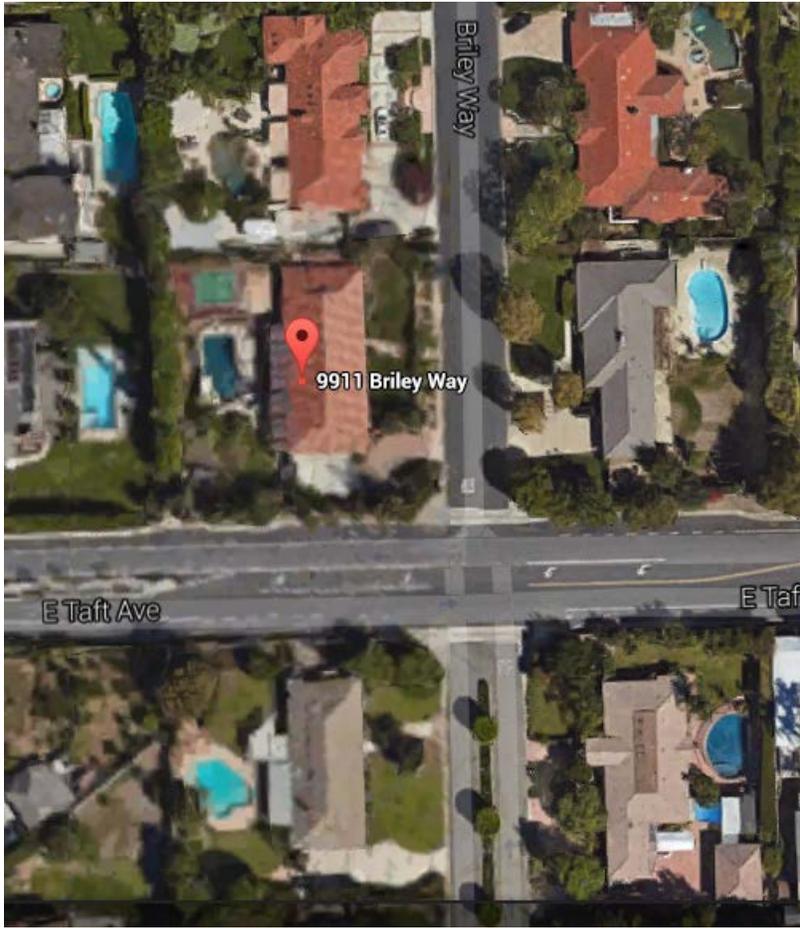
North: Single-Family Residence (E-4)
South: Single-Family Residence (E-4)
East: Single-Family Residence (E-4)
West: Single-Family Residence (E-4)

LAND USE

Single-Family Detached Residential
Taft Avenue
Briley Way
Single-Family Detached Residential

NOTES:

On June 28, 2005, the City Council adopted Resolution No. 2005-2827, approving Variance No. 0622 to allow a 7' – 0" encroachment into a 14' – 0" side yard setback area, however, this approval became void since the applicant did not obtain building permits for a proposed room addition one year following the date of approval, and the applicant made no request to extend the approval (§23-19.19. – Lapse of Variance or Conditional Use Permit).





**CITY OF VILLA PARK
Community Development Committee (CDC) Information Sheet**

Conditional Use Permit (CUP): Extension of time on Conditional Use Permit No. 0677 to allow the continued use of undeveloped residential property for landscape nursery operations.

Hearing Date: August 25, 2015
Applicant: George Osumi
City Staff Recommends: Approval
Site Location: 17711 and 17672 Meats Avenue
Site Size: 3.03 acres
Topography: Flat
General Plan: Low Medium Density Residential
Zoning: Single Family Residence (E4)
Land Use: Single-Family Detached Residential

Adjacent Zoning and Land Uses:

ZONING DESIGNATION

North: Single Family Residence (E4)
South: Orange Unified School District
East: Single Family Residence (E4)
West: City of Orange

LAND USE

Single Family Detached Residential
Serrano Elementary School
Single Family Detached Residential
Single Family Detached Residential

NOTES:

Previously approved by the City Council on February 26, 2008 via Resolution No. 2008-2986.



**CITY OF VILLA PARK
Community Development Committee (CDC) Information Sheet**

Conditional Use Permit (CUP): Extension of time on CUP No. 0671 to allow the continued use of undeveloped residential property for landscape nursery operations.

Hearing Date: August 25, 2015
Applicant: Tropical Plaza Nursery
City Staff Recommends: Approval
Site Location: 9642 Santiago Boulevard
Site Size: 3.80 acres
Topography: Flat
General Plan: Low Medium Density Residential
Zoning: Single Family Residence (E4)
Land Use: Single-Family Detached Residential

Adjacent Zoning and Land Uses:

ZONING DESIGNATION

North: Single Family Residence (E4)
South: Single Family Residence (E4)
East: Orange Unified School District
West: City of Orange

LAND USE

Single-Family Detached Residential
Single-Family Detached Residential
Serrano Elementary School
Single-Family Detached Residential

NOTES:

Previously approved by the City Council on November 27, 2007 via Resolution No. 2007-2973.



City of Villa Park

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MEMORANDUM

DATE: July 30, 2015

TO: Community Development and Public Safety Committee
August 3, 2015

FROM: Jarad Hildenbrand, City Manager

SUBJECT: Review of RFP for design engineering of street improvements

On July 1, I released the attached RFP with a deadline of July 31, at 4:00 p.m. At Monday's meeting, Staff will present the proposals received for discussion and recommendation.

**REQUEST FOR PROPOSALS
CITY OF VILLA PARK**



**DESIGN ENGINEERING SERVICES
FOR IMPROVMENTS ON MESA DRIVE, VALLEY DRIVE AND LOMA STREET**

City of Villa Park
17855 Santiago Boulevard
Villa Park, CA 92861

ISSUE DATE:
July 1, 2015

DEADLINE FOR SUBMISSION
July 31, 2015 @ 4:00 PM

A. INTRODUCTION

The City of Villa Park (City) hereby requests proposals from qualified engineering firms to plan and design improvements for the three separate street segments in Villa Park listed below.

- **Mesa Drive Widening Project** consists of widening Mesa Drive from Mesa Drive/Loma Street to Cerro Villa Drive, which is approximately 1,535 feet. The existing width ranges from 20 to 23 feet, with no curb and gutter, and the roadway is classified as C – Collector. The existing road is currently stripped for two lanes, one in each direction. The Project will be constructed entirely within the existing right-of-way which ranges between 40 to 50 feet.
- **Loma Street Widening Project** consists of widening Loma Street from Canyon Circle to Cerro Villa Drive, which is approximately 1,940 feet. The existing width ranges from 21 to 35 feet, with some curb and gutter, and the roadway is classified as Residential/Local. The existing road is currently stripped for two lanes, one in each direction. The Project will be constructed entirely within the existing right-of-way which ranges between 40 to 50 feet.
- **Valley Drive Widening Project** consists of widening Valley Drive from Loma Street and Cerro Villa Drive, which is approximately 1,500 feet. The existing width is 26 feet, with some curb and gutter, and the roadway is classified as Collector. The existing road is currently stripped for two lanes, one in each direction. The Project will be constructed entirely within the existing right-of-way which ranges between 40 to 50 feet.

Safety is top priority and widening these streets will enhance the protection of residents along with calming the road. The improvements should include, but not limited to, utility adjustments and/or relocations, new curb and gutter, recreational trail/sidewalk, roadway pavement, new drainage facilities, signing and striping, private property frontage improvements, and other associated work.

B. SCOPE OF SERVICES

The consultant shall present a scope of work based on their professional expertise and knowledge to effectively address the goals of these projects and to provide a complete work product.

Generally, a scope of work should consist of the following: Coordination/Kickoff Meeting; Topographic Survey; Data Collection, Utility Investigation, Field Review; Conceptual Street Improvement Plans (minimum of two alternatives); Preliminary Cost Estimates for the various alternatives including the cost impacts on the adjacent parcels; Attending Public Hearings; Final Plans; and Specifications and Final Cost Estimate.

C. SELECTION PROCESS

Five (5) copies of your proposal are due and must be submitted in a sealed envelope clearly marked on the outside "RFP for DESIGN ENGINEERING SERVICES FOR CITY STREET IMPROVEMENTS" no later than the date and time specified. **RFPs will be accepted until July 31, 2015, at 4:00 pm. Late copies will not be accepted.**

In order to ensure that all interested firms have access to the same information, all questions must be submitted by e-mail to the City Manager, Jarad Hildenbrand, at jarad@villapark.org. If you would like to receive responses to questions please provide your e-mail address.

Please submit your Proposal to the attention of:

Jarad Hildenbrand
City Manager
City of Villa Park
17855 Santiago Boulevard
Villa Park, CA 92861

Timing

The City intends to follow, but will not be bound by, the following timeline:

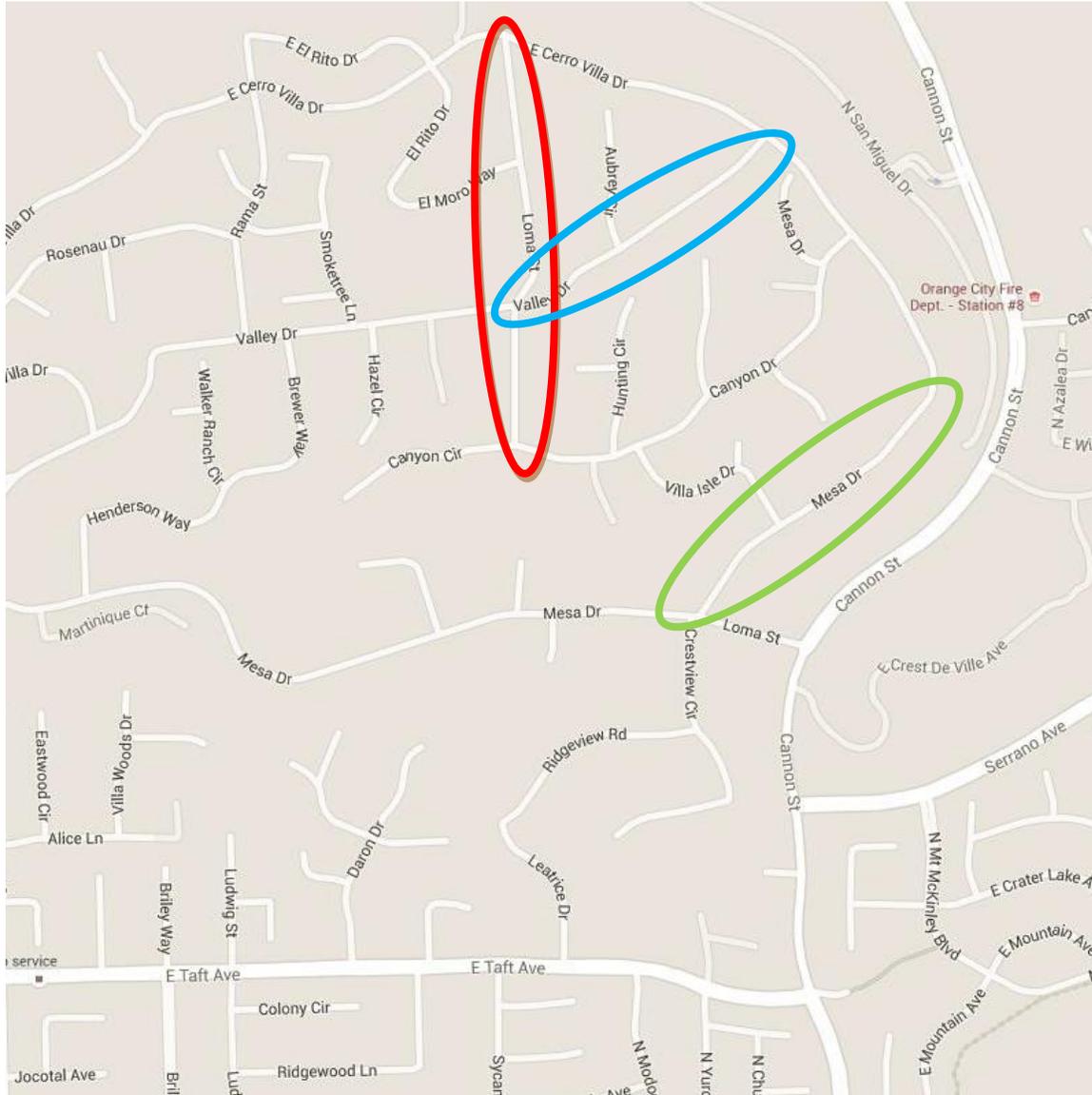
Distribution of RFP	July 1, 2015
Proposal Due to the City	July 31, 2015
Selection Review Process	August 1-7, 2015
Consultant Interviews/Selection	August 10-17, 2015
Council Review and Contract Award	August 25, 2015

Selection Criteria (not in order of significance):

1. A high level of professional competence, and a proven record in performance and the preparation of support documents;
2. Experience of personnel assigned to the project. Adequacy and availability of staffing and in-house resources;
3. Quality of the proposal, which should clearly demonstrate the firm's understanding of the City's overall objectives and general responsiveness to the City's RFP;
4. Local familiarity;
5. Responses of references; and
6. Ability to complete the project in a timely manner.

Cost will also be a significant factor in the evaluation of proposals.

Location Map



Mesa Drive Widening Project 

Loma Street Widening Project 

Valley Drive Widening Project 



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MEMORANDUM

DATE: July 30, 2015

TO: Community Development and Public Safety Committee
August 3, 2015

FROM: Jarad Hildenbrand, City Manager

SUBJECT: Review of Senior Mobility Program – Taxi Transportation

On December 16, 2014 City Council approved of an agreement with Orange County Transportation Authority for the City of Villa Park to participate in the Senior Mobility Program.

The City currently contracts with CA Yellow Cab to provide curb-to-curb taxi transportation services 7 days a week, 24 hours a day. The city subsidizes 100% of the program for travel up to 20 miles per trip; the participant is responsible for any overages.

The Orange County Transportation Authority (OCTA) provides approx. \$12,000 to the City of Villa Park for fiscal year 15/16 to offer this program. The last monthly bill from CA Yellow Cab was in the amount of \$3,760. The reason for this high invoice amount is due to a small number of residents who are using the taxi service on a daily basis, or even a few times per day.

At this rate, the City of Villa Park will run out of funds for this program before the end of the 15/16 fiscal year. In order to continue to provide this taxi service to Villa Park residents, it is necessary to put restrictions on the amount of rides taken per month. City staff suggests limiting the amount of rides taken to 8 times per month (4 round-trip rides). Residents will be on the honor system and if abused will be prohibited from using the program. City staff will monitor monthly bills from CA Yellow Cab, and residents who are using the taxi service more than allocated will be notified.

This item is being brought to the Committee for feedback and recommendation.



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MEMORANDUM

DATE: July 30, 2015

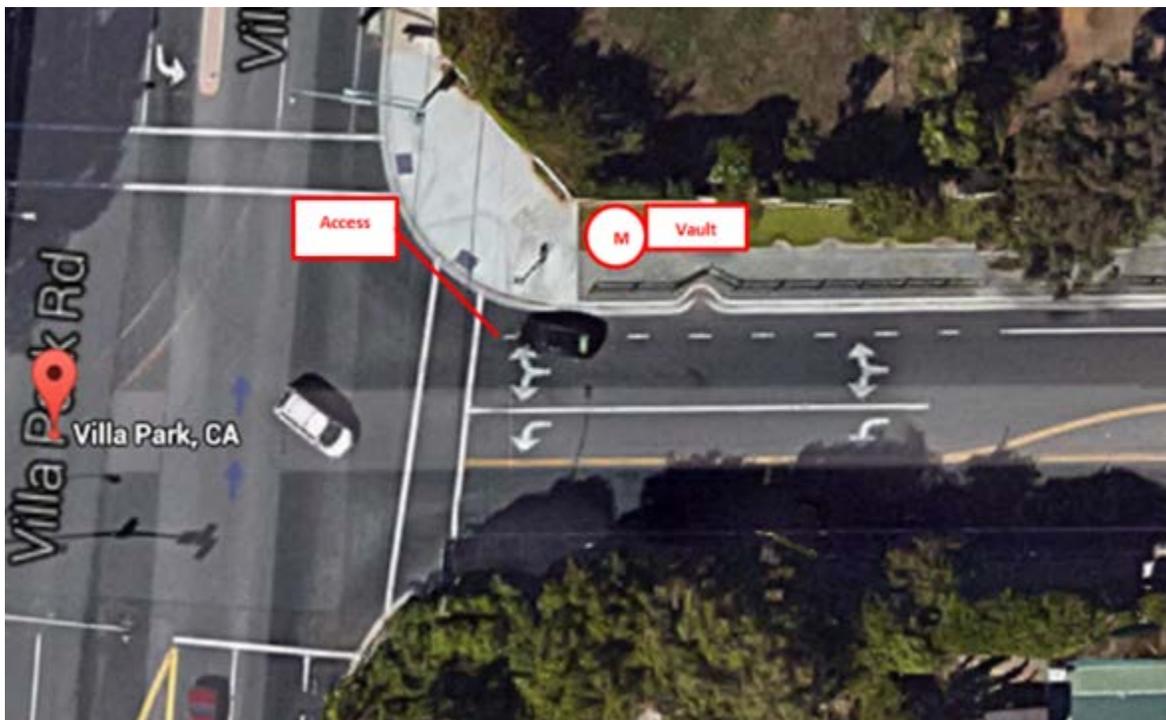
TO: Community Development and Public Safety Committee
August 3, 2015

FROM: Jarad Hildenbrand, City Manager

SUBJECT: WCF on the NWC of Villa Park Road and Lemon Street

A proposal has been submitted for the installation of a wireless communications facility (WCF) in the right-of-way on the north west corner (NWC) of Villa Park Road and Lemon Street. The proposed design is a Monotree structure.

At this time, staff cannot support it because of its proximity to residential; however, we are submitting it to the Committee for feedback. The Code requires WCF to be reviewed through the Conditional Use Permit process. Terms of the lease have not been discussed.







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MEMORANDUM

DATE: July 30, 2015

TO: Community Development and Public Safety Committee
August 3, 2015

FROM: Jarad Hildenbrand, City Manager

SUBJECT: Visualizing the Code Video Series

I agendaized this item to solicit Committee feedback regarding a possible video series called "Visualizing the Code," that would be created to help Villa Park residents better understand the City's code requirements for various projects.

Potential videos could include:

- Home Additions
 - Setback
 - FAR
 - Lot Coverage
 - Height
 - Garage Spaces
- Second Dwelling Units
- Backyard remodel
- CUP/Var process
- Fences

Please see the links below for examples:

<https://www.youtube.com/watch?v=QOXfQ3tC4Qw>

<https://www.youtube.com/watch?v=ZEI2ruUKxZ4>

<https://www.youtube.com/watch?v=gWZpYSEsSnA>