

CLAREMONT CITY COUNCIL

MEETING AGENDA

“We are a vibrant, livable, and inclusive community dedicated to quality services, safety, financial strength, sustainability, preservation, and progress with equal representation for our community.”

City Council Chamber
225 Second Street
Claremont, CA 91711



Tuesday
January 23, 2024
6:30 PM

COUNCILMEMBERS

SAL MEDINA
MAYOR

JED LEANO

ED REECE

COREY CALAYCAY

JENNIFER STARK

Meetings are open to the public for in-person attendance. The meeting will be live streamed via Zoom, technology permitting. Members of the public will not be able to provide public comment via Zoom. To watch the meeting via Zoom, use the following link: <https://zoom.us/j/256208090>. To listen via telephone dial (213)338-8477, Webinar ID: 256 208 090. The recorded meeting will be uploaded to the City website and archived.

OPTIONS FOR PUBLIC COMMENT

Public comment may be provided by one of the following methods. Each speaker will be given up to three (3) minutes to provide their comment.

IN-PERSON LIVE COMMENTS

When the item you wish to speak to is announced, please proceed to the speaker's podium one by one.

E-MAIL/MAIL

Written comments sent to the City Clerk's office will be distributed to the City Council and imaged into the record of the meeting. Email: sdesautels@ci.claremont.ca.us, jcostanza@ci.claremont.ca.us. Mail: PO Box 880, Claremont, CA 91711. Written comments submitted after publication of the agenda will be made available in the document archive system on the City website as soon as possible - www.ci.claremont.ca.us.

For assistance, comments, or more information please contact the City Clerk's Office:

(909) 399-5461 or (909) 399-5463.

CALL TO ORDER THE MEETING OF THE CITY COUNCIL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE**ROLL CALL****CLOSED SESSION REPORT****CEREMONIAL MATTERS, PRESENTATIONS, AND ANNOUNCEMENTS*****Presentation:***

Claremont Police Foundation

Announcement:

Claremont Helen Renwick Library Updates

Staff Introduction:

Kelly Love, Special Events Program Coordinator

FEDERAL HOLIDAYS AND OBSERVANCES***Holidays This Month and Upcoming***

New Year's Day, January 1, 2024

Martin Luther King Jr. Day, January 15, 2024

MAYOR AND COUNCIL**Council Item****1. APPOINTMENT OF A MEMBER TO THE ARCHITECTURAL COMMISSION AND TO THE SUSTAINABILITY COMMITTEE**

Recommendation: The outgoing City Council Ad Hoc Nominating Committee recommends the City Council:

A. Transfer Ken Zimmerman's Commission appointment from the Planning Commission to the Architectural Commission for a term to commence immediately, and expire August 31, 2027, thereby creating a vacancy on the Planning Commission; and

B. Appoint David Hines to the Sustainability Committee, for a term to commence February 1, 2024, and expire January 31, 2028.

Council Assignment Reports

City Councilmembers may serve as representatives on regional organizations. This time is allocated for reports about their activities. For information about the Council's local, intergovernmental and regional appointments please visit the City website: www.ci.claremont.ca.us/government/city-council/city-council-assignments-and-appointments.

CITY MANAGER REPORT

PUBLIC COMMENT

The Council has set aside this time for persons who wish to comment on items that are not listed on the agenda, but are within the jurisdiction of the City Council. Members of the public will have the opportunity to address the City Council regarding all items on the agenda at the time the Council considers those items.

General public comment will be taken for 30 minutes and will resume later in the meeting if there are speakers who did not get an opportunity to speak because of the 30-minute time limit.

The Brown Act prohibits the City Council from taking action on oral requests relating to items that are not on the agenda. The Council may engage in a brief discussion, refer the matter to staff, and/or schedule requests for consideration at a subsequent meeting.

CONSENT CALENDAR

All matters listed on the Consent Calendar are considered routine. The City Council may act on these items by one motion following public comment. Only Councilmembers may pull an item from the Consent Calendar for discussion, reading of resolutions and ordinances will be waived.

2. ADOPTION OF A RESOLUTION APPROVING CITY WARRANT REGISTERS

Recommendation: Staff recommends the City Council adopt A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, ALLOWING CERTAIN CLAIMS AND DEMANDS AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID, dated January 18, 2024.

Attachment(s): Resolution Approving City Warrant Register Dated January 18, 2024

3. CITY COUNCIL MINUTES OF JANUARY 9, 2024 (REGULAR)

Recommendation: Staff recommends the City Council approve the regular City Council meeting minutes of January 9, 2024.

Attachment(s): Draft Regular Meeting Minutes of January 9, 2024

4. APPROVAL OF FINAL PARCEL MAP NO. 84006 - 4358 VIA PADOVA

Recommendation: Staff recommends the City Council:

- A. Adopt A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, APPROVING FINAL PARCEL MAP NO. 84006; and
- B. Find this item is exempt from environmental review under the California Environmental Quality Act (CEQA).

Attachment(s): Resolution
Final Map

5. AUTHORIZATION TO AMEND THE EXISTING AGREEMENT WITH MAIN STREET SIGNS TO INCREASE COMPENSATION FOR TRAFFIC CONTROL AND REGULATORY SIGN SERVICES (FUNDING SOURCE: GENERAL FUND)

Recommendation: Staff recommends the City Council:

A. Authorize the City Manager to execute an amendment to the existing agreement with Main Street Signs, increasing compensation by \$20,000, for a total not-to-exceed contract amount of \$43,000 for the current term of the agreement for traffic control and regulatory sign services; and

B. Appropriate \$20,000 from the unassigned General Fund balance to fully fund the agreement.

6. AUTHORIZATION TO AMEND THE EXISTING AGREEMENT WITH FIRST CLASS HEATING AND AIR CONDITIONING, INC. TO INCREASE COMPENSATION FOR HEATING, VENTILATION, AND AIR CONDITIONING MAINTENANCE SERVICES (FUNDING SOURCE: GENERAL FUND)

Recommendation: Staff recommends the City Council:

A. Authorize the City Manager to execute an amendment to the existing agreement with First Class Heating and Air Conditioning, Inc., increasing compensation by \$60,000, for a total not-to-exceed contract amount of \$160,700 in the current term of the agreement for HVAC maintenance services; and

B. Appropriate \$60,000 from the unassigned General Fund balance to fully fund the agreement.

7. AUTHORIZATION TO AMEND THE EXISTING AGREEMENT WITH BEAR ELECTRICAL SOLUTIONS TO INCREASE COMPENSATION FOR ON-CALL ELECTRICAL SERVICES (FUNDING SOURCE: GENERAL FUND)

Recommendation: Staff recommends the City Council:

A. Authorize the City Manager to execute an amendment to the existing agreement with Bear Electrical Solutions, increasing compensation by \$70,000, for a total not-to-exceed contract amount of \$151,000 in the third year of the agreement for on-call electrical services; and

B. Appropriate \$70,000 from the unassigned General Fund balance to fully fund the agreement.

8. INVESTMENT REPORT - QUARTER ENDING DECEMBER 31, 2023

Recommendation: Staff recommends the City Council receive and accept the Investment Report for the quarter ending December 31, 2023.

Attachment(s): Quarterly Investment Report

PUBLIC HEARINGS - None

ORDINANCES - None

ADMINISTRATIVE ITEM

9. ANNUAL HOTEL/MOTEL ORDINANCE REPORT FOR CALENDAR YEAR 2023

Recommendation: Staff recommends that the City Council receive and file the Annual Hotel/Motel Ordinance Report for calendar year 2023.

Attachment(s): Hotel-Motel Ordinance
Quarterly Report 1
Quarterly Report 2
Quarterly Report 3
Quarterly Report 4
Planning Commission Minutes of 3-21-23
Planning Commission Minutes of 9-19-23
Planning Commission Minutes of 10-17-23
Planning Commission Minutes of 12-05-23

CONTINUED PUBLIC COMMENT

This time is reserved for those persons who were unable to speak earlier in the agenda because of the 30-minute time restriction.

COMMISSIONS/COMMITTEES

One Architectural Commission Vacancy (Appointment Pending)
One Community and Human Services Commission Vacancy
One Public Art Committee Vacancy
One Traffic and Transportation Commission Vacancy
Two Sustainability Committee Vacancies (One Appointment Pending)

ADJOURNMENT

THE NEXT REGULAR MEETING OF THE CLAREMONT CITY COUNCIL WILL BE HELD ON, FEBRUARY 13, 2024, AT 6:30 P.M., IN THE CLAREMONT COUNCIL CHAMBER, 225 WEST SECOND STREET, CLAREMONT, CA 91711.

A SPECIAL CITY COUNCIL PRIORITIES PLANNING WORKSHOP MEETING WILL BE HELD ON SATURDAY, JANUARY 27, 2024.

A LOOK AHEAD – Upcoming Meetings and Tentative Agenda Items

City Council Priorities Workshop - Saturday, January 27, 2024, 9 am
Appointments to Various City Commissions/Committees
Adoption of Resolution Approving City Warrant Register Dated February 1, 2024
Approval of City Council Meeting Minutes of January 23, 2024 Regular Meeting

*Approval of City Council Meeting Minutes of January 27, 2024 Priorities Planning Workshop
Annexation of Single Family Residence into Sanitation District 21 for Sanitary Sewer Disposal
Community Development Block Grant Budget
2023-24 Mid-Year Budget Report*

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, THIS AGENDA WILL BE MADE AVAILABLE IN APPROPRIATE ALTERNATIVE FORMATS TO PERSONS WITH DISABILITIES. ANY PERSON WITH A DISABILITY WHO REQUIRES A MODIFICATION OR ACCOMMODATION IN ORDER TO PARTICIPATE IN A CITY MEETING SHOULD CONTACT THE CITY CLERK AT 909-399-5461 "VOICE" OR 1-800-735-2929 "TT/TTY" AT LEAST THREE (3) WORKING DAYS PRIOR TO THE MEETING, IF POSSIBLE.

I, SHELLEY DESAUTELS, CITY CLERK OF THE CITY OF CLAREMONT, CALIFORNIA, HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING AGENDA WAS POSTED AT CLAREMONT CITY HALL, 207 HARVARD AVENUE, ON JANUARY 18, 2024, PURSUANT TO GOVERNMENT CODE SECTION 54954.2.

POST THROUGH: January 24, 2024



Claremont City Council

Agenda Report

File #: 4985

Item No: 1.

TO: ADAM PIRRIE, CITY MANAGER

FROM: SHELLEY DESAUTELS, CITY CLERK

DATE: JANUARY 23, 2024

Reviewed by:

City Manager: AP

SUBJECT:

APPOINTMENT OF A MEMBER TO THE ARCHITECTURAL COMMISSION AND TO THE SUSTAINABILITY COMMITTEE

SUMMARY

As established in the Claremont Municipal Code, the Architectural Commission works to enhance the quality of life in Claremont by guiding the design and redesign of physical elements and ensuring the harmonious composition and preservation of visual aspects of the City. One vacancy currently exists on the Commission.

The Sustainable City Plan adopted by the City Council in 2008, provides for the establishment of the Sustainability Committee whose members are appointed by the City Council to serve four-year terms. The Sustainability Committee updates the Sustainable City Plan and monitors progress in achieving the City's sustainability goals. Two terms will be expiring on January 31, 2024.

During interviews conducted by the then City Council Ad Hoc Nominating Committee comprised of Councilmember Leano and Councilmember Reece late last year, Ken Zimmerman, who currently serves on the Planning Commission, expressed an interest in being transferred to the Architectural Commission.

Councilmembers Leano and Reece recommend the transfer of Ken Zimmerman to the Architectural Commission for a term to expire August 31, 2027, and the appointment of David Hines to serve on the Sustainability Committee for a term to commence February 1, 2024, and expire January 31, 2028.

If made, these appointments will create one vacancy on the Planning Commission and leave one vacant position to fill on the Sustainability Committee.

RECOMMENDATION

The outgoing City Council Ad Hoc Nominating Committee recommends the City Council:

- A. Transfer Ken Zimmerman's Commission appointment from the Planning Commission to the Architectural Commission for a term to commence immediately, and expire August 31, 2027, thereby creating a vacancy on the Planning Commission; and
- B. Appoint David Hines to the Sustainability Committee, for a term to commence February 1, 2024, and expire January 31, 2028.

ALTERNATIVES TO RECOMMENDATION

In addition to the recommendation, there are the following alternatives:

- A. Request additional information.
- B. Take no action.

FINANCIAL REVIEW

The staff cost to prepare this report is estimated at \$275 and is included in the operating budget of the Administrative Services Department.

RELATIONSHIP TO CITY PLANNING DOCUMENTS

Staff has evaluated the agenda item in relationship to the City's strategic and visioning documents and finds this item does not relate to any of the documents.

CEQA REVIEW

This item is not subject to review under the California Environmental Quality Act (CEQA).

PUBLIC NOTICE PROCESS

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the City Clerk's Office.

Prepared by:

Shelley Desautels
City Clerk



Claremont City Council

Agenda Report

File #: 4981

Item No: 2.

TO: ADAM PIRRIE, CITY MANAGER

FROM: SHELLEY DESAUTELS, CITY CLERK

DATE: JANUARY 23, 2024

Reviewed by:

City Manager: AP

SUBJECT:

ADOPTION OF A RESOLUTION APPROVING CITY WARRANT REGISTERS

RECOMMENDATION

Staff recommends the City Council adopt A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, ALLOWING CERTAIN CLAIMS AND DEMANDS AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID, dated January 18, 2024.

PUBLIC NOTICE PROCESS

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the City Clerk's Office.

Submitted by:

Shelley Desautels
City Clerk

Attachment:

Resolution Approving City Warrant Register Dated January 18, 2024

RESOLUTION NO. 2024-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, ALLOWING CERTAIN CLAIMS AND DEMANDS AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID

NOW THEREFORE, THE CLAREMONT CITY COUNCIL DOES HEREBY RESOLVE:

SECTION 1. That the list of claims and demands dated January 18, 2024, totaling \$2,394,913.67 has been audited as required by law.

SECTION 2. That warrant numbers 4569 through 4574, and 254965 through 255251, inclusive, are hereby allowed in the amounts and ordered paid out of the respective funds.

SECTION 3. That the Mayor shall sign this Resolution and the City Clerk shall attest and certify to the passage and adoption thereof.

PASSED, APPROVED, AND ADOPTED this 23rd day of January, 2024.

Mayor, City of Claremont

ATTEST:

City Clerk, City of Claremont



Claremont City Council

Agenda Report

File #: 4982

Item No: 3.

TO: ADAM PIRRIE, CITY MANAGER

FROM: SHELLEY DESAUTELS, CITY CLERK

DATE: JANUARY 23, 2024

Reviewed by:

City Manager: AP

SUBJECT:

CITY COUNCIL MINUTES OF JANUARY 9, 2024 (REGULAR)

RECOMMENDATION

Staff recommends the City Council approve the regular City Council meeting minutes of January 9, 2024.

PUBLIC NOTICE PROCESS

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the City Clerk's Office.

Submitted by:

Shelley Desautels
City Clerk

Prepared by:

Jamie Costanza
Deputy City Clerk

Attachment:

Draft Regular Meeting Minutes of January 9, 2024

**CLAREMONT CITY COUNCIL
MEETING MINUTES**

Tuesday, January 9, 2024 – 6:30 p.m.

Meeting Conducted In Person and Via Zoom. Video Recording is Archived on the City Website
<https://www.ci.claremont.ca.us/government/city-council/watch-city-council-meetings>

CALL TO ORDER

Mayor Medina called the meeting to order at 6:33 p.m.

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE – In memory of Bruce Macklin and Claire Kingman McDonald.

ROLL CALL

PRESENT COUNCILMEMBER: CALAYCAY, LEANO, MEDINA, STARK

ABSENT COUNCILMEMBER: NONE

EARLY DEPARTURE COUNCILMEMBER: REECE (Departed at 6:58 p.m.)

ALSO PRESENT Adam Pirrie, City Manager; Jamie Earl, Assistant City Manager; Alisha Patterson, City Attorney; Jeremy Swan, Director of Community Services; Brad Johnson, Director of Community Development; Melissa Vollaro, Director of Human Services; Jeremy Starkey, Director of Finance; Shelley Desautels, City Clerk

CLOSED SESSION REPORT

There was no closed session meeting.

CEREMONIAL MATTERS, PRESENTATIONS, AND ANNOUNCEMENTS

The City Council received a presentation from Katherine Loeser, Claremont Helen Renwick Library Manager, on upcoming events taking place at the Claremont Helen Renwick Library.

ANNOUNCEMENT OF FEDERAL HOLIDAYS/OBSERVANCES

New Year's Day, January 1, 2024
Martin Luther King Jr. Day, January 15, 2024

MAYOR AND COUNCIL

Council Item

1. **Announcement and Confirmation of Local and Regional Councilmember Appointments and Adoption of a Resolution Designating a Governing Board Member and Voting Alternate to the San Gabriel Valley Council of Governments Joint Powers Authority**

This item starts at 08:19 in the archived video.

Mayor Medina invited public comment.

City Clerk Desautels announced no written public comment had been received.

There were no requests to speak.

Councilmember Leano moved to:

A. Confirm the various appointments to local and regional committees, boards, and organizations; and

B. Adopt Resolution No. 2024-01, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, DESIGNATING A GOVERNING BOARD MEMBER AND A VOTING ALTERNATE TO THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS JOINT POWERS AUTHORITY;

Seconded by Councilmember Stark, and carried on a roll call vote as follows:

AYES: Councilmember – Calaycay, Leano, Medina, Reece, Stark

NOES: Councilmember – None

Council Assignment Reports

Councilmember Reece announced that he has been appointed as the 5th District Representative for the LGBTQ+ Los Angeles County Commission.

CITY MANAGER REPORT

This item starts at 12:26 in the archived video.

City Manager Pirrie invited all to attend the City Council Priority Workshop on Saturday, January 27, 2023, announced the 2024 homeless count will be held on January 23 and encouraged volunteers to participate, and stated the former quarry site at Base Line Road and Monte Vista Avenue will begin a development process shortly. Lastly, he invited all to an information meeting on January 31 to discuss the City's business grant program.

Mayor Medina reminded all that City facilities will be closed Monday, January 15 in observance of Martin Luther King Jr. Day and that sanitation pickups will be delayed one day.

PUBLIC COMMENT

This item starts at 16:15 in the archived video.

Mayor Medina invited public comment.

City Clerk Desautels announced no written public comment had been received.

Steve Cabrera, Los Angeles County Assistant Fire Chief, provided information on the sandbag event taking place on January 13.

Unidentified speaker raised concern about the large housing density numbers listed in the Housing Element for the southern part of Claremont, while the northern part of Claremont has smaller density housing proposed.

There were no other requests to speak.

CONSENT CALENDAR

This item starts at 26:59 in the archived video.

City Clerk Desautels announced no written public comment had been received on the Consent Calendar.

Mayor Medina invited public comment on the Consent Calendar.

There were no requests to speak.

2. Adoption of Resolutions Approving the City Warrant Register
 - A. Adopted Resolution No. 2024-02, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, ALLOWING CERTAIN CLAIMS AND DEMANDS AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID, dated December 21, 2023;
 - B. Adopted Resolution No. 2024-03, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, ALLOWING CERTAIN CLAIMS AND DEMANDS AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID, dated January 4, 2024.
3. City Council, Financing Authority, and Successor Agency to the Claremont Redevelopment Agency Minutes of December 12, 2023 (Regular)

Approved and filed the regular City Council, Financing Authority, and Successor Agency to the Claremont Redevelopment Agency meeting minutes of December 12, 2023.

Councilmember Reece moved to approve the Consent Calendar, seconded by Councilmember Stark, and carried on a roll call vote as follows:

AYES: Councilmember – Calaycay, Leano, Medina, Reece, Stark

NOES: Councilmember – None

PUBLIC HEARING

4. Tax Equity and Fiscal Responsibility Act of 1982 Hearing to Approve the Issuance of \$10.5 Million in Tax Exempt Financing by the California Municipal Finance Authority for the Benefit of Scripps-Pitzer Property Holdings, LLC.

This item starts at 28:34 in the archived video.

Councilmember Reece recused himself and left the meeting as a benefactor of the bond is a source of income for him.

Jeremy Starkey, Finance Director, highlighted the staff report.

Mayor Medina invited public comment.

City Clerk Desautels announced no written public comment had been received.

There were no requests to speak.

Councilmember Calaycay moved to adopt Resolution No. 2024-04, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, APPROVING THE ISSUANCE OF THE CALIFORNIA MUNICIPAL FINANCE AUTHORITY 2024 TAX EXEMPT LOAN (SCRIPPS-PITZER PROPERTY HOLDINGS, LLC) IN A MAXIMUM AGGREGATE PRINCIPAL AMOUNT OF \$10,500,000 FOR COSTS OF THE ACQUISITION, CONSTRUCTION, RENOVATION, RETROFITTING, EQUIPPING AND IMPROVEMENT OF EDUCATIONAL FACILITIES OF SCRIPPS-PITZER PROPERTY HOLDINGS, LLC, PITZER COLLEGE AND SCRIPPS COLLEGE, ALL LOCATED WITHIN THE CITY, AND CERTAIN OTHER MATTERS RELATING THERETO, seconded by Councilmember Stark, and carried on a roll call vote as follows:

AYES: Councilmember – Calaycay, Leano, Medina, Stark
NOES: Councilmember – None
ABSENT: Councilmember – Reece

ORDINANCES – None

ADMINISTRATIVE ITEMS – None

ADJOURNMENT

Mayor Medina adjourned the meeting of the Claremont City Council at 7:05 p.m. The next regular meeting of the Claremont City Council will be held on Tuesday, January 23, 2024, at 6:30 p.m., in the Claremont Council Chamber.

Mayor

ATTEST:

Deputy City Clerk



Claremont City Council

Agenda Report

File #: 4984

Item No: 4.

TO: ADAM PIRRIE, CITY MANAGER

FROM: BRAD JOHNSON, COMMUNITY DEVELOPMENT DIRECTOR

DATE: JANUARY 23, 2024

Reviewed by:

City Manager: AP

SUBJECT:

APPROVAL OF FINAL PARCEL MAP NO. 84006 - 4358 VIA PADOVA

SUMMARY

John Meller and Li Qiong Tang, Trustees of the Meller-Tang Trust and sub-divider of Parcel Map No. 84006 (PM 84006), are requesting that the City Council approve PM 84006 for recordation by the Los Angeles County Recorder's office. The Meller-Tang Trust parcel map will subdivide one existing 34,303 square foot (0.79-acre) parcel into two parcels (APNs: 8673-026-030 & 31) located at 4358 Via Padova. Proposed parcel 1 (8673-026-030) is approximately 19,567 square feet (0.45-acre) and contains an existing single-family dwelling. Proposed parcel 2 (8673-026-31) is approximately 14,736 square feet (0.34-acre) and will be sold to another owner for future development.

Pursuant to Sections 66458 and 66474.1 of the Subdivision Map Act, the approval of a final map is a ministerial action and cannot be denied if the final map is in substantial conformance with the conditionally approved tentative map and conforms to the requirements established by the Subdivision Map Act and local ordinance. The City Council is the decision making body for final maps and, according to the Subdivision Map Act, if the map conforms to all requirements, City Council must approve the map at the meeting at which it receives the map or at its next regular meeting.

Staff finds that the final PM 84006 is consistent with the provisions of the Subdivision Map Act and is in substantial conformance with the tentative map reviewed and approved by the Planning Commission on July 18, 2023.

RECOMMENDATION

Staff recommends the City Council:

- A. Adopt A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, APPROVING FINAL PARCEL MAP NO. 84006; and
- B. Find this item is exempt from environmental review under the California Environmental Quality

Act (CEQA).

ALTERNATIVE TO RECOMMENDATION

In addition to the recommendation, there is the following alternative:

- Continue the item until the February 13, 2024 City Council meeting and request additional information. Any additional continuance beyond that meeting requires the consent of the applicant.

FINANCIAL REVIEW

The staff cost to prepare this report is estimated at \$1,280 and is included in the Final Parcel Map Review Fee of \$5,325 paid by the applicant. Associated consultant review fees have also been paid by the applicant.

Final Map Review Fee	\$5,325
Consultant Review Fees	\$2,145
Total Fees Paid by Applicant:	\$7,470

ANALYSIS

Tentative Parcel Map (TPM) No. 84006

The existing parcel was merged from two parcels, previously known as lots 8 and 9 of Tract 9582, in 2002. The property has since sold and been developed with a single-family home. The property owner has requested to split the lot, effectively reversing the merger and intends to sell the remaining 14,763 square foot parcel known as parcel 2 (8673-026-031).

TPM No. 84006 was conditionally approved on July 18, 2023 by the Planning Commission to subdivide the above-mentioned parcel into two parcels. The final map is required to be approved by Resolution (Attachment A) within three (3) years of the approval date.

The intent of the map was to create a new parcel which could be sold to another owner for future development. The property currently contains an existing single-family home taking access to Via Padova from an existing driveway. The existing single-family home on parcel 1 (8673-026-030) will maintain all existing utility connections separate from parcel 2. Parcel 2 will be sold to a new owner for future development. At such time of future development, the new owner will be responsible for establishing separate driveway and utility access to Via Padova. Due to the future sale and development of parcel 2 and lack of proposed public improvements at the time of this subdivision, a Subdivision Improvement Agreement is not required as part of the Final Map approval. Development fees and public improvements associated with the development of this second lot will be assessed and collected when development occurs.

Map Review

Parcel Map No. 84006 (Attachment B) has been checked and found to be in substantial conformance with the conditionally approved tentative map, as well as with the Subdivision Map Act requirements. There is no subdivision improvement to accompany this final map as there are no proposed public

improvements.

All submittals required for map recordation have been received and all fees have been paid.

RELATIONSHIP TO CITY PLANNING DOCUMENTS

Staff has evaluated the agenda item in relationship to the City's strategic and visioning documents and finds the following City Planning Documents: General Plan.

CEQA REVIEW

In accordance with the California Environmental Quality Act (CEQA), the request to split and reorganize the existing parcel into two parcels is exempt from the provisions of CEQA pursuant to Section 15061(b)(3) as returning the previously merged residential lots to its original condition as two separate lots can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment. Furthermore, the intent of the subdivision is to accommodate the future construction of one single-family home, which is categorically exempt from CEQA pursuant to Section 15303 (Class 3) - construction or conversion of small structures. The new lot is located in the Residential 13,000 zone, which allows construction of single-family homes, which would meet the criteria of the Class 3 exemption.

PUBLIC NOTICE PROCESS

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the City Clerk's Office.

Submitted by:

Brad Johnson
Community Development Director

Prepared by:

DeLisa Bryant
Associate Engineer

Reviewed by:

Maria B. Tipping, P.E.

Attachments:

A - Resolution
B - Final Map

RESOLUTION NO. 2024-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, APPROVING FINAL PARCEL MAP NO. 84006

WHEREAS, the subdivider of Parcel Map No. 84006 has presented for approval the City Council of the City of Claremont the final map of said parcels; and

WHEREAS, the City Engineer has determined that Parcel Map No. 84006 satisfies the requirements of the City’s Subdivision Ordinance, set forth in Title 17 of the Claremont Municipal Code; and

WHEREAS, the Acting City Land Surveyor has determined that Parcel Map No. 84006 is technically correct; and

WHEREAS, the subdivider desires the City Council to approve Parcel Map No. 84006,

NOW THEREFORE, THE CLAREMONT CITY COUNCIL DOES HEREBY RESOLVE:

SECTION 1. That the final map of Parcel No. 84006, as submitted by the subdivider, conforms to the requirements of the City’s Subdivision Ordinance, set forth in Title 17 of the Claremont Municipal Code, and is hereby accepted and approved.

SECTION 2. That the Mayor shall sign this resolution and the City Clerk shall attest and certify to the passage and adoption thereof.

PASSED, APPROVED, AND ADOPTED THIS 23rd day of January, 2024.

Mayor, City of Claremont

ATTEST:

City Clerk, City of Claremont

APPROVED AS TO FORM:



City Attorney, City of Claremont

2 PARCELS
30,303 S.F.

PARCEL MAP NO. 84006

SHEET 1 OF 2 SHEETS

IN THE CITY OF CLAREMONT, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

BEING A SUBDIVISION OF LOT B, LOT 11, A PORTION OF LOT 10 AND A PORTION OF VIA PADOVA AS SHOWN ON TRACT NO. 9582 M.B. 177/44.45, RECORDS OF THE COUNTY RECORDER OF SAID COUNTY.

ERIC J. ANDREASEN, L.S. 8256

ANDREASEN ENGINEERING, INC.

JULY 2023

OWNER'S STATEMENT

WE HEREBY STATE THAT WE ARE THE OWNERS OF OR ARE INTERESTED IN THE LANDS INCLUDED WITHIN THE SUBDIVISION SHOWN ON THIS MAP WITHIN THE DISTINCTIVE BORDER LINES AND WE CONSENT TO THE PREPARATION AND FILING OF SAID MAP AND SUBDIVISION.

JOHN MELLER AND LI QIONG TANG, TRUSTEES OF THE MELLER-TANG TRUST DATED APRIL 14, 2016 AND RESTATED MARCH 12, 2019


JOHN MELLER, TRUSTEE


LI QIONG TANG, TRUSTEE

NOTARY ACKNOWLEDGMENT:

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA
COUNTY OF Los Angeles) SS

ON 12-14-2023 BEFORE ME, Jane Hanke, Notary Public

PERSONALLY APPEARED John Meller and Li Qiong Tang
WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL.

SIGNATURE OF NOTARY: Jane Hanke

NAME OF NOTARY: Jane Hanke

MY PRINCIPAL PLACE OF BUSINESS IS IN: Los Angeles County

MY COMMISSION NUMBER: 2369795

MY COMMISSION EXPIRES: 8-31-2025

SURVEYOR'S STATEMENT

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF JOHN MELLER IN MAY 2023. I HEREBY STATE THAT THIS PARCEL MAP SUBSTANTIALLY CONFORMS TO THE APPROVED OR CONDITIONALLY APPROVED TENTATIVE MAP, IF ANY; THAT ALL THE MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED OR THAT THEY WILL BE SET IN THOSE POSITIONS WITHIN TWENTY-FOUR MONTHS FROM FILING DATE OF THIS MAP, AND THAT THE MONUMENTS ARE, OR WILL BE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED.


ERIC J. ANDREASEN L.S. 8256

12-13-23
DATE



CITY ENGINEER'S STATEMENT

I HEREBY STATE THAT I HAVE EXAMINED THIS MAP, THAT THE SUBDIVISION AS SHOWN IS SUBSTANTIALLY THE SAME AS IT APPEARED ON THE TENTATIVE MAP, AND ANY APPROVED ALTERATIONS THEREOF; AND THAT ALL PROVISIONS OF THE SUBDIVISION MAP ACT AND OF ANY LOCAL SUBDIVISION ORDINANCES OF THE CITY OF CLAREMONT APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP, HAVE BEEN COMPLIED WITH.

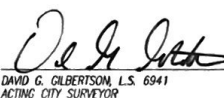
MARIA B. TIPPING, R.C.E. 87116
CITY ENGINEER

DATE



CITY SURVEYOR'S STATEMENT

I HEREBY STATE THAT I HAVE EXAMINED THIS MAP AND THAT I AM SATISFIED THAT THIS MAP IS TECHNICALLY CORRECT.


DAVID G. GILBERTSON, L.S. 6941
ACTING CITY SURVEYOR

12/20/23
DATE



CITY CLERK'S CERTIFICATE

I HEREBY CERTIFY THAT THE CITY COUNCIL OF THE CITY OF CLAREMONT ON _____ APPROVED THIS MAP.

SHELLEY DESAULTS
CITY CLERK OF CLAREMONT

DATE

LOS ANGELES COUNTY TAX CERTIFICATES

I HEREBY CERTIFY THAT ALL CERTIFICATES HAVE BEEN FILED AND DEPOSITS HAVE BEEN MADE THAT ARE REQUIRED UNDER THE PROVISIONS OF SECTIONS 66492 AND 66493 OF THE SUBDIVISION MAP ACT.

EXECUTIVE OFFICER, BOARD OF SUPERVISORS OF
THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

BY _____ DEPUTY DATE _____

TAX BOND CERTIFICATE:

I HEREBY CERTIFY THAT SECURITY IN THE AMOUNT OF \$ _____ HAS BEEN FILED WITH THE EXECUTIVE OFFICER, BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES AS SECURITY FOR THE PAYMENT OF TAXES AND SPECIAL ASSESSMENTS COLLECTED AS TAXES ON THE LAND SHOWN ON MAP OF PARCEL NO. 84006 AS REQUIRED BY LAW.

EXECUTIVE OFFICER, BOARD OF SUPERVISORS OF
THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

BY _____ DEPUTY DATE _____

SPECIAL ASSESSMENT STATEMENT

I HEREBY STATE THAT ALL SPECIAL ASSESSMENTS LEVIED UNDER THE JURISDICTION OF THE CITY OF CLAREMONT, TO WHICH THE LAND INCLUDED IN THE WITHIN SUBDIVISION OR ANY PART THEREOF IS SUBJECT, AND WHICH MAY BE PAID IN FULL, HAVE BEEN PAID IN FULL.

CITY TREASURER, CITY OF CLAREMONT

DATE

BASIS OF BEARINGS

THE BEARING N. 82°21'00" W. OF THE NORTH LINE OF PARCEL 8 AS SHOWN ON RECORD OF SURVEY R.S. 148/49.50.

SIGNATURE OMISSIONS:

THE SIGNATURE(S) OF THE PARTIES NAMED HEREINAFTER AS OWNER OF THE INTEREST SET FORTH HAVE BEEN OMITTED UNDER PROVISIONS OF SECTION 66436 (a)(3)(A)(i)-(iv) OF THE SUBDIVISION MAP ACT, THEIR INTEREST IS SUCH THAT IT CANNOT RIPEN INTO A FEE TITLE, AND SAID SIGNATURE(S) ARE NOT REQUIRED BY THE LOCAL AGENCY.

CITY OF CLAREMONT AS SUCCESSOR IN INTEREST TO THE COUNTY OF LOS ANGELES HOLDER OF AN EASEMENT FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES RECORDED AUGUST 6, 1931 IN BOOK 177, PAGES 44 AND 45 OF MAPS. SAID EASEMENT IS PLOTTED HEREON.

SOUTHERN CALIFORNIA EDISON COMPANY HOLDER OF EASEMENT FOR POLE LINES AND INCIDENTAL PURPOSES RECORDED MAY 31, 1945 AS INST. NO. 1639 O.R. SAID EASEMENT CANNOT BE PLOTTED FROM RECORD.

GTE CALIFORNIA INCORPORATED HOLDER OF AN EASEMENT FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES RECORDED SEPTEMBER 24, 1996 AS INST. NO. 96-1568880 O.R. SAID EASEMENT IS PLOTTED HEREON.

CITY OF CLAREMONT HOLDER OF AN EASEMENT FOR SEWER AND DRAINAGE AND INCIDENTAL PURPOSES RECORDED DECEMBER 16, 1996 AS INST. NO. 96-2030124 O.R. SAID EASEMENT IS BLANKET IN NATURE

SOUTHERN CALIFORNIA EDISON CO. HOLDER OF AN EASEMENT FOR UNDERGROUND ELECT. SUPPLY SYSTEMS AND COMMUNICATION SYSTEMS AND INCIDENTAL PURPOSES. RECORDED JANUARY 15, 1997 AS INST. NO. 97-69835 O.R. AND RE-RECORDED ON JULY 23, 1997 AS INST. NO. 97-1113621 O.R. SAID EASEMENT IS PLOTTED HEREON.

AURA D. VEARS HOLDER OF AN EASEMENT FOR USE WHEN REPAIRS OR MAINTENANCE ARE REQUIRED AND NOT FOR FREQUENT OR REGULAR ACCESS AND RIGHTS AND INCIDENTAL PURPOSES. RECORDED JANUARY 19, 1999 AS INST. NO. 99-69054 O.R. SAID EASEMENT IS PLOTTED HEREON.

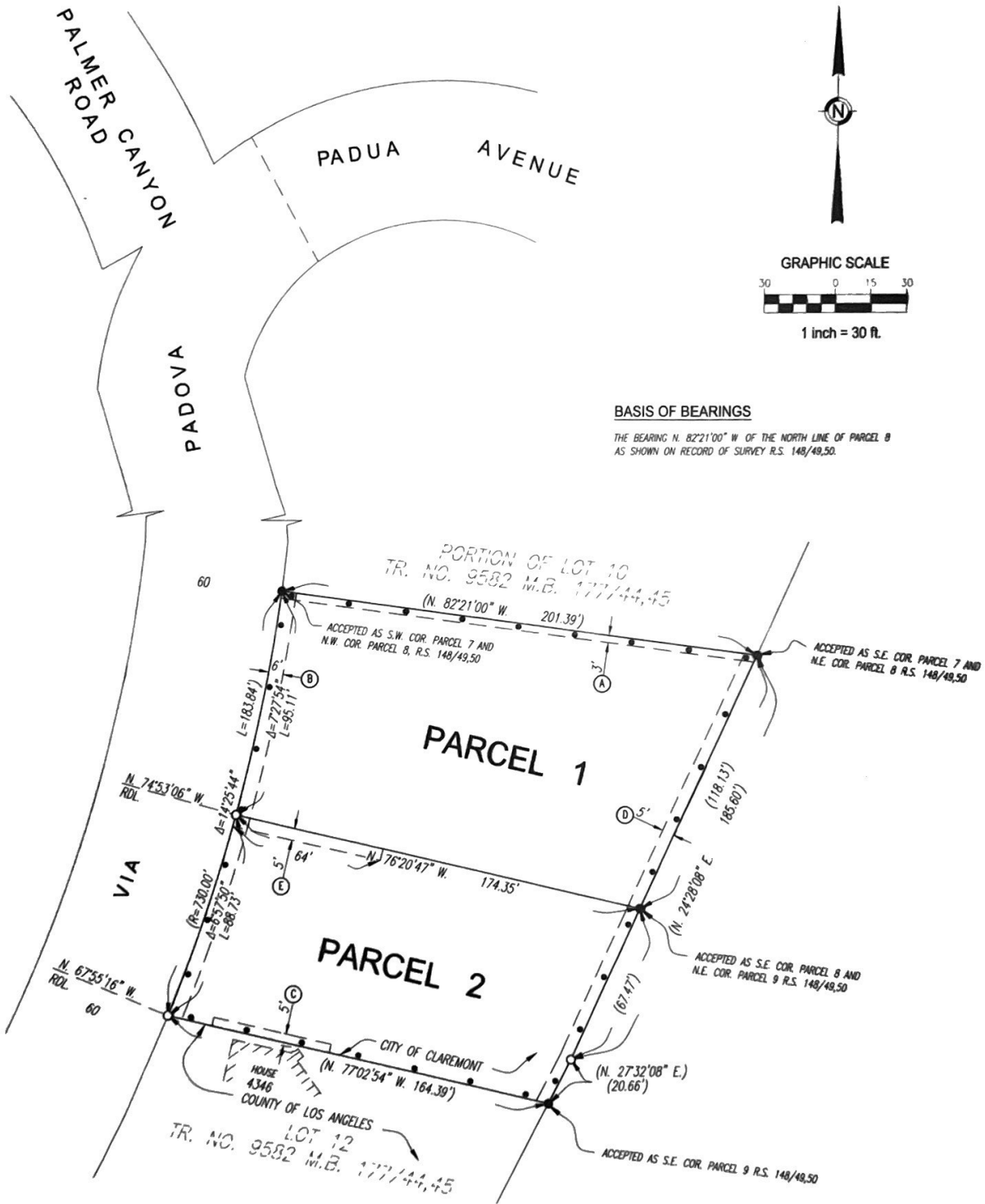
PARCEL MAP NO. 84006

IN THE CITY OF CLAREMONT, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

ERIC J. ANDREASEN, L.S. 8256

ANDREASEN ENGINEERING, INC.

JULY 2023



BASIS OF BEARINGS

THE BEARING N. 82°21'00" W OF THE NORTH LINE OF PARCEL 8 AS SHOWN ON RECORD OF SURVEY R.S. 148/49,50.

MONUMENT NOTES

- INDICATES FOUND 1" I.P. AND TAG L.S. 5831 AS SHOWN R.S. 148/49,50
- SET 2" I.P. AND TAG L.S. 8256 OR LEAD, TACK & TAG L.S. 8258 IN T.C. ON P.L. PROD OR SPIKE & WASHER STAMPED L.S. 8256 AT ALL PROPERTY CORNERS.

LEGEND

- — — INDICATES THE BOUNDARY OF THE LAND BEING SUBDIVIDED BY THIS MAP
- () INDICATES RECORD DATA FROM R.S. 148/49,50

EASEMENTS

- (A) A 3' WIDE EASEMENT GRANTED TO GTE CALIFORNIA, INC. FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSE PER DOC. RECORDED SEPT. 24, 1996 AS INST. NO. 96-1568880 O.R.
- (B) A 6' WIDE EASEMENT GRANTED TO S.C.E.Co. FOR UNDERGROUND ELECT SUPPLY SYSTEMS AND COMMUNICATION SYSTEMS AND INCIDENTAL PURPOSES PER DOC. RECORDED JAN. 15, 1997 AS INST. NO. 97-69835 O.R., AND RE-RECORDED JULY 23, 1997 AS INST. NO. 97-1113621 O.R.
- (C) A 5' WIDE "EASEMENT AGREEMENT" TO AURA D. VEIRS FOR USE WHEN REPAIRS OR MAINTENANCE ARE REQUIRED TO THE PROPERTY LOCATED AT 4346 VIA PADOVA IN THE DOC. RECORDED JAN. 19, 1999 AS INST. NO. 99-69054 O.R.
- (D) A 5' WIDE EASEMENT FOR PUBLIC UTILITIES AS SHOWN ON TR. NO. 9582 MB 177/44,45
- (E) A 5' WIDE ACCESS EASEMENT OFFERED OVER PARCEL 2 FOR MAINTENANCE OF BLOCK WALL ON PARCEL 1.



Claremont City Council

Agenda Report

File #: 4980

Item No: 5.

TO: ADAM PIRRIE, CITY MANAGER

FROM: JEREMY SWAN, COMMUNITY SERVICES DIRECTOR

DATE: JANUARY 23, 2024

Reviewed by:

City Manager: AP

SUBJECT:

AUTHORIZATION TO AMEND THE EXISTING AGREEMENT WITH MAIN STREET SIGNS TO INCREASE COMPENSATION FOR TRAFFIC CONTROL AND REGULATORY SIGN SERVICES (FUNDING SOURCE: GENERAL FUND)

SUMMARY

On November 23, 2021, the City Council awarded a contract to Main Street Signs for traffic control and regulatory sign services in the amount of \$23,000 annually for three years. Main Street Signs provides street name signs, speed limit signs, stop signs, and the equipment necessary for installation. The Community Services Department orders the necessary signs and equipment, and signs are installed using in-house staff.

Staff anticipates that an additional \$20,000 will be necessary for Main Street Signs to provide necessary signage through the end of the current fiscal year. To account for an increase in the number of sign replacements, staff recommends amending the existing agreement, which will bring the total not-to-exceed contract amount for 2023-24 to \$43,000.

RECOMMENDATION

Staff recommends the City Council:

- A. Authorize the City Manager to execute an amendment to the existing agreement with Main Street Signs, increasing compensation by \$20,000, for a total not-to-exceed contract amount of \$43,000 for the current term of the agreement for traffic control and regulatory sign services; and
- B. Appropriate \$20,000 from the unassigned General Fund balance to fully fund the agreement.

ALTERNATIVE TO RECOMMENDATION

In addition to the recommendation, there is the following alternative:

- Request additional information from staff.

FINANCIAL REVIEW

The Community Services Department budget includes funding for the purchase of traffic control and regulatory signs and the equipment necessary for installation. Staff recommends amending the current agreement from \$23,000 to \$43,000 to reflect anticipated additional costs for signage in 2023-24. The additional funding for sign services is proposed to be appropriated from available unassigned General Fund balance.

The staff cost to prepare this report and administer this contract is estimated at \$1,284 and is included in the operating budget of the Community Services Department.

ANALYSIS

Maintenance of traffic control and regulatory signs throughout the community is the responsibility of the Community Services Department. The Community Services Department uses contract services to order the necessary signs and equipment, and signs are installed using in-house staff. On average, the City orders approximately 160 signs annually, including regulatory and directional signs, such as Stop, Yield, and Speed Limit signs. This number also includes replacement street signs and the necessary poles and fasteners to install such signs.

In July 2022, the City Council authorized an additional full-time Maintenance Craftworker I position to be assigned to street maintenance. This full-time position is responsible for street and sign maintenance throughout the community. Prior to the creation of the new position, this work was absorbed into the routine operation of the Maintenance Division. With the dedicated position, an increased number of signs, equipment, and poles are being replaced in a more proactive, systematic approach.

In the past, signs and poles were replaced as reported. Now, staff is systematically inspecting all signs and equipment throughout the City and replacing them as necessary. This allows the City to replace signs that are damaged, faded, non-reflective, or outdated, prior to those signs being reported to the City. Additionally, wooden sign poles throughout the community are being replaced with metal breakaway poles. Last year, approximately 340 signs were ordered and installed.

Due to the increased number of signs that have been replaced this year, staff recommends amending the current agreement to increase the not-to-exceed amount by \$20,000 to \$43,000. This will allow staff to complete street name sign replacements on Mills Avenue, College Avenue, and Base Line Road. Additionally, this will allow for funds to replace signs that are damaged or otherwise in need of replacement through the end of the fiscal year. Although the not-to-exceed amount would be increased to \$43,000, Main Street Signs will only be compensated for the approved work they complete.

RELATIONSHIP TO CITY PLANNING DOCUMENTS

Staff has evaluated the agenda item in relationship to the City's strategic and visioning documents and finds that it applies to the following City Planning Documents: Council Priorities, Economic Sustainability Plan, General Plan, and the 2022-24 Budget.

CEQA REVIEW

This item is not subject to environmental review under the California Environmental Quality Act (CEQA).

PUBLIC NOTICE PROCESS

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the City Clerk's Office.

Submitted by:

Jeremy Swan
Community Services Director

Prepared by:

Cari Dillman
Community Services Manager



Claremont City Council

Agenda Report

File #: 4977

Item No: 6.

TO: ADAM PIRRIE, CITY MANAGER

FROM: JEREMY SWAN, COMMUNITY SERVICES DIRECTOR

DATE: JANUARY 23, 2024

Reviewed by:

City Manager: AP

SUBJECT:

AUTHORIZATION TO AMEND THE EXISTING AGREEMENT WITH FIRST CLASS HEATING AND AIR CONDITIONING, INC. TO INCREASE COMPENSATION FOR HEATING, VENTILATION, AND AIR CONDITIONING MAINTENANCE SERVICES (FUNDING SOURCE: GENERAL FUND)

SUMMARY

On July 25, 2023, the City Council awarded a contract to First Class Heating and Air Conditioning, Inc. for heating, ventilation, and air conditioning (HVAC) maintenance services in the amount of \$100,700 annually for three years. First Class is responsible for all HVAC preventive maintenance services, along with emergency call-outs and routine maintenance.

Staff anticipates that an additional \$60,000 will be necessary for First Class to perform routine and preventive maintenance through the end of the fiscal year. To account for increased maintenance costs, staff recommends amending the existing agreement, which will bring the total not-to-exceed contract amount for 2023-24 to \$160,700.

RECOMMENDATION

Staff recommends the City Council:

- A. Authorize the City Manager to execute an amendment to the existing agreement with First Class Heating and Air Conditioning, Inc., increasing compensation by \$60,000, for a total not-to-exceed contract amount of \$160,700 in the current term of the agreement for HVAC maintenance services; and
- B. Appropriate \$60,000 from the unassigned General Fund balance to fully fund the agreement.

ALTERNATIVE TO RECOMMENDATION

In addition to the recommendation, there is the following alternative:

- Request additional information from staff.

FINANCIAL REVIEW

The Community Services Department budget includes funding for HVAC maintenance services. Staff recommends amending the current agreement, increasing the not-to-exceed contract amount from \$100,700 to \$160,700 to reflect anticipated additional costs for HVAC maintenance and repair services. Funding for HVAC maintenance services is proposed to be appropriated from available unassigned General Fund balance.

The staff cost to prepare this report and administer this contract is estimated at \$1,016 and is included in the operating budget of the Community Services Department.

ANALYSIS

The HVAC maintenance services contract includes routine preventive maintenance, on-call services, and emergency response to address issues immediately and return the City to normal operations. There are 44 small City-owned HVAC units, three evaporative coolers, and five large City-owned HVAC units that require quarterly maintenance. Preventive maintenance includes but is not limited to: cleaning, adjusting temperature controls, changing filters, lubricating, and inspection/calibration of heating controls and thermostats. Safety controls are also checked during preventive maintenance. Beyond routine maintenance, First Class Heating and Air Conditioning, Inc. provides on-call and emergency services to address unforeseen repairs or when units are not operational.

On-call and emergency services are billed as extra work on an hourly basis. These repair services include but are not limited to: broken or non-operational fans, coils, controllers, compressors, condensers, and exhaust motors. Based upon increased maintenance calls and troubleshooting of the systems, staff recommends amending the current agreement to increase the not-to-exceed amount to \$160,700. The billing structure for this agreement sets fixed pricing for preventive maintenance services, and repair services are billed at an approved hourly rate. Staff must review and approve all proposed repairs prior to work being completed. Although the not-to-exceed amount would be increased to \$160,700, First Class will only be compensated for the approved work they complete.

RELATIONSHIP TO CITY PLANNING DOCUMENTS

Staff has evaluated the agenda item in relationship to the City's strategic and visioning documents and finds that it applies to the following City Planning Documents: Sustainable City Plan, Economic Sustainability Plan, General Plan, and the 2022-24 Budget.

CEQA REVIEW

This item is not subject to environmental review under the California Environmental Quality Act (CEQA).

PUBLIC NOTICE PROCESS

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the City Clerk's Office.

Submitted by:

Jeremy Swan
Community Services Director



Claremont City Council

Agenda Report

File #: 4983

Item No: 7.

TO: ADAM PIRRIE, CITY MANAGER

FROM: JEREMY SWAN, COMMUNITY SERVICES DIRECTOR

DATE: JANUARY 23, 2024

Reviewed by:

City Manager: AP

SUBJECT:

AUTHORIZATION TO AMEND THE EXISTING AGREEMENT WITH BEAR ELECTRICAL SOLUTIONS TO INCREASE COMPENSATION FOR ON-CALL ELECTRICAL SERVICES (FUNDING SOURCE: GENERAL FUND)

SUMMARY

The City of Claremont contracts for on-call electrical services. The contract electrician responds as needed to a variety of issues related to streetlights, sports field lighting, interior and exterior electrical circuits, and generators. In September 2021, the City Council awarded a contract to Bear Electrical Solutions in the amount of \$81,000 annually for three years.

Staff anticipates that an additional \$70,000 will be necessary for Bear Electrical Solutions to perform on-call electrical services through the end of the current fiscal year. To account for increased on-call electrical services, staff recommends amending the existing agreement, which will bring the total not-to-exceed contract amount to \$151,000 for 2023-24.

RECOMMENDATION

Staff recommends the City Council:

- A. Authorize the City Manager to execute an amendment to the existing agreement with Bear Electrical Solutions, increasing compensation by \$70,000, for a total not-to-exceed contract amount of \$151,000 in the third year of the agreement for on-call electrical services; and
- B. Appropriate \$70,000 from the unassigned General Fund balance to fully fund the agreement.

ALTERNATIVE TO RECOMMENDATION

In addition to the recommendation, there is the following alternative:

- Request additional information from staff.

FINANCIAL REVIEW

The Community Services Department budget includes funding for on-call electrical services. This includes on-call services for streetlight repairs, sport field lighting, interior and exterior electrical circuits, and generators. The majority of the on-call services relate to City-owned streetlight repairs. Staff recommends amending the current agreement with Bear Electrical Solutions, increasing the contract amount from \$81,000 to \$151,000 to reflect anticipated costs for on-call electrical services through the end of the current fiscal year. Funding for on-call electrical services is proposed to be appropriated from available unassigned General Fund balance.

The staff cost to prepare this report and administer this contract is estimated at \$1,116 and is included in the operating budget of the Community Services Department.

ANALYSIS

Services provided under the on-call electrical repair contract include but not are limited to: installation and repair of internal and external building electrical systems, outdoor lighting, sports field lighting, and generators. Repair and replacement of streetlights is also included in this contract. The conversion to LED fixtures has reduced repair costs of streetlights; however, photocells, wiring, and damaged pole replacements continue to increase. The workload under the electrical services contract is highly varied and almost always provided on an emergency or on-call basis to respond immediately to fix a problem and return the City to normal operations.

Bear Electrical Solutions has provided on-call electrical services since September 2021. On-call electrical services have varied over the years, depending on the number of emergencies or requests for service. Based upon increased streetlight calls, complexity of streetlight repairs, and emergency calls, staff recommends amending the current agreement to increase the not-to-exceed amount to \$151,000. The billing structure for this agreement sets fixed pricing for on-call and emergency requests, which are billed at an approved hourly rate. Staff must review and approve all proposed repairs prior to work being completed. Although the not-to-exceed amount would be increased to \$151,000, Bear Electrical Solutions will only be compensated for the approved work they complete.

RELATIONSHIP TO CITY PLANNING DOCUMENTS

Staff has evaluated the agenda item in relationship to the City's strategic and visioning documents and finds that it applies to the following City Planning Documents: Sustainable City Plan, Economic Sustainability Plan, General Plan, and the 2022-24 Budget.

CEQA REVIEW

This item is not subject to environmental review under the California Environmental Quality Act (CEQA).

PUBLIC NOTICE PROCESS

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the City Clerk's Office.

Submitted by:

Jeremy Swan
Community Services Director



Claremont City Council

Agenda Report

File #: 4986

Item No: 8.

TO: ADAM PIRRIE, CITY MANAGER
FROM: JEREMY STARKEY, FINANCE DIRECTOR
DATE: JANUARY 23, 2024

Reviewed by:
City Manager: AP

SUBJECT:

INVESTMENT REPORT - QUARTER ENDING DECEMBER 31, 2023

SUMMARY

As required by the City of Claremont Investment Policy and State law, a Quarterly Investment Report showing investment activity is to be presented to the City Council for its review and acceptance.

RECOMMENDATION

Staff recommends the City Council receive and accept the Investment Report for the quarter ending December 31, 2023.

ALTERNATIVE TO RECOMMENDATION

In addition to the recommendation, there is the following alternative:

- Request additional information.

FINANCIAL REVIEW

The City's investment portfolio is highly liquid, with the Local Agency Investment Fund (LAIF) and the Collateralized Savings funds available with 24-hour notification. The weighted average of days to maturity of all City investments is approximately 75 days.

As of December 31, 2023, the market value of City-held investments totaled \$45,860,513 of which \$35,219,586 (76.80 percent) was invested in LAIF; \$10,468,000 (22.83 percent) in Certificates of Deposit; and \$172,928 (0.38 percent) in Collateralized Savings/Money Market Accounts. These investments fully comply with the City's current Investment Policy.

In addition to the above investments, the City established a Section 115 pension trust with Public Agency Retirement Services (PARS) to prefund pension costs. As of December 31, 2023, the market value of the trust totaled \$2,736,004.

The cost of staff time to research this issue, prepare documentation, and complete this report is estimated to be \$544. Funding is included in the operating budget of the Financial Services Department.

ANALYSIS

During the quarter ending December 31, 2023, the City maintained investments in Certificates of Deposit (CD), Collateralized Savings/Money Market Accounts, and in the Local Agency Investment Fund (LAIF), which is managed by the Treasurer's Office of the State of California. Investments in LAIF earned interest in the amount of \$396,519, CD interest amounted to \$90,074, and collateralized savings/safekeeping account interest amounted to \$486.

There was an overall decrease of \$5,761,138 in the City's treasury investment portfolio from the previous quarter as shown in the Investment Report (Attachment). The decrease in invested funds was primarily the result of an additional contribution towards the unfunded liability of the City's CalPERS pension plans along with the buyback of the City's outstanding Pension Obligation Bonds. Later in the fiscal year, revenues received that exceed the amount required to maintain City operations will be deposited into the City's investment accounts to replenish their balances.

In 2021, the City Council authorized the establishment of a Section 115 pension trust with PARS for future discretionary contributions and/or disbursements to the City's pension obligations, while allowing local control of funds in the Trust. The City selected a moderately conservative portfolio at the Trust's inception. The current asset allocation stands at 29.40 percent in stocks, 66.60 percent in bonds and 4.00 percent in cash.

In 2021-22 the City Council approved a contribution of \$1 million to the Trust. In October 2022, the City Council authorized an additional contribution of \$1.5 million to the Trust, which was deposited and is reflected in this Investment Report. Lastly, an additional \$1 million contribution was authorized by the City Council in October 2023 from 2022-23 surplus funds, which will be transferred in January.

The market value of the Section 115 Trust totaled \$2,736,004 as of December 31, 2023, representing a return of 7.86 percent in the last quarter. To provide benchmarks for the returns in the City's Section 115 Trust, the S&P 500 and Dow 30 stock indices had returns of 11.24 percent and 12.5 percent during the same time period, respectively.

RELATIONSHIP TO CITY PLANNING DOCUMENTS

Staff has evaluated the agenda item in relationship to the City's strategic and visioning documents and finds that it relates to the following City Planning Documents: Council Priorities, General Plan, and the 2022-24 Budget.

CEQA REVIEW

This item is not subject to environmental review under the California Environmental Quality Act (CEQA).

PUBLIC NOTICE PROCESS

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a paper copy, please contact the City Clerk's office.

Submitted by:

Jeremy Starkey
Finance Director

Prepared by:

Bibi Ameer
Accounting Supervisor

Attachment:

Quarterly Investment Report

**CITY OF CLAREMONT
INVESTMENT REPORT
OCTOBER 1, 2023 THROUGH DECEMBER 31, 2023**

ATTACHMENT

INVESTMENT DESCRIPTION	PURCHASE DATE	MATURITY DATE	BALANCES @ SEPTEMBER 30, 2023			ADDS/(SELLS) (MATURITIES)	BALANCES @ DECEMBER 31, 2023			INTEREST	INTEREST	
			PAR VALUE	ORIGINAL COST	MARKET VALUE*	DURING PERIOD @ COST	PAR VALUE	ORIGINAL COST	MARKET VALUE*	EARNED DURING QTR	YIELD	RECEIVED DURING QTR
CITY HELD INVESTMENTS												
BMO COLLATERALIZED SAVINGS ACCOUNT	N/A	N/A	26,802	26,802	26,802	254	27,056	27,056	27,056	254	3.75%	254
MULTI BANK SECURITIES SAFEKEEPING ACCOUNT	N/A	N/A	34,782	34,782	34,782	111,089	145,872	145,872	145,872	232	0.00%	232
CERTIFICATES OF DEPOSIT (LIVE OAK BKG CO WILMINGTON NC)	02/04/22	02/05/24	250,000	250,000	250,000		250,000	250,000	250,000	530	0.85%	530
CERTIFICATES OF DEPOSIT (TEXAS EXCHANGE BK SSB CROWLEY)	02/04/22	02/02/24	250,000	250,000	250,000		250,000	250,000	250,000	623	1.00%	623
CERTIFICATES OF DEPOSIT (BEAL BK PLANO TEX)	02/09/22	02/07/24	250,000	250,000	250,000		250,000	250,000	250,000	592	0.95%	-
CERTIFICATES OF DEPOSIT (BEAL BK USA LAS VEGAS NEV)	02/09/22	02/07/24	250,000	250,000	250,000		250,000	250,000	250,000	592	0.95%	-
CERTIFICATES OF DEPOSIT (WORKERS FED CR UN LITTLETON MA)	02/08/22	02/08/24	250,000	250,000	250,000		250,000	250,000	250,000	561	0.90%	561
CERTIFICATES OF DEPOSIT (BMW BK NORTH AMER SALT LAKE CITY UT)	03/04/22	03/04/24	245,000	245,000	245,000		245,000	245,000	245,000	977	1.60%	-
CERTIFICATES OF DEPOSIT (GREENSTATE CR UN NORTH LIBERTY IOWA)	03/15/22	03/25/24	250,000	250,000	250,000		250,000	250,000	250,000	997	1.60%	997
CERTIFICATES OF DEPOSIT (STATE BANK INDIA NEW YORK)	04/04/22	04/04/24	250,000	250,000	250,000		250,000	250,000	250,000	1,278	2.05%	2,570
CERTIFICATES OF DEPOSIT (SYNCHRONY BK RETAIL)	04/22/22	04/22/24	250,000	250,000	250,000		250,000	250,000	250,000	1,496	2.40%	3,008
CERTIFICATES OF DEPOSIT (BARCLAYS BK RETAIL)	04/27/22	04/29/24	250,000	250,000	250,000		250,000	250,000	250,000	1,496	2.40%	3,008
CERTIFICATES OF DEPOSIT (CAPITAL ONE NATL ASSN MCLEAN VA)	04/27/22	04/29/24	250,000	250,000	250,000		250,000	250,000	250,000	1,589	2.55%	3,196
CERTIFICATES OF DEPOSIT (CAPITAL ONE BK USA NATL ASSN GLEN ALLEN VA)	04/27/22	04/29/24	250,000	250,000	250,000		250,000	250,000	250,000	1,589	2.55%	3,196
CERTIFICATES OF DEPOSIT (DISCOVER BANK GREENWOOLD DEL)	04/27/22	04/29/24	250,000	250,000	250,000		250,000	250,000	250,000	1,558	2.50%	3,134
CERTIFICATES OF DEPOSIT (CF BANK FAIRLAWN OHIO)	04/28/22	11/28/23	250,000	250,000	250,000	(250,000)	-	-	-	-	2.00%	836
CERTIFICATES OF DEPOSIT (MORGAN STANLEY PRIVATE BK NATL ASSN INSTL)	04/29/22	10/30/23	250,000	250,000	250,000	(250,000)	-	-	-	-	2.10%	2,632
CERTIFICATES OF DEPOSIT (MORGAN STANLEY BK NA MKT LKD INSTL)	04/29/22	10/29/24	250,000	250,000	250,000		250,000	250,000	250,000	1,683	2.70%	3,384
CERTIFICATES OF DEPOSIT (POPULAR BK NEW YORK BRH INSTL)	05/04/22	11/02/23	250,000	250,000	250,000	(250,000)	-	-	-	-	2.15%	1,325
CERTIFICATES OF DEPOSIT (BANKERS BK MADISON WIS)	05/06/22	11/06/24	250,000	250,000	250,000		250,000	250,000	250,000	1,558	2.50%	1,558
CERTIFICATES OF DEPOSIT (ALLY BK SANDY UTAH)	05/19/22	05/20/24	250,000	250,000	250,000		250,000	250,000	250,000	1,870	3.00%	3,781
CERTIFICATES OF DEPOSIT (KERNDT BROS SVGS BK LANSING IOWA)	05/25/22	02/23/24	250,000	250,000	250,000		250,000	250,000	250,000	1,465	2.35%	1,465
CERTIFICATES OF DEPOSIT (LAFAYETTE FED CR UN ROCKVILLE MD)	05/25/22	11/27/23	250,000	250,000	250,000	(250,000)	-	-	-	-	2.40%	1,036
CERTIFICATES OF DEPOSIT (AMERICAN EXPRESS NATL BK BROKERED INTL)	08/01/22	08/05/24	250,000	250,000	250,000		250,000	250,000	250,000	2,088	3.35%	-
CERTIFICATES OF DEPOSIT (SALLIE MAE BK SALT LAKE CITY UT)	08/01/22	08/05/24	250,000	250,000	250,000		250,000	250,000	250,000	2,088	3.35%	-
CERTIFICATES OF DEPOSIT (SKYONE FED CR UN HAWTHORNE CALIF SH)	09/13/22	09/23/24	250,000	250,000	250,000		250,000	250,000	250,000	2,244	3.60%	-
CERTIFICATES OF DEPOSIT (MOUNTAIN AMER FED CR UN WEST JORDAN UT)	10/14/22	10/13/23	249,000	249,000	249,000	(249,000)	-	-	-	-	4.50%	1,289
CERTIFICATES OF DEPOSIT (NUMERANT CR UN SPOKANE VY WASH SH CTF)	11/04/22	11/04/24	250,000	250,000	250,000		250,000	250,000	250,000	3,023	4.85%	3,023
CERTIFICATES OF DEPOSIT (SPOKANE TEACHERS CR UN LIBERTY LAKE WASH SH CTF)	11/23/22	11/25/24	250,000	250,000	250,000		250,000	250,000	250,000	3,116	5.00%	3,116
CERTIFICATES OF DEPOSIT (BAXTER CR UN VERNON HILLS ILL SH CTF)	11/28/22	11/29/24	250,000	250,000	250,000		250,000	250,000	250,000	3,054	4.90%	3,054
CERTIFICATES OF DEPOSIT (CALIFORNIA CR UN GLENDALE CALIF SH CTF)	01/09/23	12/27/24	250,000	250,000	250,000		250,000	250,000	250,000	3,023	4.85%	6,079
CERTIFICATES OF DEPOSIT (FIRST FAMILY FED CR UN HENRYETTA OLKA SH CTF)	01/24/23	01/17/25	250,000	250,000	250,000		250,000	250,000	250,000	3,023	4.85%	-
CERTIFICATES OF DEPOSIT (FIRST TECHNOLOGY FED CR UN MTN VIEW CA SH CTF)	02/17/23	02/18/25	250,000	250,000	250,000		250,000	250,000	250,000	3,023	4.85%	3,023
CERTIFICATES OF DEPOSIT (TECHNOLOGY CR UN SAN JOSE CALIF SH CTF)	02/24/23	02/24/25	250,000	250,000	250,000		250,000	250,000	250,000	3,116	5.00%	3,116
CERTIFICATES OF DEPOSIT (WELLS FARGO BK NA SIOUX FALLS SD CTF)	03/17/23	03/17/25	250,000	250,000	250,000		250,000	250,000	250,000	3,272	5.25%	3,272
CERTIFICATES OF DEPOSIT (GLOBAL FED CR UN ANCHORAGE ALASKA SH CTF)	04/14/23	04/14/25	250,000	250,000	250,000		250,000	250,000	250,000	2,992	4.80%	2,992
CERTIFICATES OF DEPOSIT (BIBANK BATON ROUGE LA CTF)	05/19/23	05/19/25	250,000	250,000	250,000		250,000	250,000	250,000	3,054	4.90%	3,054
CERTIFICATES OF DEPOSIT (OAHU FED CR UN HONOLULU HAWAII SH CTF)	06/16/23	06/16/25	250,000	250,000	250,000		250,000	250,000	250,000	3,179	5.10%	3,179
CERTIFICATES OF DEPOSIT (CONNEXUS CR UN WAUSAU WIS SH CTF)	08/03/23	08/04/25	250,000	250,000	250,000		250,000	250,000	250,000	3,272	5.25%	3,272
CERTIFICATES OF DEPOSIT (AMERANT BK NATL ASSN CORAL GABLES FL CTF)	08/11/23	08/11/25	250,000	250,000	250,000		250,000	250,000	250,000	3,179	5.10%	-
CERTIFICATES OF DEPOSIT (MUTUAL FIRST FED CR UNION OMAHA NEB SH CTF)	08/03/23	08/04/25	250,000	250,000	250,000		250,000	250,000	250,000	3,241	5.20%	3,241
CERTIFICATES OF DEPOSIT (CHARTWAY FED CR UN VA BEACH VA SH CTF)	08/11/23	08/11/25	250,000	250,000	250,000		250,000	250,000	250,000	3,272	5.25%	3,272

**CITY OF CLAREMONT
INVESTMENT REPORT
OCTOBER 1, 2023 THROUGH DECEMBER 31, 2023**

INVESTMENT DESCRIPTION	PURCHASE DATE	MATURITY DATE	BALANCES @ SEPTEMBER 30, 2023			ADDS/(SELLS)/ (MATURITIES)	BALANCES @ DECEMBER 31, 2023			INTEREST EARNED	INTEREST RECEIVED	
			PAR VALUE	ORIGINAL COST	MARKET VALUE*	DURING PERIOD @ COST	PAR VALUE	ORIGINAL COST	MARKET VALUE*	DURING QTR	YIELD	DURING QTR
CERTIFICATES OF DEPOSIT (BLUPEAK CR UN SAN DIEGO CALIF SH CTF)	08/29/23	08/29/24	248,000	248,000	248,000		248,000	248,000	248,000	3,524	5.70%	3,524
CERTIFICATES OF DEPOSIT (VISIONS FED CR UN ENDWELL NEW YORK SH CTF)	09/29/23	09/29/25	245,000	245,000	245,000		245,000	245,000	245,000	3,451	5.65%	3,451
CERTIFICATES OF DEPOSIT (BMO BK NATL ASSN CHICAGO ILL CTF)	10/13/23	10/14/25	-	-	-	243,000	243,000	243,000	243,000	2,814	5.35%	(71)
CERTIFICATES OF DEPOSIT (CROSS RIV BK TEANECK NJ CTF)	10/31/23	10/31/25	-	-	-	243,000	243,000	243,000	243,000	2,250	5.45%	-
CERTIFICATES OF DEPOSIT (TAYLORSVILLE SVS BK SSB NORTH CAROLINE CTF)	11/03/23	11/03/25	-	-	-	248,000	248,000	248,000	248,000	2,145	5.35%	1,091
CERTIFICATES OF DEPOSIT (PINNACLE BK MARSHALL TOWN IOWA CTF)	11/28/23	11/28/25	-	-	-	248,000	248,000	248,000	248,000	1,167	5.05%	1,029
CERTIFICATES OF DEPOSIT (UBS BK USA SALT LAKE CITY UT CTF)	11/29/23	12/01/25	-	-	-	248,000	248,000	248,000	248,000	1,009	4.95%	1,009
LOCAL AGENCY INVESTMENT FUND (LAIF)	N/A	N/A	41,073,067	41,073,067	41,073,067	(5,853,481)	35,219,586	35,219,586	35,219,586	396,519	4.00%	396,519
TOTAL CITY HELD INVESTMENTS			\$ 51,621,651	\$ 51,621,651	\$ 51,621,651	\$ (5,761,138)	\$ 45,860,513	\$ 45,860,513	\$ 45,860,513	\$ 487,079		\$ 488,862

PARS-SECTION 115 PENSION TRUST	N/A	N/A	2,539,961	2,539,961	2,539,961	196,043	2,736,004	2,736,004	2,736,004	196,043	7.86%	196,043
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CITY HELD INVESTMENT DATA:

DISTRIBUTION OF CITY INVESTMENTS:

Local Agency Investment Fund (LAIF)	76.80%
Brokered Certificates of Deposit	22.83%
Collateralized Savings/Safekeeping Accounts	0.38%

WEIGHTED AVERAGE DAYS TO MATURITY:

BEGINNING OF QUARTER:	68 Days
END OF QUARTER:	75 Days

* Investments are marked-to-market and reported at fair value at fiscal year end.



Claremont City Council

Agenda Report

File #: 4988

Item No: 9.

TO: ADAM PIRRIE, CITY MANAGER

FROM: KATIE WAND, ASSISTANT TO THE CITY MANAGER

DATE: JANUARY 23, 2024

Reviewed by:

City Manager: AP

SUBJECT:

ANNUAL HOTEL/MOTEL ORDINANCE REPORT FOR CALENDAR YEAR 2023

SUMMARY

At the Council Priorities Workshop that was held in February 2022, the City Council developed a list of Priorities and Objectives for 2022-24. During the Workshop, many residents expressed concern regarding criminal activity occurring in and around motels located near the I-10 Freeway, including prostitution and human trafficking. The Police Department had also seen a rise in narcotic sales, gang activity, and violent crimes against persons in and around these motels. In response to these concerns, one of the Objectives that the City Council approved for the 2022-24 time period was to evaluate nuisance activity occurring in and around local motels and use a collaborative approach to abate the activity, including consideration of amendments to the City's existing Hotel/Motel Ordinance.

After months of review and input from stakeholders, including the Claremont Planning Commission, the Claremont Police Commission, community members, City staff, and hotel/motel operators, a revised Hotel/Motel Ordinance was presented to the City Council during a public hearing held on March 14, 2023. The City Council approved the second reading and adoption of the Ordinance at its regular meeting on March 28, 2023, making the Ordinance a new, stand-alone chapter in the City's Zoning Code. The Ordinance is included as Attachment A to this report.

Along with the new Ordinance, the City Council also directed staff to: (1) establish a City Interdepartmental Team (CIT) to proactively address criminal and nuisance activity at hotels and motels, particularly at freeway motels, and (2) provide an annual progress report to the City Council and the community each year in January regarding the effectiveness of the Hotel/Motel Ordinance. This report provides information and details the activities that have occurred during calendar year 2023.

RECOMMENDATION

Staff recommends that the City Council receive and file the Annual Hotel/Motel Ordinance Report for calendar year 2023.

ALTERNATIVE TO RECOMMENDATION

In addition to the recommendation, there is the following alternative:

- Request additional information.

FINANCIAL REVIEW

When the City Council approved the Hotel/Motel Ordinance in March 2023, staff reported that the cost of legal fees to develop the ordinance - which included researching ordinance options; responding to questions from staff and community members; and participating in meetings with staff and stakeholders - cost approximately \$35,000, which was included in the operating budget of the Administrative Services Department. It was also reported that the staff time to participate in internal and stakeholder meetings; plan and present material at the Hotel/Motel Community Listening Session and the joint Planning and Police Commission meeting; provide feedback on draft Code amendments; and prepare responses to various questions posed by commissioners and community members cost approximately \$20,000, and was included in the operating budgets of the Administrative Services, Community Development, and Police Departments. Staff had also advised that upon Ordinance adoption, significant costs related to staff time would be necessary for the regular meetings and updates to be provided by the City Interdepartmental Team (CIT) and to process applications for exceptions to the Hotel/Motel Ordinance by way of the City's Conditional Use Permit (CUP) process.

During calendar year 2023, the CIT held four team meetings as well as several outreach meetings with hotel/motel operators, which in total cost approximately \$13,000 in staff time. This cost was included in the operating budgets of the Administrative Services, Community Development, and Police Departments. Additionally, it is estimated that the staff cost to prepare the three CIT Quarterly Reports that were published between April and October 2023 was approximately \$2,300. This cost is included in the operating budget of the Administrative Services Department.

Also, during calendar year 2023, three hotel operators submitted applications seeking exceptions to the Ordinance, all of which were presented to the Planning Commission for their consideration. The total cost of staff time to process the three CUP applications (including report preparation, meetings with applicants, and commission meetings) was approximately \$4,400 and was included in the operating budgets of the Community Development and Administrative Services Departments. Because the City offered expedited CUP processing and a flat rate (\$1,250) for hotels/motel operators who applied for a conditional use permit (CUP) seeking certain Hotel/Motel Ordinance exceptions before October 27, 2023 (as directed by City Council), the City subsidized the cost of staff time that was not covered by each respective flat rate.

Lastly, the staff cost to prepare this report (including the attached final CIT Quarterly Report of calendar year 2023) is estimated at \$1,300 and is included in the operating budget of the Administrative Services Department.

ANALYSIS

Background

At the Council Priorities Workshop that was held in February 2022, the City Council developed a list of Priorities and Objectives for 2022-24. During the Workshop, many residents expressed concern regarding criminal activity occurring in and around motels located near the I-10 Freeway, including prostitution and human trafficking. The Police Department had also seen a rise in narcotic sales, gang activity, and violent crimes against persons in and around these motels. In response to these concerns, one of the Objectives that the City Council approved for the 2022-24 time period was to evaluate nuisance activity occurring in and around local motels and use a collaborative approach to abate the activity, including consideration of amendments to the City's existing Hotel/Motel Ordinance.

After months of review and input from stakeholders, including the Claremont Planning Commission, the Claremont Police Commission, community members, City staff, and hotel/motel operators, a revised Hotel/Motel Ordinance was presented to the City Council during a public hearing held on March 14, 2023. The City Council approved the second reading and adoption of the Ordinance at their regular meeting on March 28, 2023, making the Ordinance a new, stand-alone chapter in the City's Zoning Code.

Along with the new Ordinance, the City Council also directed staff to (1) establish a City Interdepartmental Team (CIT) to proactively address criminal and nuisance activity at hotels and motels, particularly at freeway motels, and (2) provide an annual progress report to the City Council and the community each year in January regarding the effectiveness of the Hotel/Motel Ordinance.

Hotel/Motel Ordinance

The City's new Hotel/Motel Ordinance (Attachment A) imposed several new requirements for hotel/motel operators citywide:

- A hotel/motel operator may not re-rent rooms when guests check out before their minimum length of stay has elapsed (i.e., 18 hours for motels; overnight for hotels).
- The Ordinance will require guests to provide a valid credit/debit card as a way to verify their identity (even if they are paying for their room with cash).
- All hotels and motels are required to maintain a guest register that contains guest information specified in the Ordinance, and employees are required to sign an attestation stating that a guest matches the photo on their Identification Document (ID).
- All hotels and motels are required to scan images of a guest's ID.
- Permit parking is required for all hotels/motels.
- CCTV recording cameras are required in a hotel/motel's common areas, entry points, and parking areas.
- The Ordinance explicitly outlines site and operational requirements, like security, cleanliness, room furnishings, and the condition of the exterior of the property and common areas.
- The Ordinance reflects the strictest possible inspection requirements that are permitted under current law.

Further, the City Council direction was that several "exceptions" to these requirements could only be granted to a hotel/motel operator if they are approved through a Conditional Use Permit (CUP). These exceptions include:

- A hotel or motel operator wants to allow for guest stays of more than thirty consecutive days.
- A hotel or motel operator wants guests to be able to stay for more than sixty cumulative calendar days in a 180-day period.
- A motel operator wants to rent rooms for periods of less than 18 hours.
- A hotel operator wants to rent rooms for periods shorter than an “overnight stay.”
- A hotel or motel operator wants to offer a “day use” program (i.e., hourly room rentals that do not require an overnight stay).
- A hotel or motel operator wants to have the ability to re-rent rooms when guests check out before their minimum length of stay has elapsed (18 hours for motels; overnight for hotels).
- A hotel or motel operator wants to utilize “digital check-ins.”
- A hotel or motel operator does not want to implement a permit parking program.
- A hotel or motel operator does not want to install CCTV cameras in their parking lot(s).

Changes in hotel/motel operations imposed by the Ordinance were required to be completed within three months (July 27, 2023) of Ordinance adoption and changes that require physical improvements to the property will need to be completed within one year (April 27, 2024) of Ordinance adoption. The City Council also directed staff to offer an expedited CUP process and a flat rate (\$1,250) for hotels/motel operators who apply for exceptions before October 27, 2023.

January - March 2023

The first Quarterly Motel/Motel CIT Report (Attachment B) was published in April 2023 and reported on activity that occurred between January 1, 2023 and March 31, 2023. Highlights of this report include:

- The establishment of the Proactive Building & Safety Inspection Program for Hotels/Motels in January 2023.
- An Undercover Prostitution Detail conducted by the Claremont Police Department and the Los Angeles County District Attorney’s Office Bureau of Investigation in the area of Indian Hill Blvd. and the I-10 freeway (January 2023). During the enforcement detail, 16 subjects were arrested for soliciting a “Prostitute” for sexual acts.
- The adoption of the Hotel/Motel Ordinance in March 2023.

In March 2023, a City Interdepartmental Team (CIT) was established to proactively address criminal and nuisance activity at hotels and motels, particularly at freeway motels. Members of the CIT are as follows:

- Katie Wand, Assistant to the City Manager (CIT Team Lead)
- Alisha Patterson, City Attorney
- Corporal Michael Snyder, Claremont PD
- Corporal William Livingston, Claremont PD
- Matthew Guerrero, Community Improvement Coordinator
- Jennifer Earl, Community Improvement Officer
- Wendy Ramallo, Citizen Representative

April - June 2023

The second Quarterly Motel/Motel CIT Report (Attachment C) was published in July 2023 and reported on activity that occurred between April 1, 2023 and June 30, 2023. Highlights of this report include:

- An Undercover Prostitution Detail conducted by the Claremont Police Department and the Pomona Police Department in the area of Indian Hill Blvd. and the I-10 freeway (April 2023). During the enforcement detail, 12 subjects were arrested for soliciting a “Prostitute” for sexual acts.
- On-site CIT “Meet and Greet” with staff from the Double Tree by Hilton Claremont and the Claremont Lodge in June 2023.

During this timeframe, the CIT established the following:

- The CIT will meet on a quarterly basis.
- A comment form was added to the City’s website to allow members of the public to provide feedback on hotels and motels.
- Members of the CIT have discussed compiling and tracking the following for each hotel/motel:
 - Frequency of police presence (proactive monitoring/not in response to a call for service)
 - Police calls for service (including criminal and nuisance activity that may be stemming from hotel/motel operations)
 - Reported Code or Building violations
 - Reports of graffiti and other nuisance activity occurring at or adjacent to property
- Staff will continue to conduct outreach and offer support to all hotels/motels regarding the requirements imposed by the new Ordinance, and will assist interested hotels/motels with the streamlined CUP process.
- Members of the CIT will identify ways to contact “hard to reach” residents (i.e., those who have been impacted by criminal/nuisance activity but have not attended City/community meetings) as well as nearby businesses who live/operate near the freeway motels and may have useful feedback for staff/neighboring motel operators.

July - September 2023

The third Quarterly Motel/Motel CIT Report (Attachment D) was published in November 2023 and reported on activity that occurred between July 1, 2023 and September 30, 2023. Highlights of this report include:

- An Undercover Prostitution Detail conducted by the Claremont Police Department along with the Monterey Park Police Department, the Los Angeles County District Attorney’s Office Bureau of Investigation, and with the assistance of Claremont Motel 6 in the area of Indian Hill Blvd. and the I-10 freeway (July 2023). During the enforcement detail, 16 subjects were arrested for soliciting a “prostitute” for sexual acts.
- Staff conducted a second round of voluntary inspections for each hotel/motel in September-October 2023 as part of the Proactive Building & Safety Inspection Program for Hotels/Motels.

October - December 2023

The fourth Quarterly Motel/Motel CIT Report is included as Attachment E and reports on activity that occurred between October 1, 2023 and December 31, 2023. Highlights of this report include:

- An Undercover Prostitution Detail conducted by the Claremont Police Department along with the Glendora Police Department, Upland Police Department, the Los Angeles County District Attorney’s Office Bureau of Investigation, and with the assistance of Claremont Motel 6 in the area of Indian Hill Blvd. and the I-10 freeway (October 2023). During the enforcement detail, 12 subjects were arrested for soliciting a “prostitute” for sexual acts.
- The City offered an expedited CUP process and a flat rate (\$1,250) for hotels/motel operators who applied for a conditional use permit (CUP) seeking certain Hotel/Motel Ordinance exceptions before October 27, 2023. As of this deadline, the following operators have been granted certain Ordinance exceptions: Casa 425, Double Tree by Hilton Claremont, and Residence Inn by Marriott (former University Inn/Knights Inn).
- Demolition of the former University Inn/Knights Inn commenced in November 2023. This site is the future location of a new 120-room hotel (Residence Inn by Marriott). In preparation for the new development, the City planted 25 new street trees on both sides of San Jose Avenue and in the center median to help provide additional shade and privacy screening for nearby residences.

Data and Statistics

In January 2023, it was reported that Claremont Police Officers have responded to over 3,000 calls for service in the geographic area between the I-10 Freeway and American Avenue, and Indian Hill Boulevard and Drake Avenue in the past two years, resulting in over 245 arrests. These calls for service include officer-initiated activity, such as welfare checks. 2023 year-end statistics will be available in late January 2024, and will be published in the April 2024 CIT Quarterly Report (which will also report on activity occurring between January 1, 2024 and March 31, 2024).

Moving forward, the CIT will explore comparing year-to-year calls/reports for service to monitor the effectiveness of the Hotel/Motel Ordinance and the perception of safety in the areas nearby hotels/motels.

RELATIONSHIP TO CITY PLANNING DOCUMENTS

Staff has evaluated the agenda item in relationship to the City’s strategic and visioning documents and finds that it applies to the following City Planning Documents: Council Priorities, General Plan, and the 2022-24 Budget.

CEQA REVIEW

This item is not subject to environmental review under the California Environmental Quality Act (CEQA).

COUNCIL COMMITTEE/COMMISSION REVIEW

The development of the Hotel/Motel Ordinance involved an extensive public process prior to City Council adoption, including the following Commission review during calendar year 2023:

- Planning Commission and Police Commission joint review on January 28, 2023.
- Planning Commission recommendation to the City Council on February 21, 2023.

Further, the Planning Commission considered CUP exceptions for the following three hotel operators during calendar year 2023:

- Residence Inn (March 21, 2023)
- Casa 425 (September 19, 2023)
- Continued Casa 425 (October 17, 2023)
- Double Tree by Hilton Claremont (December 5, 2023)

Minutes from each of these meetings may be found in Attachments F through I, for reference.

PUBLIC NOTICE PROCESS

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the City Clerk's Office.

Submitted by:

Katie Wand
Assistant to the City Manager

Attachments:

- A - Hotel/Motel Ordinance
- B - Quarterly Report #1
- C - Quarterly Report #2
- D - Quarterly Report #3
- E - Quarterly Report #4
- F - Planning Commission Minutes 3/21/23
- G - Planning Commission Minutes 9/19/23
- H - Planning Commission Minutes 10/17/23
- I - Planning Commission Minutes 12/5/23

ORDINANCE NO. 2023-01

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, ADOPTING AMENDMENTS TO TITLE 16 OF THE CLAREMONT MUNICIPAL CODE TO: (1) REPEAL SECTION 16.051.060 TITLED "HOTELS/MOTELS"; (2) REPLACE SECTION 16.051.060 WITH A NEW CHAPTER 16.101 TITLED "HOTELS/MOTELS"; AND (3) AMEND EXISTING AND ADD NEW SECTIONS TO CHAPTER 16.900 (DEFINITIONS) PERTAINING TO HOTELS AND MOTELS

WHEREAS, in 2004, the City Council for the City of Claremont ("City Council") adopted an ordinance regulating hotels and motels (Ord. 04-04), and that ordinance is currently codified in Section 16.051.060 of the Claremont Municipal Code (the "Hotel/Motel Ordinance"); and

WHEREAS, for at least a decade, the City has experienced severe and pervasive criminal activity in and around motels that are located near interstate highways, and the intensity of that criminal activity has become much worse in recent years, including prostitution, human trafficking, narcotic sales, gang activity, and violent crimes against persons; and

WHEREAS, the location and site configuration of motels near interstate freeways are especially susceptible to criminal and nuisance activity because guests can come and go from their rooms with minimal observation or supervision from the motel's employees or other guests and the proximity to the highway makes it easier to evade law enforcement; and

WHEREAS, at the City Council's Priorities Setting Workshop that was held February 5, 2022, many residents expressed concern regarding frequent criminal activity occurring in and around motels located near the I-10 freeway, including prostitution and human trafficking; in response to these concerns, one of the objectives that the City Council approved is to evaluate nuisance activity occurring in and around local motels and use a collaborative approach to abate the activity, including consideration of amendments to the City's existing Hotel/Motel Ordinance; and

WHEREAS, the City's Police Commission formed an ad hoc committee to study potential amendments to the City's existing Hotel/Motel Ordinance; and

WHEREAS, on April 7, 2022, the ad hoc committee presented its recommendations to the Police Commission, and the Police Commission adopted a Statement of Decision, that among other things, included conceptual provisions for a new or amended Hotel/Motel Ordinance; and

WHEREAS, in summer and fall of 2022, staff conducted outreach to management representatives from each of the five hotels/motels in Claremont as well as counsel for the California Hotel & Lodging Association and California Association of Boutique & Breakfast Inns (collectively, the "Hotel Associations") for input on potential amendments to the City's existing Hotel/Motel Ordinance; and

WHEREAS, in accordance with Chapter 16.315 of the Claremont Municipal Code, the City initiated the preparation of the proposed amendments to the City's Hotel/Motel Ordinance and corresponding definitions ("Code Amendment"); and

WHEREAS, on October 4, 2022, the Planning Commission held a duly noticed public hearing regarding the proposed Code Amendment, at which time oral and documentary evidence was introduced along with the written recommendation of the Planning Division of the City of Claremont; and

WHEREAS, after considering the proposed Code Amendment, the staff report, written public comments, and all information, evidence, and testimony received at its October 4, 2022 meeting, the Planning Commission directed staff to schedule a joint meeting of the Planning Commission and Police Commission to further discuss the contents of the proposed Code Amendment; and

WHEREAS, on January 28, 2023, the Planning Commission and Police Commission held a joint meeting, and after considering the proposed Code Amendment, the staff report, written public comments, and all information, evidence, and testimony received at this joint meeting, the Planning and Police Commissions provided direction to staff on the contents of the proposed Code Amendment; and

WHEREAS, on February 21, 2023, the Planning Commission held a duly noticed public hearing regarding the proposed Code Amendment, as revised to incorporate the direction of the Police and Planning Commissions, at which time oral and documentary evidence was introduced along with the written recommendation of the Planning Division of the City of Claremont and after considering the proposed Code Amendment, the staff report, written public comments, and all information, evidence, and testimony received at its October 4, 2022 meeting, its January 28, 2023 joint meeting, and its February 21, 2023 meeting, the Planning Commission voted 6-0 (with Commissioner Alvarez absent) to recommend the City Council approve the proposed Code Amendment with certain changes specified by the Planning Commission; and

WHEREAS, on March 14, 2023, the City Council held a duly noticed public hearing regarding the proposed Code Amendment, as revised to incorporate the recommendations of the Planning Commission, at which time oral and documentary evidence was introduced along with the written recommendation of the Planning Division of the City of Claremont; and

WHEREAS, the City Council has considered the proposed Code Amendment, the staff report, written public comments, and all information, evidence, and testimony received at the Planning Commission's October 4, 2022 meeting, the Planning and Police Commission's January 28, 2023 joint meeting, and the Planning Commission's February 21, 2023 meeting.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Incorporation of Recitals. The City Council hereby finds that all the facts set forth in the recitals are true and correct and are incorporated as substantive findings of this ordinance.

SECTION 2. CEQA. It can be seen with certainty that the Code Amendment has no possibility of having a significant effect on the environment. In the absence of any pending application for any hotel or motel that might implicate the proposed ordinance, any specific

environmental effects would be speculative. Therefore, the adoption of the proposed Hotel/Motel Ordinance is not a project subject to the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of Title 14 of the California Code of Regulations.

SECTION 3. Findings and Determinations. Based upon substantial evidence presented to the Planning and Police Commissions during the joint meeting (on January 28, 2023), two public hearings before the Planning Commission (on October 4, 2022 and February 21, 2023), and the public hearing before the City Council (on March 14, 2023), including written staff reports, the staff presentation, written public comments, and verbal testimony, the City Council hereby finds and determines:

1. It is appropriate to amend the Hotel/Motel Ordinance City-wide.
2. The proposed Code Amendment is consistent with the objectives, policies, general land uses and programs of the General Plan. For example, the Land Use Element of the General Plan encourages hotel uses in the Freeway Commercial land use designation for certain properties adjacent to the I-10 freeway that are highly visible from the freeway and benefit from this regional exposure and the Indian Hill/Foothill mixed use designation. (Land Use Element, pp. 2-13, 2-15.) The Code Amendment is also consistent with the Land Use Element's neighborhood vision for South Claremont that "all commercial properties should continue to be upgraded over time, as this presents a gateway impression of Claremont to freeway travelers." (Land Use Element, p. 2-46.)
3. The proposed Code Amendment would not be detrimental to the public interest, health, safety, convenience or welfare. The proposed amendment is being carried out in response to public outcry about long-standing and recent substantially increased criminal and nuisance activities at certain motels.

SECTION 4. Code Amendment. Based upon substantial evidence presented to the Planning and Police Commissions during the joint meeting (on January 28, 2023), two public hearings before the Planning Commission (on October 4, 2022 and February 21, 2023), and the public hearing before the City Council (on March 14, 2023), including written staff reports, the staff presentation, written public comments, and verbal testimony, the City Council hereby adopts and approves the proposed Code Amendment as set forth below:

Section 16.900.434 of the Claremont Municipal Code is hereby added to Chapter 16.900 as set forth below:

16.900.434 HOTEL

Hotel shall mean a commercial land use in a building or portion of a building containing guest rooms which are designed, occupied, used, or intended to be used, rented or hired out as temporary overnight accommodations. A hotel shall not include residential and health care facilities that provide care of persons in need of medical or nursing care, personal care, developmental and supportive services, supervision, or assistance essential for sustaining the activities of daily living. Hotel is distinguished from motel by having the entry to more than fifty (50) percent of the guestrooms through a lobby and/or through a common interior corridor.

Section 16.900.435 of the Claremont Municipal Code is hereby amended as set forth below:

16.900.435 HOTEL/MOTEL

Hotel/motel shall mean either a hotel (including a long-term stay hotel) or a motel as defined herein. These definitions do not include private residences made available for short term rentals, such as residences or rooms rented through Airbnb and Vacation Rental by Owner (VRBO).

Section 16.900.585 of the Claremont Municipal Code is hereby amended as set forth below:

16.900.585 MOTEL

Motel shall have the same meaning as “hotel”; however, motel is distinguished from hotel by having at least fifty (50) percent of all rooms having direct access to the outside without the necessity of passing through the main lobby or interior of the building.

Section 16.900.845 of the Claremont Municipal Code is hereby amended as set forth below:

16.900.845 TRANSIENT

Transient shall mean a person who is receiving sleeping or overnight accommodations for a period of thirty (30) consecutive calendar days or less, at a location within the City, for a price, with or without meals.

Section 16.051.060 of the Claremont Municipal Code is hereby repealed in its entirety and replaced with a new Chapter 16.101 as set forth below:

16.101 HOTELS/MOTELS

16.101.000 Intent.

The general purpose of these regulations is to address nuisance activity that often occurs in and around hotels/motels and use a collaborative approach to both proactively prevent and, when necessary, reactively abate the activity. The intent is to promote the health, safety, comfort, convenience, prosperity, and general welfare by requiring that businesses that offer shelter to visitors, transient guests, and other residents provide a minimum level of cleanliness, quality, and security.

16.101.010 Definitions.

For the purpose of this chapter, unless the context clearly requires otherwise, the words and phrases defined in this section shall have the following meanings:

Director shall mean the City's Director of Community Development or his, her, or their designee.

Guest shall mean any person who is authorized to enter a hotel/motel room and who the hotel/motel operator has provided with a hotel/motel room key.

Identification documents shall mean, exclusively, any one of the following documents issued by a government agency: (1) a current passport or passport card; (2) a current driver's license; (3) a current non-driver identification card; (4) current military identification. To be accepted by the operator of a hotel/motel, an identification document must include a photograph of the guest presenting it that the operator recognizes as a photograph of the guest. For avoidance of doubt, any document that is represented by a guest to be one of the above documents, but which does not include a photograph, or does not include a photograph that the operator of the hotel/motel recognizes as the photograph of the guest, is not an acceptable identification document.

Long-term stay hotel shall mean a hotel that allows guests to rent rooms for terms that exceed the maximum length of stay limitations in this chapter. These establishments as defined are sometimes referred to as "extended-stay hotels", such as Residence Inn by Marriott Hotels or Extended Stay America.

Operator shall include owners and managers of a hotel/motel and their agents and employees.

16.101.020 Maximum Length of Stay.

A. A hotel/motel shall be used only for transient occupancy. No person shall utilize a hotel/motel as his or her primary residence, except a resident manager of the hotel/motel. A hotel/motel may include one dwelling unit for use as a resident manager's unit.

B. All guest rooms shall be used only for short-term, overnight accommodations for guests. Unless a hotel/motel has obtained a conditional use permit in accordance with Chapter 16.303 authorizing longer-term stays, the length of time any guest occupies any hotel/motel room shall not exceed the following limits:

1. Maximum Consecutive Length of Stay: Thirty (30) consecutive calendar days; and
2. Maximum Cumulative Length of Stay: Sixty (60) cumulative in any one hundred and eighty (180) consecutive calendar day period.

If a guest room(s) is (are) rented, let, or otherwise provided to any guest for the maximum time periods allowed by this section, then the hotel/motel shall not rent, let, or otherwise provide any other guest room to the guest in a manner that results in the guest's stay at the hotel/motel exceeding these limits. A hotel/motel shall not allow a guest to change rooms in an attempt to evade these limits on maximum length of stay.

C. One of the purposes of these maximum length of stay limits is to ensure that hotels/motels regularly clean and maintain their guest rooms and do not allow guests' belongings to accumulate in an unsafe or unsanitary manner. Hotels/motels shall not permit guests to store their belongings in their guest rooms after checking out. Before a new rental term begins, hotels/motels shall ensure that all of the prior guests' belongings have been removed and the guest room is clean and in a good state of repair.

D. The limitations on maximum length of stay in subsection (B) of this section shall not apply to a hotel that the City has specifically approved as a long-term stay hotel through the issuance of a conditional use permit in accordance with Chapter 16.303.

16.101.030 Minimum Length of Stay.

A. **Hotels:** Unless a hotel has obtained a conditional use permit in accordance with Chapter 16.303 authorizing shorter-term stays, the minimum rental term for a guest room in a hotel must be sufficient for at least one overnight stay.

B. **Motels:** Unless a motel has obtained a conditional use permit in accordance with Chapter 16.303 authorizing shorter-term stays, the minimum rental term for a guest room in a motel must be sufficient for at least one overnight stay that is at least eighteen hours (18) long.

C. **Re-Renting Rooms:** Unless a hotel/motel has obtained a conditional use permit in accordance with Chapter 16.303 authorizing the hotel/motel to re-rent vacant rooms, a hotel/motel shall not re-rent a guest room to a new or different guest before the minimum length of stay has elapsed.

16.101.040 Requirements for All Hotel/Motels.

The requirements listed in this section shall apply to every hotel/motel in the City. The general purpose of these requirements is to proactively prevent and reactively address certain criminal activity, including prostitution and human trafficking.

A. **Room Rental Rates:** Unless a hotel/motel has obtained a conditional use permit in accordance with Chapter 16.303 authorizing shorter-term rental rates, no operator of a hotel/motel shall accept an hourly rate or any increment less than the rate for at least one overnight room rental (hereafter "day use rates"). In addition to the findings and requirements set forth in Chapter 16.303, the decision-making body shall not approve a conditional use permit for day use rates unless it makes all of the following findings:

1. The hotel/motel is in full compliance with this chapter.

2. The hotel/motel does not have a history of criminal or nuisance activities on site that could be exacerbated by day use rates, such as prostitution and/or human trafficking.

3. The use of day use rates at this location is unlikely to result in criminal or nuisance activities or otherwise be detrimental to the health, safety, or welfare of the community.

B. Guest Register & Check In Procedures:

1. Contents of Guest Register: The hotel/motel operator shall keep a register that includes all of the following:

- a. The full name of each guest;
- b. Each guest's date of birth;
- c. The permanent address of each guest, if any;
- d. The identification number from the identification document the guest used to check in (e.g., the driver's license number) and the issuing jurisdiction (e.g., state or country) for the identification document;
- e. The dates of occupancy (including the day, month, year, and hour of the guest's check in and check out times);
- f. The room number or letter (or other identifying symbol if guest rooms are not numbered or lettered);
- g. The room rate;
- h. The make, model, and license plate number of any vehicle that the guest will park in the hotel/motel's parking area(s); and
- i. A signature of the representative of the operator who examined the identification document(s) presented and attestation that he, she, or they examined the identification document(s) and confirmed that the photograph is that of the guest.

2. Scanned Identification Documents: No hotel/motel operator shall allow a guest to occupy a guest room for any period of time without first scanning or otherwise making a digital copy of the guest's identification document(s).

3. Credit or Debit Card: No hotel/motel operator shall allow a guest to occupy a guest room for any period of time without first obtaining a valid credit or debit card in the guest's name (as opposed to a prepaid card) from the guest who is paying for the room and confirming that the name on the card matches the name on the guest's identification document(s). If the guest is not using the credit or debit card to pay for the room (e.g., the guest is paying with cash), the hotel/motel operator must confirm the validity of the credit or debit card with the card issuer. Notwithstanding

the foregoing, this requirement shall not prevent hotels/motels from renting a guest room to a guest who is paying for the room with voucher from a governmental agency or a bona fide nonprofit entity.

4. Exception for Digital Check Ins: With advance approval of a conditional use permit in accordance with Chapter 16.303, an operator of a hotel/motel may obtain a waiver of one or more requirements in Paragraphs (1)(i), (2), and/or (3) of this Section 16.101.040(B) to allow the hotel/motel to offer a digital check in option, such as an electronic check in kiosk or a “digital key” that allows guests to check-in to the motel and access their guest room key on their mobile device. In addition to the findings and requirements set forth in Chapter 16.303, the decision-making body shall not approve a conditional use permit for digital check ins unless it makes all of the following findings:

- a. The hotel/motel is in full compliance with this chapter.
- b. The hotel/motel does not have a history of criminal or nuisance activities on site that could be exacerbated by digital check ins, such as prostitution and/or human trafficking.
- c. The use of digital check ins at this location is unlikely to result in criminal or nuisance activities or otherwise be detrimental to the health, safety, or welfare of the community.

5. Bookings by a Responsible Agent: This Section 16.101.040(B) shall not prevent hotels/motels from allowing a responsible agent to reserve guest rooms on behalf of an organized group (e.g., sport teams, companies, associations, etc.), provided each of the group’s guests who are staying in the hotel/motel’s guest rooms comply with this section.

6. Retention of Guest Records: Every motel operator shall keep and preserve the register and any and all other records required by this section for a period of not less than four (4) years. During the retention period required by this subsection, no person shall alter, deface, or erase the register and any and all other records required by this section so as to make the information recorded therein illegible or unintelligible.

7. Inspection of Guest Records: The guest register must be made available to City Personnel in accordance with Section 16.101.040(L) below.

C. **Transient Occupancy Tax**: Transient occupancy tax (TOT) shall be paid for each occupied guest room in a hotel/motel pursuant to Municipal Code Chapter 3.28.

D. **Parking by Permit Only:**

1. Parking Permits Required: Except as otherwise provided in this section, it shall be unlawful for any person to stand or park any vehicle in a hotel/motel’s parking area unless a parking permit issued by the motel is displayed on the vehicle.

A hotel/motel shall not issue a parking permit to any person who is not a guest of the hotel/motel, or an employee of the hotel/motel, or a contractor of the hotel/motel when the contractor is on site for official business. For guest vehicles, a hotel/motel shall not issue a parking permit unless the guest has provided all of the information and documents required by Section 16.101.040(B) above.

2. Implementation of Permit Parking System: The Director is authorized to establish rules and procedures to produce signs, forms and other materials necessary or appropriate to implement the provisions of this section.

3. Enforcement of Parking Permit Requirements: The hotel/motel shall be responsible for monitoring its parking areas and enforcing the requirements of this section. Failure to enforce the requirements of this section is a violation of this chapter.

4. Exceptions:

a. This requirements of this section shall not apply to any authorized emergency vehicle, City vehicle, or vehicle owned by a public utility when such vehicle is being used for official business, or to any vehicle used for collection or delivery of United States mail.

b. This requirements of this section shall not apply to any hotel/motel that provides secured parking for guests behind a fence, gate, or similar structure in accordance with plans approved by the Director.

c. The requirements of this section may be modified or waived through approval of a conditional use permit in accordance with Chapter 16.303.

E. **Video Surveillance**:

1. Video Surveillance Requirement: Every operator of a hotel/motel shall install and maintain in good working order closed-circuit television (CCTV) recording cameras sufficient to maintain continuous visual coverage of all entry points, common areas, and all parking areas.

2. CUP Exception for Parking Areas Only: The requirement to install and maintain CCTV recording cameras in parking areas may be modified or waived through approval of a conditional use permit in accordance with Chapter 16.303.

3. Surveillance Footage Retention & Inspection: The video footage from CCTV recording cameras must be maintained by the motel for a minimum of ninety (90) days before it is erased or overwritten. Surveillance footage must be made available to City personnel in accordance with Section 16.101.040(L) below.

F. **Security of Guest Rooms**:

1. **Guest Room Locks**. Hotels/motels shall install and maintain an operable dead bolt lock on each main swinging entry door of a guest room. The dead

bolt lock shall be installed in accordance with the manufacturer's specifications and shall comply with applicable state and local codes including, but not limited to, those provisions relating to fire and life safety and accessibility for people with disabilities. This section shall not apply to horizontal sliding doors.

2. Viewports. Each exterior door to a guest room shall have a viewport or window convenient to the door. Properties with fire resistive construction rated ("fire rated") doors, at the time of the adoption of the ordinance codified in this Chapter, are exempt from this provision to the extent that installing a viewport would negatively affect the fire rating.

3. Connecting Doors. Each door connecting two guest rooms that share a common wall shall be equipped with a functional deadbolt lock.

4. Window Locks. All windows designed to be opened shall have an operable window security or locking device. Louvered windows, casement windows, and all windows more than twelve (12) feet vertically from the ground are excluded from this subdivision, except where the window is within eight (8) feet horizontally of a roof or any other platform area.

G. Cleanliness:

1. Mattress Condition/Cleanliness. Mattresses shall be free of stains, holes, rips, and/or odors in excess of normal wear and tear, and maintained in a sanitary, non-defective condition (e.g., without broken springs, indentations, sags, etc.).

2. Linen Condition/Cleanliness. Where provided by the operator, linens shall be free of stains, holes, rips, and/or odors in excess of normal wear and tear and shall be cleaned at change of occupancy or at least once every three (3) days during a guest's stay and if requested by the guest.

3. Bathroom Condition/Cleanliness. Bathroom fixtures (e.g., toilet, bathtub, sink, mirror) shall be maintained without significant cracks, chips, and/or stains. Floors shall be washed and sanitized at change of occupancy and/or before a new rental term begins. The operator shall maintain daily cleaning schedules of all occupied rooms, including daily trash service (required) and replacement of dirty towels at least once every three (3) days and if requested by the guest.

4. Carpet Condition/Cleanliness. Carpeting shall be free of stains, holes, rips, and/or odors in excess of normal wear and tear, and maintained in a sanitary, non-defective condition.

5. Floor Condition/Cleanliness. With the exception of carpeting as noted above, floor surfaces shall be made of nonabsorbent material. All surfaces and tile grouting shall be maintained without cracks, rips, and/or missing elements.

6. **Wall Condition/Cleanliness.** Wall surfaces shall be maintained without spots, stains, flakes, chips, holes, and the like and maintained in a clean and sanitary condition.

7. **Mold/Mildew.** All surfaces, including fixtures and carpeting and flooring shall be free from mold, mildew, and/or bubbling conditions.

8. **Water Leakage/Water Stains.** All fixtures shall be maintained without leaks or drips. Water damage shall be repaired within thirty (30) days of detection. A guest room with water damage shall not be rented until the water damage is repaired.

9. **Furniture Condition.** All furniture items provided by the hotel/motel shall be maintained in proper working order.

10. **Condition of Shades/Draperies/Blinds.** Shades, draperies, blinds, and other window coverings shall be free of stains, holes, rips, and/or odors in excess of normal wear and tear, and maintained in a sanitary, non-defective condition.

11. **Vector Control.** The premises shall be kept clean in every part and free from accumulation of garbage, rubbish, rodents, vermin, and other unsanitary matter.

H. **Room Furnishings:**

1. **Privacy.** Privacy coverings such as shades, draperies, or blinds shall be appropriately hung to cover all windows.

2. **Room Light.** An active, fully functional light switch shall be located at the entry to the guest room.

3. **Bathroom Fixtures.** Private bathrooms shall have a functioning toilet and sink, and a functioning shower and/or bathtub. This section should not be construed to prevent a sink from being placed in a guest room that does not have full bathroom facilities.

4. **Shared Bathroom Facilities.** Guests in facilities with shared bathrooms shall have access to a functioning toilet and sink, and a functioning shower and/or bathtub. Shared showering or bathing areas shall be able to be securely locked from the inside. Separate facilities shall be provided for men and women or the facilities shall be able to be locked for individual use. Signs shall be posted indicating that "Children under 12 years of age who use this shared bathroom must be accompanied by a parent or guardian at all times."

5. **Hot/Cold Water.** Hot and cold running water shall be provided for all plumbing facilities.

6. **Telephone Rates.** Telephone rates shall be posted in every room that has a private phone and be adhered to by management.

7. Clothes Storage. Storage space shall be provided in good working order for hanging clothes and/or storing personal belongings.

I. Exterior of Property:

1. Windows. Exterior window glass shall be without cracks, chips, and/or holes. Aftermarket tint material applications on windows are prohibited.

2. Exterior screens, if present, shall be shall fit the window opening completely and shall be in good repair without rips, holes, or tears.

3. Exterior Lighting. Please reference Claremont Municipal Code Chapter 16.136 – Parking, Loading, and Transportation Demand Measures.

4. Painting. Please reference Claremont Municipal Code Chapter 8.16 – Public Nuisances.

5. Electrical. Please reference Claremont Municipal Code Chapter 15.08 – Electrical Code.

6. Landscaping. All areas on the property designated for landscaping, such as, lawns, planter beds, and other unsurfaced locations, shall be maintained with properly trimmed living plant materials in accordance with an approved landscaping plan and without collecting litter or debris. Please reference Claremont Municipal Code Chapter 8.22 – Maintenance of Commercial Landscaping and Chapter 16.131 – Water Efficient Landscape Requirements.

7. Directional Signs. Directional signs shall be posted as appropriate to ensure that emergency personnel can find guest rooms in a timely manner. Please reference Claremont Municipal Code Title 18 – Signs.

8. Exterior Trash/Garbage Storage. All containers used for the storage of trash, garbage, or recycled materials and placed on the exterior of the building(s) shall be maintained in a locked and screened enclosure. Please reference Claremont Municipal Code Chapter 8.08 – Garbage and Solid Waste.

J. Common Areas:

1. Elevators. Guest service elevators shall be fully functional and pass appropriate agency inspections. The name and telephone number of the inspection agency shall be posted in all elevators. Elevators shall be operational on a twenty-four (24) hour-a-day basis.

2. Hallway Lighting. Any hallway or lobby area or other common public space shall be maintained in a sanitary condition, free of garbage or debris, and shall be illuminated with proper lighting that is in compliance with the California Building Code.

3. Upon request, the hotel/motel must make any common areas and/or parking areas of the hotel/motel available to any member of the Claremont Police Department or the City of Claremont Building and Safety Division for the purpose of determining that the provisions of this chapter are met. Refusal to allow such inspection immediately is a violation of this chapter.

K. **Lost or Abandoned Property:** Any property left in a guest room by a person or party that has checked out shall be removed by the operator of the hotel/motel and stored or otherwise disposed of in accordance with applicable laws.

L. **Inspections:** To ensure ongoing compliance with this chapter and any other federal, state, or local laws and regulations, the City of Claremont's Building and Safety Division, Planning Division (including Community Improvement), Police Department, and/or City Attorney (collectively, "City Personnel") may require periodic inspections of a hotel/motel's premises, records (including any required guest register), and/or surveillance footage. Nothing in this section shall prevent City Personnel and a hotel/motel operator from working together to schedule an inspection at a mutually agreeable date and time to minimize disruption to the hotel/motel's business and operations.

1. Except as otherwise provided in this section, City Personnel shall serve a written inspection notice on the operator by either first class mail or personal service at least thirty (30) calendar days prior to the inspection date. If notice is served by first class mail, it is deemed served three days after it is deposited in the mail. If notice is hand delivered, it is deemed served immediately upon receipt.

2. The inspection notice shall contain the following information: (1) the name, business address, and business telephone number of the City Personnel who will be conducting the inspection; (2) the purpose of the inspection; (3) the date and approximate time of the inspection; and (4) notice of the right to seek pre-compliance administrative review of the inspection notice.

3. The operator may object to the inspection notice by seeking pre-compliance administrative review by the City Manager or his/her/their designee. Pre-compliance administrative review shall be sought at least ten calendar days before the inspection date provided on the inspection notice.

4. Notwithstanding the above, an inspection notice is not necessary if:

a. The operator of the hotel/motel consents to the inspection of the hotel/motel's premises, records, and/or surveillance footage and/or the guest consents to the inspection of his, her, or their individual guest room;

b. The inspection is being conducted pursuant to an administrative or court-issued subpoena or warrant, such as an inspection warrant under California Code of Civil Procedure Sections 1822.50 through 1822.57;

c. The inspection is being conducted in response to exigent circumstances, such as a reasonable belief that area being inspected is so hazardous, unsafe or

dangerous as to require immediate inspection to safeguard the public health or safety; and/or

d. The inspection is limited to parts of the hotel/motel's premises that are open to the public for conditions that City Personnel can observe in plain view, such as the hotel/motel's parking lot and lobby.

16.101.060 Additional Requirements for Long-Term Stay Hotels

No long-term stay hotel may be established or operated except as specifically permitted by a conditional use permit approved pursuant to Chapter 16.303.

The following requirements shall apply to every long-term stay hotel in the City:

A. A long-term stay hotel shall be specifically designed and operated to primarily accommodate long-term guests whose length of stays vary from several days to a month or more.

B. The hotel shall be of an architectural and visual quality and character, which harmonizes and enhances the surrounding area.

C. Fireproof safety deposit boxes must be available to all of the occupants.

D. All guest rooms shall provide wireless computer connections.

E. The hotel shall provide a business/conference center with private or semi-private work spaces, wireless service, telephones, and access to a fax machine and photocopier.

16.101.060 Amortization of Legal Nonconforming Conditions

Notwithstanding Chapter 16.400, conditions that existed as of the effective date of Ordinance No. 2023-01 ("Effective Date") and that were legal and fully conforming to all state and local laws, codes, and regulations immediately prior to Effective Date, but which do not conform to this chapter, must be brought into compliance with this chapter by the following deadlines:

A. For changes in hotel/motel operations – within ninety (90) days of the Effective Date; and

B. For changes that require physical improvements to the property and/or structures – one (1) year of the Effective Date.

A hotel/motel may file a written request for an extension of these amortization periods. The Director may grant a request for an extension if he/she/they find: (1) the extension will not pose a risk to the public health, safety, or welfare; and (2) the hotel/motel has exercised diligence in making progress towards bringing the nonconforming condition into compliance with this chapter. A hotel/motel may request more than one extension, but the maximum cumulative length of any single extension

or combination of extensions is one (1) year. The Director's decision on a request for an extension is appealable in accordance with Chapter 16.321.

16.101.070 Enforcement

A. Criminal Fines and Penalties

Any person responsible for violating any provision of this chapter is guilty of an infraction or a misdemeanor at the discretion of the City Attorney and/or district attorney. Upon conviction, the person shall be punished as prescribed in Chapter 1.12.

B. Administrative Fines and Penalties

Whenever an officer charged with the enforcement of any provision of this Municipal Code determines that a violation of this chapter has occurred, the officer shall have the authority to issue an administrative citation to any person responsible for the violation in accordance with Chapter 1.14.

C. Separate Offenses for Each Day.

Any person responsible for violating this chapter shall be guilty of a separate offense for each and every day during any portion of which any violation of any provision of this chapter is committed, continued, permitted, or caused by such person and shall be punished accordingly.

D. Public Nuisance and Lien on Property

Any use or condition caused, or permitted to exist, in violation of any provision of this chapter and/or state or federal law shall be, and is hereby declared to be, a public nuisance and may be summarily abated by the City pursuant to California Code of Civil Procedure Section 731 or any other remedy available at law. In accordance with Chapter 1.15, the City may also collect any fee, cost, or charge incurred in the abatement of such nuisance by making the amount of any unpaid fee, cost or charge a lien against the property that is the subject of the enforcement activity.

E. Red Light Abatement Action

If there is reason to believe that a hotel/motel is used for the purpose of illegal gambling as defined by state law or local ordinance, lewdness, assignation, or prostitution, then the City Attorney may bring an action pursuant to California's Red Light Abatement Law, California Health and Safety Code Section 11125, et seq. to abate and prevent the nuisance and to perpetually enjoin the person conducting or maintaining it, and the owner, lessee, or agent of the building or place, in or upon which the nuisance exists, from directly or indirectly maintaining or permitting it.

F. Civil Action

In addition to any other enforcement permitted by the City's Zoning and/or Municipal Codes, the City Attorney may bring a civil action for injunctive relief and civil penalties against any person who violates any provision of this chapter. In any civil action that is brought pursuant to this chapter, a court of competent jurisdiction may award civil penalties and costs to the prevailing party.

G. Permit and/or License Revocation

Any violation of this chapter may result in revocation of the hotel/motel's use permit and or business license.

Use of any one or more of these remedies shall be at the sole discretion of the City and nothing in this section shall prevent the City from initiating civil, criminal or other legal or equitable proceedings as an alternative to any of the proceedings set forth above.

H. Liability for Expenses

In addition to the punishment provided by law, a person responsible for violating this chapter is liable for such costs, expenses, and disbursements paid or incurred by the City or any of its contractors in correction, abatement, and prosecution of the violation.

16.101.080 Oversight & Reporting

A. The City Manager or his/her/their designee shall establish a City Interdepartmental Team (CIT) comprised of City staff from multiple departments, including but not limited to the Building and Safety Division, the Planning Division (including Community Improvement), the Police Department, and the City Attorney's Office to proactively identify and address criminal and nuisance activity at hotels/motels. The CIT shall also include at least one member of the community who is impacted by hotels/motels, such as a member of the community who resides or works near a hotel/motel.

B. The CIT shall conduct ongoing outreach to members of the community who may be impacted by hotels/motels. The City's website shall include a process for reporting feedback on hotels/motels.

C. The CIT shall prepare reports of any findings it makes regarding nuisance and criminal activity at hotels/motels. The CIT shall post its reports on the City's website quarterly and shall provide a report to the City Council annually.

SECTION 5. Effective Date.

This Ordinance shall take effect thirty (30) days after its adoption.

SECTION 6. Severability.

If any section, subsection, subdivision, paragraph, sentence, clause or phrase, or portion of this Ordinance is, for any reason, held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance irrespective of the fact that one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional or invalid or ineffective. To this end, the provisions of this Ordinance are declared to be severable.

SECTION 7. Posting of Ordinance.

The mayor shall sign this ordinance and the city clerk shall attest and certify to the passage and adoption of it, and within fifteen (15) days, publish a summary in the Claremont Courier, a weekly newspaper of general circulation, printed, published, and circulated in the City of Claremont and thirty (30) days thereafter it shall take effect and be in force.

PASSED, APPROVED AND ADOPTED this 28th day of March, 2023.



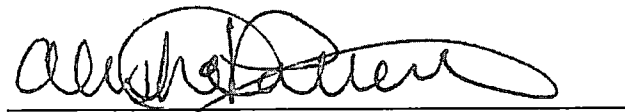
Mayor, City of Claremont

ATTEST:



City Clerk, City of Claremont

APPROVED AS TO FORM:

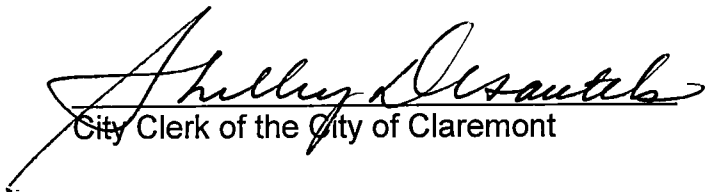


City Attorney, City of Claremont

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)ss.
CITY OF CLAREMONT)

I, Shelley Desautels, City Clerk of the City of Claremont, County of Los Angeles, State of California, hereby certify that the foregoing Ordinance No. 2023-01 was introduced at a regular meeting of said council held on the 14th day of March, 2023, that it was regularly passed and adopted by said City Council, signed by the Mayor and attested by the City Clerk of said City, all at a regular meeting of said council held on the 28th day of March, 2023, and that the same was passed and adopted by the following vote:

AYES: COUNCILMEMBERS: CALAYCAY, LEANO, MEDINA, REECE, STARK
NOES: COUNCILMEMBERS: NONE
ABSTENTIONS: COUNCILMEMBERS: NONE
ABSENT: COUNCILMEMBERS: NONE


City Clerk of the City of Claremont



City of Claremont

Quarterly Hotel/Motel City Interdepartmental Team (CIT) Report

Reporting Period: January 1 through March 31, 2023

Publish Date: April 27, 2023

Contact: Katie Wand, Assistant to the City Manager – KWand@ci.claremont.ca.us or 909-399-5454

January 2023

Proactive Building & Safety Inspection Program for Hotels/Motels

To ensure the safety and satisfaction of those who are visiting our Claremont hotels and motels, the Claremont Building Division initiated a proactive building and safety inspection program, which consists of periodic inspections of ALL hotels and motels by Building Inspection and Community Improvement staff. The goal is to visit 5-10 unoccupied guest rooms and accessible common areas at each of the five hotels/motels in Claremont to ensure that building and safety standards are being met.

Inspection at all five hotels/motels in Claremont were completed in January 2023. Any items that required follow-up after the inspections are actively being addressed by City staff and hotel/motel staff. The City is appreciative of this opportunity to work with all hotels and motels to improve our community and further support a vibrant local economy.

Undercover Police Detail

On January 27, 2023, the Claremont Police Department along with the Los Angeles County District Attorney's Office Bureau of Investigation conducted an undercover prostitution detail in the area of Indian Hill Blvd. and the I-10 freeway. During the operation, subjects ("Johns") who sought to engage in commercial sexual acts solicited four undercover officers who posed as prostitutes. After the undercover officers were solicited for sex acts, additional undercover officers in the area arrested the "John." During the enforcement detail, 16 subjects were arrested for soliciting a "Prostitute" for sexual acts.

Hotel/Motel Ordinance

On January 28, 2023, a joint meeting of the Planning Commission and the Police Commission was held. At the meeting, Commissioners discussed potential amendments to the City's existing Hotel/Motel Ordinance and provided staff with conceptual direction on the contents of a draft amended ordinance to bring back to the Planning Commission (for a recommendation) and City Council (for adoption).

February 2023

Hotel/Motel Ordinance

During their February 21, 2023 meeting, the Claremont Planning Commission voted to recommend a draft Hotel/Motel Ordinance to the City Council for adoption.

March 2023

Hotel/Motel Ordinance

After months of review and input from stakeholders, including commissions, community members, staff, and hotel/motel operators, a proposed Hotel/Motel Ordinance was presented to the City Council during a public hearing held on March 14, 2023. The City Council approved the second reading and adoption of this Ordinance at their regular meeting on March 28, 2023. Once it becomes effective (April 27, 2023), the Ordinance will become a new, stand-alone chapter in the City's Zoning Code and will impose several new requirements for hotel/motel operators citywide:

- A hotel/motel operator may not re-rent rooms when guests check out before their minimum length of stay has elapsed (i.e., 18 hours for motels; overnight for hotels)
- The Ordinance will require guests to provide a valid credit/debit card as a way to verify their identity (even if they are paying for their room with cash)
- All hotels and motels are required to maintain a guest register that contains guest information specified in the Ordinance, and employees are required to sign an attestation stating that a guest matches the photo on their Identification Document (ID)
- All hotels and motels are required to scan images of a guest's ID
- Permit parking is required for all hotels/motels
- CCTV recording cameras are required in a hotel/motel's common areas, entry points, and parking areas
- The Ordinance explicitly outlines site and operational requirements, like security, cleanliness, room furnishings, and the condition of the exterior of the property and common areas
- The Ordinance reflects the strictest possible inspection requirements that are permitted under current law

Several "exceptions" to these requirements will only be granted to a hotel/motel operator if they are approved for a Conditional Use Permit (CUP). Changes in hotel/motel operations imposed by the Ordinance will need to be completed within three months (July 27, 2023) of Ordinance adoption and changes that require physical improvements to the property will need to be completed within one year (April 27, 2024) of Ordinance adoption. The City will also offer an expedited CUP process and a flat rate (\$1,250) for hotels/motel operators who apply for exceptions before October 27, 2023.

City Interdepartmental Team

A City Interdepartmental Team (CIT) was established to proactively address criminal and nuisance activity at hotels and motels, particularly at freeway motels. Representatives to the CIT were appointed as follows:

- Katie Wand, Assistant to the City Manager (CIT Team Lead)
- Alisha Patterson, City Attorney
- Detective Michael Snyder, Claremont PD
- Detective William Livingston, Claremont PD
- Bradley Fliehm, Building Official
- Jason Barber, Community Improvement Coordinator
- Wendy Ramallo, Citizen Representative

Staff may invite community partners (i.e., Los Angeles County Fire Department, Los Angeles County Department of Public Health) to meetings of the CIT, as needed.

Role of the Citizen Representative

Staff is pleased to announce that the City Manager has appointed Wendy Ramallo as the Citizen Representative on the CIT. Staff looks forward to gaining insight and feedback from Ms. Ramallo, who will primarily act as a liaison between community members and the CIT. It should be noted that City staff and the City Attorney will not be able to discuss ongoing/open code enforcement cases, potential legal responses to criminal or nuisance activity, or anything else that is not publicly accessible information with the citizen representative or with members of the community.

Status of University Inn (formerly Knights Inn)

On March 21, 2023, the Planning Commission voted to approve a CUP for the proposed Residence Inn by Marriott at the site of the current University Inn (formerly operated as Knights Inn). The CUP exceptions that were granted for the new hotel (once constructed and operating) are as follows”

- Allowing guest stays of more than thirty consecutive days. Residence Inns are intended to accommodate longer stays. Although these stays rarely last more 30 consecutive days, it is an important part of the service model that the chain uses to attract business travelers and corporate employees.
- Similarly, the operator may also rent rooms to guests for more than sixty cumulative calendar days in a 180-day period.
- While not anticipated to be a significant part of the business, the operator was granted the ability to offer a “day use” program (i.e., hourly room rentals that do not require an overnight stay) if this is something that Marriott wants to offer as a corporate-level program.
- The operator was granted an exception to utilize “digital check-ins” for pre-qualified Marriott customers (i.e., certain Marriott Bonvoy Club members) if that becomes a requirement of the Marriott corporation.
- The operator intends to use parking lot security gates as its parking permit program. If the gates are ever removed, the operator agrees to utilize a parking permit program as required by the Ordinance.

Staff has fielded several questions from community members regarding the next steps. It is staff's understanding that the University Inn is currently not operating as a motel or any other business; it is closed to the public. Based on what the property owner has shared with City staff, there are no plans to operate University Inn prior to demolition; however, the City cannot guarantee this. What the City can and will guarantee is that should the University Inn re-open, it will be in compliance with all of the health and safety protocols described in the new Hotel/Motel Ordinance.

At this time, staff is working with the property owner to establish a timeline to submit plans to demolish the structure. Staff believes that it will be after the appeal period ends.

Status of Motel 6 Landscaping

The deadline for Motel 6 is six months from the date of the City Council appeal hearing date (November 22, 2022); however, the Community Development Director has the ability to grant an additional six-month extension to the deadline. Staff's initial direction to Motel 6 was to complete within the first six months; however, City staff has had some difficulty in assisting their lighting consultant with appropriate lighting solutions so that has delayed all of the work up to this point. Staff hopes to have a solution very soon.

Motel 6 has begun the removal work that is required to complete their landscape plan. Motel 6 has committed to notice City staff a few days prior to removal work that will be completed directly adjacent to residential properties (i.e., they will be removing trees and immediately replacing them with new trees). City staff will inform impacted residents as soon as we receive updates from Motel 6 staff. We anticipate that the removal work should commence in the next few days. We are pleased that Motel 6 has been actively working with City staff to ensure that they meet the requirements of the Architectural Commission and City Council within their six-month deadline.

CIT Next Steps

Next Reporting Period: April – June 2023

Estimated Publish Date for Next Report: July 27, 2023

Goals for Next Reporting Period

- Establish CIT meeting schedule.
- Establish comment form on the City's website (to allow members of the public to provide feedback on hotels and motels).
- Determine the most effective way to document relevant calls for service at hotels/motels (specifically, criminal and nuisance activity that may be stemming from hotel/motel operations) so that this information can be shared in future reports.
- Continue to conduct outreach and offer support to all hotels/motels regarding the requirements imposed by the new Ordinance.
- Assist interested hotels/motels with the streamlined CUP process.



City of Claremont

Quarterly Hotel/Motel City Interdepartmental Team (CIT) Report

Reporting Period: April 1 through June 30, 2023

Publish Date: July 27, 2023

Contact: Katie Wand, Assistant to the City Manager – KWand@ci.claremont.ca.us or 909-399-5454

Purpose of the CIT

The City Interdepartmental Team (CIT) was established to proactively address criminal and nuisance activity at hotels and motels, particularly at freeway motels.

Team Members

Katie Wand, Assistant to the City Manager (CIT Team Lead)

Alisha Patterson, City Attorney

Detective Michael Snyder, Claremont PD

Detective William Livingston, Claremont PD

Bradley Fliehmman, Building Official

Please note that Jason Barber, Community Improvement Coordinator, no longer works for the City of Claremont and as such, he will be replaced on the CIT by Jennifer Earl, Community Improvement Officer.

Wendy Ramallo, Citizen Representative

April 2023

Undercover Police Detail

On April 26, 2023, the Claremont Police Department along with the Pomona Police Department conducted an undercover prostitution detail in the area of Indian Hill Blvd. and IS-10 freeway. During the operation, four undercover officers posed as prostitutes and solicited subjects, “Johns” who sought to engage in commercial sexual acts. After the undercover officers were solicited for sex acts, the “John” was arrested by additional undercover officers in the area. During the enforcement detail, 12 subjects were arrested for soliciting a “Prostitute” for sexual acts. The 12 subjects arrested were booked and later released on citations with a pending court appearance at the Pomona Superior Court.

Hotel/Motel Ordinance

The City's Hotel/Motel Ordinance became effective on April 27, 2023. The Ordinance is a new, stand-alone chapter in the City's Zoning Code and imposes several new requirements for hotel/motel operators citywide:

- A hotel/motel operator may not re-rent rooms when guests check out before their minimum length of stay has elapsed (i.e., 18 hours for motels; overnight for hotels)
- The Ordinance will require guests to provide a valid credit/debit card as a way to verify their identity (even if they are paying for their room with cash)
- All hotels and motels are required to maintain a guest register that contains guest information specified in the Ordinance, and employees are required to sign an attestation stating that a guest matches the photo on their Identification Document (ID)
- All hotels and motels are required to scan images of a guest's ID
- Permit parking is required for all hotels/motels
- CCTV recording cameras are required in a hotel/motel's common areas, entry points, and parking areas
- The Ordinance explicitly outlines site and operational requirements, like security, cleanliness, room furnishings, and the condition of the exterior of the property and common areas
- The Ordinance reflects the strictest possible inspection requirements that are permitted under current law

Several "exceptions" to these requirements will only be granted to a hotel/motel operator if they are approved for a Conditional Use Permit (CUP). Changes in hotel/motel operations imposed by the Ordinance will need to be completed within three months (July 27, 2023) of Ordinance adoption and changes that require physical improvements to the property will need to be completed within one year (April 27, 2024) of Ordinance adoption. The City will also offer an expedited CUP process and a flat rate (\$1,250) for hotels/motel operators who apply for exceptions before October 27, 2023.

May 2023

CIT Meeting of May 9, 2023

Members of the CIT met at City Hall on May 9, 2023. During the meeting, the following topics were discussed:

- **Outreach to Hotels/Motels** – Staff emailed all hotel/motel operators on April 27, 2023 reminding them of the ordinance requirements and effective dates, including the requirement that operators may apply for a conditional use permit (CUP) if they wish to be exempt from certain specific ordinance requirements. It was also agreed upon that staff would email all hotel/motel operators and ask them to participate in "meet and greets" CIT members at their respective business locations.

- **Outreach to Impacted Community Members** – Members of the CIT agreed that there are opportunities to educate the community on City processes (i.e., code enforcement) and to include “hard to reach” residents who may be impacted by hotel/motel operators in Claremont. For example, there may be language barriers preventing some residents from participating in the public process and/or they may not be able to attend meetings/participate due to childcare needs, scheduling conflicts, etc. The CIT will continue to work to identify ways to conduct outreach in a way that effectively reaches people who are directly impacted by hotel/motel operations.

June 2023

CIT Meeting with Double Tree on June 1, 2023

Andrew Behnke, General Manager/VP of the Double Tree by Hilton Claremont, met with CIT members on Thursday, June 1, 2023. Mr. Behnke gave CIT members a tour of the property, including one vacant guest room, the pool area, the on-site restaurant, and the check-in desk.

CIT Meeting with Claremont Lodge on June 14, 2023

Hines Cannon Pardiwala, owner of the Claremont Lodge, met with CIT members on Wednesday, June 14, 2023. Mr. Pardiwala gave CIT members a tour of the property, including some vacant guest rooms, the pool area, the lobby, the parking lots, and the check-in area, including the property’s surveillance cameras.

Other Updates and Information

Data Tracking

Members of the CIT have discussed compiling and tracking the following for each hotel/motel:

- Frequency of police presence (proactive monitoring/not in response to a call for service)
- Police calls for service (including criminal and nuisance activity that may be stemming from hotel/motel operations)
- Reported Code or Building violations
- Reports of graffiti and other nuisance activity occurring at or adjacent to property

Moving forward, the CIT will explore comparing year-to-year calls/reports for service to monitor the effectiveness of the Hotel/Motel Ordinance and the perception of safety in the areas nearby hotels/motels.

Los Angeles County Department of Public Health

The Los Angeles County Department of Public Health (LACDPH) Lodging and Institutions Program conducts routine inspections of hotels, motels, and other housing facilities within their purview on an annual basis. They also conduct complaint investigations. The total number of health department inspections each year is dependent upon complaints received. As a reminder, any resident who has concerns related to health and/or cleanliness of a hotel or motel may independently report their concerns to the LACDPH using their online Complaint Form:

<https://ehservices.publichealth.lacounty.gov/servlet/guest?service=0&formId=4&saveAction=5>.

Inspection results (i.e. full reports including inspection criteria) are publicly available on LACDPH's website: <https://ehservices.publichealth.lacounty.gov/>. Any member of the public may use this link to search for a facility name, click "Inspections," and then click "Details" next to each listed inspection.

Proactive Building & Safety Inspection Program for Hotels/Motels

To ensure the safety and satisfaction of those who are visiting our Claremont hotels and motels, the Claremont Building Division initiated a proactive building and safety inspection program, which consists of periodic inspections of all hotels and motels by Building Inspection and Community Improvement staff. The goal is to visit 5-10 unoccupied guest rooms and accessible common areas at each of the five hotels/motels in Claremont to ensure that building and safety standards are being met.

Initial inspections were conducted at all five hotels/motels in January 2023, and Building Division/Community Improvement staff plans to reach out to hotel/motel operators in the next 1-2 months to schedule an additional round of voluntary inspections. The goal of this next round of inspections will be to ensure that hotel/motels are in compliance with required operational changes set forth in the Hotel/Motel Ordinance. The City is appreciative of this opportunity to work with all hotels and motels to improve our community and further support a vibrant local economy.

Status of Motel 6 Landscaping

As of July 25, 2023, 62 - 36" Ficus trees have been planted along the east property line between American Avenue and the Tennis Court area. The remainder of the Ficus screening trees are on site and will be installed in the coming days.

On July 5, 2023, mulch was installed along American Avenue and areas surrounding the tennis courts and on July 7, 2023, the existing trash enclosure was demolished and will be reconstructed along the western edge of the property. A landscaping crew has been on site continuously since June 29, 2023 prepping all landscape areas for landscape replacement.

Expansion of the east property line planter has been negotiated and direction has been provided to Motel 6. This expansion work should occur based on a new two-month time extension, which was granted by Community Development Department staff on July 25, 2023. The time extension granted sets progress target dates for the remaining tasks to be completed by September 22, 2023. Motel 6 has agreed to meet these target dates:

- Secure all remaining required permits for drainage, irrigation, and electrical no later than August 11, 2023.
- Complete the planting of Ficus trees along the eastern property line no later than August 18, 2023, including completing the expansion of the planter area as directed by Staff.
- Complete the installation of lighting elements under the plan no later than September 14, 2023.
- Complete all remaining landscaping/irrigation elements and new trash enclosure no later than September 22, 2023.
- Secure all final inspections no later than September 22, 2023 (Planning, Engineering, and Building).

The City of Claremont reserves the right to revoke this extension if the progress target dates outlined above are not fulfilled as expected, or if the project is delayed in any manner.

Status of University Inn (formerly Knights Inn)

Staff is in frequent contact with property owner Ashok Patel. Mr. Patel has advised staff that he is actively working with his engineers and contractors to finalize demolition plans (University Inn), which is typically a several month long process (including City review and approval, which largely depends on how thorough and complete the plans are when they are submitted to the City). Mr. Patel is also actively working on the financing component of the Residence Inn development as well to ensure that work takes place in a timely and efficient manner. At this time, City staff estimates that the demolition will be completed in 2-4 months.

The University Inn is currently not operating as a motel or any other business; it is closed to the public. Based on what Mr. Patel has shared with City staff, there are no plans to operate University Inn prior to demolition; however, the City cannot guarantee this. Should the University Inn re-open, it would need to be in compliance with all of the health and safety protocols described in the new Hotel/Motel Ordinance.

Community Feedback and Participation

Members of the CIT request that if community members have feedback on this report (i.e., format, content, etc.); please let us know by emailing Katie Wand kwand@ci.claremont.ca.us or informing citizen representative, Wendy Ramallo. Members of the CIT want to ensure that interested residents are receiving information by way of these quarterly reports that is useful and relevant.

Status of Goals for Current Reporting Period

Goal # 1 COMPLETED – Establish CIT meeting schedule.

- The CIT will meet at least once per quarter, and may schedule additional meetings as needed.
- The CIT will regularly communicate via email, telephone calls, etc. to share important information in real time, rather than waiting to share at their quarterly meetings.

Goal # 2 COMPLETED – Establish comment form on the City’s website (to allow members of the public to provide feedback on hotels and motels).

- A stand-alone Hotel/Motel Complaint Form is available on the City’s website: <https://www.ci.claremont.ca.us/living/hotel-motel-ordinance/hotel-motel-complaint-form>. It should be noted that this form was initially on the City’s existing Hotel/Motel Ordinance webpage, but after receiving feedback from residents and in discussion with CIT members, it was determined that to make it easier for residents to locate the form, that the form should be found on a stand-alone page on the City’s website.
- To date, three complaints have been submitted using the online form. The complaints that were submitted to the City were copies of reviews from guests that were publicly posted online. Upon receiving these complaints, staff notified the hotel/motel that was subject to the complaints and forwarded the complaints to our representative at the LACDPH. The hotel/motel operator advised that they were already aware of the negative reviews that were posted online and that they had taken measures to ensure that the issues would not continue to occur. The CIT will provide updates in future reports regarding complaints that are submitted via the form on the City’s website.

Goal # 3 – ON-GOING Determine the most effective way to document relevant calls for service at hotels/motels (specifically, criminal and nuisance activity that may be stemming from hotel/motel operations) so that this information can be shared in future reports.

- See “Data Tracking” update on Page 3.

Goal # 4 – ON-GOING Continue to conduct outreach and offer support to all hotels/motels regarding the requirements imposed by the new Ordinance.

- See “CIT Meeting with Double Tree on June 1, 2023” and “CIT Meeting with Claremont Lodge on June 14, 2023” Sections on Page 3.
- See “Proactive Building & Safety Inspection Program for Hotels/Motels” Section on Page 4.
- Copies of Quarterly CIT Reports are sent via email to hotel/motel operators.

Goal # 5 – ON-GOING Assist interested hotels/motels with the streamlined CUP process.

- As of July 27, 2023, the only application that has been received **and** subsequently approved was for the new Residence Inn. Representatives from Casa 425 and the Claremont Lodge have reached out to staff and/or have submitted some application material, which is still being reviewed by the City’s Planning Division staff.

Goals for Next Reporting Period

- Continue work on Goals 3, 4, and 5 (listed above).
- Goal # 6 – Identify ways to contact “hard to reach” residents (i.e., those who have been impacted by criminal/nuisance activity but have not attended City/community meetings) as well as nearby businesses who live/operate near the freeway motels and may have useful feedback for staff/neighboring motel operators.

CIT Next Steps

Next Reporting Period: July 1 – September 30, 2023

Estimated Publish Date for Next Report: October 26, 2023



City of Claremont

Quarterly Hotel/Motel City Interdepartmental Team (CIT) Report

Reporting Period: July 1 through September 30, 2023

Publish Date: November 2, 2023

Contact: Katie Wand, Assistant to the City Manager – KWand@ci.claremont.ca.us or 909-399-5454

Purpose of the CIT

The City Interdepartmental Team (CIT) was established to proactively address criminal and nuisance activity at hotels and motels, particularly at freeway motels.

Team Members

Katie Wand, Assistant to the City Manager (CIT Team Lead)

Alisha Patterson, City Attorney

Detective Michael Snyder, Claremont PD

Detective William Livingston, Claremont PD

Bradley Fliehmman, Building Official

Matthew Guerrero, Community Improvement Coordinator

Jennifer Earl, Community Improvement Officer

Wendy Ramallo, Citizen Representative

Updates for July – September 2023

CIT Meeting of July 12, 2023

Members of the CIT met on July 12, 2023 to discuss feedback that was received on the July 2023 CIT Quarterly Report; upcoming voluntary inspections to be conducted by Community Improvement Division staff (Proactive Building & Safety Inspection Program for Hotels/Motels); and additional updates/information to be included in the October 2023 CIT Quarterly Report. Each member of the CIT also provided individual updates on their department/division's recent efforts related to the Hotel/Motel Ordinance (as described throughout this report).

Hotel/Motel Ordinance

The Ordinance imposes several new requirements for hotel/motel operators citywide:

- A hotel/motel operator may not re-rent rooms when guests check out before their minimum length of stay has elapsed (i.e., 18 hours for motels; overnight for hotels)
- The Ordinance will require guests to provide a valid credit/debit card as a way to verify their identity (even if they are paying for their room with cash)
- All hotels and motels are required to maintain a guest register that contains guest information specified in the Ordinance, and employees are required to sign an attestation stating that a guest matches the photo on their Identification Document (ID)
- All hotels and motels are required to scan images of a guest's ID
- Permit parking is required for all hotels/motels
- CCTV recording cameras are required in a hotel/motel's common areas, entry points, and parking areas
- The Ordinance explicitly outlines site and operational requirements, like security, cleanliness, room furnishings, and the condition of the exterior of the property and common areas
- The Ordinance reflects the strictest possible inspection requirements that are permitted under current law

Several "exceptions" to these requirements will only be granted to a hotel/motel operator if they are approved for a Conditional Use Permit (CUP). **Changes in hotel/motel operations imposed by the Ordinance were required to be completed within three months (July 27, 2023) of Ordinance adoption** and changes that require physical improvements to the property will need to be completed within one year (April 27, 2024) of Ordinance adoption.

On **July 27, 2023**, City staff reached out to all hotel/motel operators to remind them that they must be in compliance with all operational modifications set forth in the Ordinance, unless they have a CUP for certain exceptions that has been approved by the City's Planning Commission.

Prostitution Enforcement Detail

On July 28, 2023, the Claremont Police Department along with the Monterey Park Police Department, the Los Angeles County District Attorney's Office Bureau of Investigation, and with the assistance of Claremont Motel 6 conducted an undercover prostitution detail in the area of Indian Hill Boulevard and the IS-10 freeway. The Claremont Police Department had received multiple complaints from residents, business owners, and passersby regarding prostitution in the immediate area.

During the operation, seven undercover officers posed as prostitutes and solicited subjects ("Johns") who sought to engage in commercial sexual acts. After the undercover officers were solicited for sex acts, the "Johns" were arrested by additional undercover officers in the area. During the enforcement detail, 16 subjects were arrested for soliciting a "prostitute" for sexual acts. A press release with this information was issued by the Claremont Police Department on July 31, 2023.

Hotel/Motel Complaint Form Submissions – July and August

In the CIT Quarterly Report that was published on July 27, 2023, it was noted that three complaints had been submitted using the online form. As of August 31, 2023, no additional complaints were submitted.

CIT Meeting of September 27, 2023

Members of the CIT met on September 27, 2023 to continue work on the October 2023 CIT Quarterly Report; provide updates on hotels/motels that applied for exceptions to the Hotel/Motel Ordinance through the CUP process; and discuss new comments that were received on the City's website form. Each member of the CIT also provided individual updates on their department/division's most recent efforts related to the Hotel/Motel Ordinance (as described throughout this report).

Hotel/Motel Complaint Form Submissions

As of September 30, 2023, two new submissions were received via the online form. One submission was a copy of a review from a hotel/motel guest that was publicly posted online. The second submission was a general comment that read, "I have been following the comments about these motels on Google, Booking.com, Yelp and Tripadvisor for a year and a half. The most recent reviews are encouraging. Even the one negative review does NOT mention dirt or insect infestations. Also missing is any mention of possible criminal activity or noise in the hallways or parking lot. The CIT needs to know this. However, the city needs to remain vigilant."

Data Tracking

Members of the CIT have discussed compiling and tracking the following for each hotel/motel:

- Frequency of police presence (proactive monitoring/not in response to a call for service). These are noted below as "officer initiated activity (welfare checks)" because they are reported as "welfare checks" when reported by officers to dispatch.
- Police calls for service (including criminal and nuisance activity that may be stemming from hotel/motel operations). While these are noted below as "police calls for service," it is important to know that not all of these calls are associated with problems related to hotel/motel operations. For example, these call numbers include traffic stops/hazards associated with a hotel/motel address. These call numbers also include instances where a hotel/motel operator calls Claremont Police because they see something suspicious, which is something that everyone is encouraged to do.
- Reported Code or Building violations.
- Reports of graffiti and other nuisance activity occurring at or adjacent to property.

Moving forward, the CIT will explore comparing year-to-year calls/reports for service to monitor the effectiveness of the Hotel/Motel Ordinance and the perception of safety in the areas nearby hotels/motels.

Below is the data for this quarter (July – September, 2023)

Hotel Casa 425

- Officer initiated activity (welfare checks) – 0
- Police calls for service – 1

- Reported Code or Building violations – 0
- Reports of graffiti and other nuisance activity occurring at or adjacent to property – 1

DoubleTree by Hilton Hotel Claremont

- Officer initiated activity (welfare checks) – 2
- Police calls for service – 25
- Reported Code or Building violations – 0
- Reports of graffiti and other nuisance activity occurring at or adjacent to property – 0

Motel 6

- Officer initiated activity (welfare checks) – 56
- Police calls for service – 52
- Reported Code or Building violations – 0
- Reports of graffiti and other nuisance activity occurring at or adjacent to property – 9

Claremont Lodge

- Officer initiated activity (welfare checks) – 13
- Police calls for service – 20
- Reported Code or Building violations – 0
- Reports of graffiti and other nuisance activity occurring at or adjacent to property – 3

Other Updates and Information

Hotel/Motel Ordinance CUP Process

The City offered an expedited CUP process and a flat rate (\$1,250) for hotels/motel operators who applied for a conditional use permit (CUP) seeking certain Hotel/Motel Ordinance exceptions before October 27, 2023. Below is the status of each operator.

Casa 425

On October 17, 2023, the Planning Commission approved Hotel Casa 425 for the following exceptions to the Hotel/Motel Ordinance:

- Guest stays for longer than 30 days.
- Cumulative stays for more than 60 days in a 180 day period.
- Ability to utilize digital check-ins.
- Ability to re-rent vacant rooms before the minimum length of stay has elapsed.

- Exemption of video surveillance requirements in the hotel's parking areas. Since Hotel Casa 425's guest parking is in a public parking lot, video surveillance and related enforcement is operated by the Claremont Police Department.

Claremont Lodge

To date, a complete application has not been received.

Double Tree

An application was received in late October for several CUP exceptions. It is anticipated that these items will be considered by the Planning Commission in late November or December.

Motel 6

To date, a complete application has not been received.

Residence Inn (former University Inn/Knights Inn)

On March 21, 2023, the Planning Commission approved the Residence Inn (not yet constructed and in operation) for the following exceptions to the Hotel/Motel Ordinance:

- Guest stays for longer than 30 days.
- Cumulative stays for more than 60 days in a 180 day period.
- Ability to operate a "day use" program.
- Ability to utilize digital check-ins.
- Parking permits.

It should be noted that the Planning Commission supported these exceptions because:

- The applicant (Ashok Patel, owner) explained that Marriott corporate may require concepts like digital check-ins for all of their locations in the future, and explained in detail how Marriott currently utilizes digital check-in ("mobile key") at some of their hotel locations and how they verify/approve guests to use such a program.
- Based on the definitions in the Claremont Municipal Code (CMC), the Residence Inn is considered a "long-term stay business hotel," and is subject to additional requirements set forth by the CMC.
- As a "long-term stay business hotel," Residence Inns are specifically designed with business travelers in mind, and such travelers (i.e., adjunct professors) may require longer consecutive and cumulative stays than non-business travelers. Further, business travelers are also more likely to utilize a "day use" program (i.e., if they are in town for an interview or meeting).
- The Residence Inn in Claremont will have secured (gated) parking, and the applicant agreed to utilize a parking permit system if the gates are ever removed. As such, a parking permit system would be redundant so long as the gated parking exists.

Proactive Building & Safety Inspection Program for Hotels/Motels

To ensure the safety and satisfaction of those who are visiting our Claremont hotels and motels, the Claremont Building Division initiated a proactive building and safety inspection program, which consists of periodic inspections of all hotels and motels by Building Inspection and Community Improvement staff. The goal is to visit 5-10 unoccupied guest rooms and accessible common areas at each of the five hotels/motels in Claremont to ensure that building and safety standards are being met.

Initial inspections were conducted at all five hotels/motels in January 2023, and Building Division/Community Improvement staff conducted an additional round of voluntary inspections in September-October 2023. The goal of secondary inspections was to ensure that hotel/motels are in compliance with required operational changes set forth in the Hotel/Motel Ordinance. The City is appreciative of this opportunity to work with all hotels and motels to improve our community and further support a vibrant local economy.

Update on Status of Residence Inn (formerly Knights Inn)

Earlier this year, the City Council approved a new 120-room hotel (Residence Inn by Marriott) to replace the now vacant Knights Inn Motel, located at 721 S. Indian Hill Boulevard near the I-10 freeway. On October 30th, the City issued the developer, Sagemont Hotels, a demolition permit for the existing motel. Demolition of the existing motel is anticipated to begin within the next 1-2 weeks. The developer's second plans submittal for the new construction is currently in plan review. In preparation for the new development, the City planted 25 new street trees on both sides of San Jose Avenue and in the center median to help provide additional shade and privacy screening for nearby residences. More information can be found on the City's [website](#).

Community Feedback and Participation

Members of the CIT request that if community members have feedback on this report (i.e., format, content, etc.); please let us know by emailing Katie Wand kwand@ci.claremont.ca.us or informing citizen representative, Wendy Ramallo. Members of the CIT want to ensure that interested residents are receiving information by way of these quarterly reports that is useful and relevant.

Status of Goals for Current Reporting Period

Goal # 1 COMPLETED – Establish CIT meeting schedule. Please reference the [July 2023 CIT Quarterly Report](#) for additional information.

Goal # 2 COMPLETED – Establish [comment form](#) on the City's website (to allow members of the public to provide feedback on hotels and motels).

- To date, three complaints have been submitted using the online form. The complaints that were submitted to the City were copies of reviews from guests that were publicly posted online. Upon receiving these complaints, staff notified the hotel/motel that was subject to the complaints and forwarded the complaints to our representative at the Los Angeles County Department of Public Health. The hotel/motel operator advised that they were already aware of the negative reviews that were posted online and that they had taken measures to ensure that the issues would not continue to occur. The CIT will provide updates in future reports regarding complaints that are submitted via the form on the City's website.

Goal # 3 – ON-GOING Determine the most effective way to document relevant calls for service at hotels/motels (specifically, criminal and nuisance activity that may be stemming from hotel/motel operations) so that this information can be shared in future reports.

- See “Data Tracking” update on Pages 3-4.

Goal # 4 – ON-GOING Continue to conduct outreach and offer support to all hotels/motels regarding the requirements imposed by the new Ordinance.

- See “Proactive Building & Safety Inspection Program for Hotels/Motels” Section on Page 6.
- Copies of Quarterly CIT Reports are sent via email to hotel/motel operators.

Goal # 5 – COMPLETED Assist interested hotels/motels with the streamlined CUP process.

- See “Hotel/Motel Ordinance CUP Process” Section on Pages 4-5.

Goal # 6 – ON-GOING Identify ways to contact “hard to reach” residents (i.e., those who have been impacted by criminal/nuisance activity but have not attended City/community meetings) as well as nearby businesses who live/operate near the freeway motels and may have useful feedback for staff/neighboring motel operators.

Goals for Next Reporting Period

- Continue work on Goals 3, 4, and 6 (listed above).

CIT Next Steps

Next Reporting Period: October 1 – December 31, 2023

Estimated Publish Date for Next Report: As directed by the City Council, an annual report will be presented to the City Council and the community each year in January. As such, it is anticipated that the next CIT Quarterly Report will be presented at the January 23, 2024 City Council meeting. Meeting material will be made publicly available on January 18, 2024.



City of Claremont

Quarterly Hotel/Motel City Interdepartmental Team (CIT) Report

Reporting Period: October 1 through December 31, 2023

Publish Date: January 18, 2024

Contact: Katie Wand, Assistant to the City Manager – KWand@ci.claremont.ca.us or 909-399-5454

Purpose of the CIT

The City Interdepartmental Team (CIT) was established to proactively address criminal and nuisance activity at hotels and motels, particularly at freeway motels.

Team Members

Katie Wand, Assistant to the City Manager (CIT Team Lead)

Alisha Patterson, City Attorney

Detective Michael Snyder, Claremont PD

Detective William Livingston, Claremont PD

Matthew Guerrero, Community Improvement Coordinator

Jennifer Earl, Community Improvement Officer

Wendy Ramallo, Citizen Representative

Updates for October – December 2023

Prostitution Enforcement Detail

On October 13, 2023, the Claremont Police Department along with the Glendora Police Department, Upland Police Department, the Los Angeles County District Attorney's Office Bureau of Investigation, and with the assistance of Claremont Motel 6 conducted an undercover prostitution detail in the area of Indian Hill Boulevard and the IS-10 freeway. During the operation, five undercover officers posed as prostitutes and solicited subjects ("Johns") who sought to engage in commercial sexual acts. After the undercover officers were solicited for sex acts, the "Johns" were arrested by additional undercover officers in the area. During the enforcement detail, 12 subjects were arrested for soliciting a "prostitute" for sexual acts.

CIT Meeting of December 2023

Meeting Attendees:

- Katie Wand
- Alisha Patterson
- William Livingston
- Matthew Guerrero
- Jennifer Earl

At the December CIT meeting, attendees discussed the following items:

- Community feedback that was received on the October Quarterly Report.
- The January 2024 Quarterly Report (for activity occurring in the last quarter of calendar year 2023) and the corresponding update that will be presented at the January 18, 2023 City Council meeting.
- Community Improvement staff provided an update on the second hotel/motel voluntary inspections that were conducted and reported that all operators are currently in compliance (with the exception of Motel 6's completion of their landscape plan, as described below).
- A citation was issued to Motel 6 on November 28, 2023 for failing to meet deadlines relating to the completion of their landscaping work, outdoor lighting installation, and completion of their trash enclosure relocation. As of December 2023, Motel 6 has completed all of these items with the exception of installing lighting fixtures around the newly landscaped area.

Current Status of Motel 6 Landscaping

As of January 18, 2024, Motel 6 is experiencing delays with their vendor in receiving the light fixtures that they ordered in late 2023. The Motel 6 is hopeful that the light fixtures will arrive in February 2024 and will be installed shortly thereafter. Once the lighting fixtures are installed, City staff will do its final site visit to ensure compliance with the direction provided by the Architectural Commission and the City Council. To date, including landscaping, lighting, and other improvements (electrical, stucco, painting, and parking lot repairs), Motel 6 reports that they have spent over \$786,000. Motel 6 plans to hold a Grand Re-Opening Ceremony in 2024, and the community will be invited to attend.

Hotel/Motel Complaint Form Submissions

As of January 2024, 26 new submissions were received via the online form. All submissions were copies of reviews from hotel/motels guests that were publicly posted online. It should also be noted that not all review were negative in nature. Of the 26 total received, 14 were generally positive or "good" comments/feedback and 12 reflected negative experiences/reviews.

Data Tracking

Members of the CIT have discussed compiling and tracking the following for each hotel/motel:

- Frequency of police presence (proactive monitoring/not in response to a call for service). These are noted below as "officer initiated activity (welfare checks)" because they are reported as "welfare checks" when reported by officers to dispatch.

- Police calls for service (including criminal and nuisance activity that may be stemming from hotel/motel operations). While these are noted below as “police calls for service,” it is important to know that not all of these calls are associated with problems related to hotel/motel operations. For example, these call numbers include traffic stops/hazards associated with a hotel/motel address. These call numbers also include instances where a hotel/motel operator calls Claremont Police because they see something suspicious, which is something that everyone is encouraged to do.
- Reported Code or Building violations.
- Reports of graffiti and other nuisance activity occurring at or adjacent to property.

Below is the data for this quarter (October – December, 2023)

Hotel Casa 425

- Officer initiated activity (welfare checks) – 0
- Police calls for service – 3
- Reported Code or Building violations – 0
- Reports of graffiti and other nuisance activity occurring at or adjacent to property – 2

DoubleTree by Hilton Hotel Claremont

- Officer initiated activity (welfare checks) – 0
- Police calls for service – 35
- Reported Code or Building violations – 0
- Reports of graffiti and other nuisance activity occurring at or adjacent to property – 1

Motel 6

- Officer initiated activity (welfare checks) – 33
- Police calls for service – 51
- Reported Code or Building violations – 1 (citation issued as described above)
- Reports of graffiti and other nuisance activity occurring at or adjacent to property – 1

Claremont Lodge

- Officer initiated activity (welfare checks) – 4
- Police calls for service – 20
- Reported Code or Building violations – 0
- Reports of graffiti and other nuisance activity occurring at or adjacent to property – 1

Hotel/Motel Ordinance CUP Process

The City offered an expedited CUP process and a flat rate (\$1,250) for hotels/motel operators who applied for a conditional use permit (CUP) seeking certain Hotel/Motel Ordinance exceptions before October 27, 2023. The following operators were granted CUPs from the Planning Commission for certain exceptions:

Hotel Casa 425 – Staff Reports ([Part I](#) and [Part II](#)) and Meeting Minutes ([Part I](#) and [Part II](#))

Double Tree by Hilton Hotel Claremont – [Staff Report](#) and [Meeting Minutes](#)

Residence Inn (former University Inn/Knights Inn) – [Staff Report](#) and [Meeting Minutes](#)

To date, applications have not been received from Motel 6 or the Claremont Lodge for CUP exceptions.

Proactive Building & Safety Inspection Program for Hotels/Motels

To ensure the safety and satisfaction of those who are visiting our Claremont hotels and motels, the Claremont Building Division initiated a proactive building and safety inspection program, which consists of periodic inspections of all hotels and motels by Building Inspection and Community Improvement staff. Initial inspections were conducted at all five hotels/motels in January 2023, and Building Division/Community Improvement staff conducted an additional round of voluntary inspections in September-October 2023. The inspections covered common areas as well as random units (guest rooms), based on vacancy/availability.

- Hotel Casa 425 – Three units were inspected.
- Double Tree by Hilton Hotel Claremont – One unit was inspected.
- Motel 6 – Four units were inspected.
- Claremont Lodge – Three units were inspected.

The goal of secondary inspections was to ensure that hotel/motels are in compliance with required operational changes set forth in the Hotel/Motel Ordinance. As noted earlier in this report, Community Improvement staff reported that all operators are currently in compliance (with the exception of Motel 6's completion of their landscape plan, as described below).

The City is appreciative of this opportunity to work with all hotels and motels to improve our community and further support a vibrant local economy.

Community Feedback and Participation

Members of the CIT request that if community members have feedback on this report (i.e., format, content, etc.); please let us know by emailing Katie Wand kwand@ci.claremont.ca.us or informing citizen representative, Wendy Ramallo. Members of the CIT want to ensure that interested residents are receiving information by way of these quarterly reports that is useful and relevant.

Status of Goals for Current Reporting Period

Goal # 1 COMPLETED – Establish CIT meeting schedule. Please reference the [July 2023 CIT Quarterly Report](#) for additional information.

Goal # 2 COMPLETED – Establish [comment form](#) on the City's website (to allow members of the public to provide feedback on hotels and motels).

Goal # 3 – ON-GOING Determine the most effective way to document relevant calls for service at hotels/motels (specifically, criminal and nuisance activity that may be stemming from hotel/motel operations) so that this information can be shared in future reports.

- See “Data Tracking” update on Pages 2-3.
- In January 2023, it was reported that Claremont Police Officers have responded to over 3,000 calls for service in the geographic area between the 10 freeway and American, and Indian Hill and Drake in the past two years, resulting in over 245 arrests. These calls for service include officer-initiated activity, like welfare checks. 2023 year-end statistics will be available in late January 2024, and will be published in the April 2024 CIT Quarterly Report.
- Moving forward, the CIT will explore comparing year-to-year calls/reports for service to monitor the effectiveness of the Hotel/Motel Ordinance and the perception of safety in the areas nearby hotels/motels.

Goal # 4 – ON-GOING Continue to conduct outreach and offer support to all hotels/motels regarding the requirements imposed by the new Ordinance.

- See “Proactive Building & Safety Inspection Program for Hotels/Motels” Section on Page 4.
- Copies of Quarterly CIT Reports are sent via email to hotel/motel operators.

Goal # 5 – COMPLETED Assist interested hotels/motels with the streamlined CUP process.

Goal # 6 – ON-GOING Identify ways to contact “hard to reach” residents (i.e., those who have been impacted by criminal/nuisance activity but have not attended City/community meetings) as well as nearby businesses who live/operate near the freeway motels and may have useful feedback for staff/neighboring motel operators.

Goals for Next Reporting Period

- Continue work on Goals 3, 4, and 6 (listed above).

CIT Next Steps

Next Reporting Period: January 1 – March 31, 2024

Estimated Publish Date for Next Report: April 30, 2024

**PLANNING COMMISSION
REGULAR MEETING MINUTES**

Tuesday, March 21, 2023 – 7 p.m.

Meeting Conducted In-Person and Video Recording is Archived on the City Website
<https://www.ci.claremont.ca.us/government/city-council/watch-city-council-meetings>

CALL TO ORDER

Chair Jones called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

COMMISSIONERS: ANDERSEN, ALVAREZ, EDWARDS,
EMERSON, GONZALEZ, JONES, AND RAHMIM

ALSO PRESENT

Brad Johnson, Community Development Director; Katie Wand, Assistant to the City Manager; Alisha Patterson, City Attorney; Daniel Kim, Assistant Planner; Chris Veirs, Principal Planner; Nikola Hlady, Senior Planner; and Melissa Sanabria, Administrative Assistant

CEREMONIAL MATTERS, PRESENTATIONS, AND ANNOUNCEMENTS

There were no ceremonial matters, presentations, or announcements.

PUBLIC COMMENT

This item starts at 0:01:02 in the archived video.

Chair Jones invited public comment.

There were no requests to speak.

CONSENT CALENDAR

This item starts at 0:02:52 in the archived video.

Chair Jones invited public comment.

There were no requests to speak.

1. Planning Commission Meeting Minutes of February 21, 2023
Approved and filed.
2. Update on City Council Priorities & 2022-24 Objectives
Received and filed.

Commissioner Rahmim requested information regarding complete streets, traffic, and safety for Item 2. Director Johnson provided the location of the information within the matrix.

Commissioner Andersen moved to approve the Consent Calendar, seconded by Commissioner Edwards; and carried on by roll call vote as follows:

AYES: Commissioner - Andersen, Edwards, Emerson, Gonzalez, Jones

NOES: Commissioner - None

ABSTAIN: Commissioner - Alvarez and Rahmim

PUBLIC HEARING

3. Request for a Conditional Use Permit File #23-C02, to Allow for the Establishment and Operation of a Check Cashing and Payday Advance Loan Business, Located at 750 South Indian Hill Boulevard, Suite E: Applicant - Pawel Witowski.

This item starts at 0:10:13 in the archived video.

Assistant Planner Kim presented a PowerPoint presentation. Staff addressed Commissioners' inquiries regarding: a) reason for relocation; b) safety concerns; and c) whether a parking study is needed.

Pawel Witowski, Applicant addressed Commissioners' questions regarding: a) reason for relocation; b) security concerns; c) types of security proposed; d) number of years operating business; e) number of employees; f) employee parking location(s); g) types and needs of customers; h) reason for business name change; and i) loan fees and interest rates.

Chair Jones invited public comment.

Vicki Noble raised concerns regarding the business and the potential risks associated with its operation.

Cass Armstrong expressed concern that an exception is being made for this business when the City previously decided against this type of business. She also spoke in support of the comments made by Ms. Noble.

Sue Keith shared a conversation with a neighbor regarding concerns of activities near the freeway. She urged the Commissioners to consider the previous comments and deny the proposal.

Pawel Witowski, Applicant explained that his customers reside in Claremont and Pomona and are not strangers to the community. He highlighted that his business has been in operation for ten years and that his customers will not use their money to do something wrong.

There were no other requests to speak.

Commissioner Gonzalez found no reason to deny the business according to the Claremont Municipal Code. She highlighted that the business has been in operation for years and serves customers from Claremont and Pomona. She felt that bringing up issues associated with prostitution, sex trafficking, and race to be prejudicial.

Commissioner Andersen shared that he has mixed feelings on the matter. While the business serves a purpose for the community, the fees charged for the payday loans concern him. The fees are a State issue and not in the Applicant's control. He agreed with Commissioner Gonzalez and highlighted that the business has been in operation for years without any problems.

Commissioner Alvarez concurred that the APR and interest rates are not in the Applicant's control. The business is serving a purpose to the existing customers and he supports the conditional use permit.

Commissioner Rahmim agreed with fellow Commissioners. To his knowledge, there are no associations between the business and illegal activities. He cannot find a reason to deny the request.

Commissioner Edwards asked for confirmation that the Claremont Police Department (PD) did not have problems associated with the previous location. He also asked for clarification on whether this type of business was previously denied.

Assistant Planner Kim confirmed that PD indicated that as far back as 2017, the only calls received were regarding fraudulent check cashing, which must be addressed by the police. PD did not share concerns for the business as no violent crimes or robberies were reported. Assistant Planner Kim clarified that in 2012, staff prepared a report that recommended denial of the CUP; however, the Commission voted for its approval.

Vice Chair Emerson explained the process for Commission denial, but did not see a firm basis for denying the application. He clarified that the minor exception permit mentioned in public comment was intended for the reduction in parking and not for business operation, which was confirmed by Director Johnson.

Chair Jones agreed with fellow Commissioners. The Applicant choosing to relocate in Claremont instead of another city speaks to Claremont.

Commissioner Alvarez moved that the Planning Commission adopt Resolution No. 2023-02 OF THE PLANNING COMMISSION OF THE CITY OF CLAREMONT, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT #23-C02, TO ALLOW A CHECK CASHING AND PAYDAY ADVANCE LOAN BUSINESS LOCATED WITHIN THE TRIAD CENTER (750 SOUTH INDIAN HILL BOULEVARD, SUITE E). APPLICANT – PAWEL WITOWSKI; seconded by Commissioner Gonzalez; and, carried on a roll call vote as follows:

- AYES:** Commissioner - Andersen, Alvarez, Edwards, Emerson, Gonzalez, Jones, Rahmim
- NOES:** Commissioner - None
- ABSENT:** Commissioner - None

This decision can be appealed within ten calendar days.

4. Conditional Use Permit #23-C03, Proposed Extended Stay Hotel - 120 Room Residence Inn by Marriott on the Site of Existing 56 Room Motel Located at 721 South Indian Hill Boulevard (Formerly Knights Inn) - Applicant: Ashok Patel of Sagemont Hotels and Sushil Capital.

This item starts at 0:50:26 in the archived video.

Principal Planner Veirs presented a PowerPoint presentation. Staff addressed Commissioners' inquiries regarding: a) exceptions and ordinances; b) permit issuance under new code; c) access gates and parking; d) day-use requirements and rates; e) potential use of space for "Future Pad"; f) possibility of 90-room hotel and environmental review; g) barrier for the right side of property line; h) waiver of parking permit program; and i) possible Marriott requirement of digital check-in options.

Alisha Patterson, City Attorney further addressed Commissioners' inquiries regarding: a) secured parking; b) conditions of approval; c) ordinance language; d) exceptions and waiver of parking permit program; e) day-use and shorter-term rental rates; and f) resolution language.

Ashok Patel, Applicant answered Commissioners' questions regarding: a) occasions for extended stay; b) digital check-ins; c) types of security; d) conference room options; and e) market access.

Chair Jones invited public comment.

Vicki Noble spoke in support of the hotel and that it will enhance and enrich the neighborhood. Her previous comments about the check cashing business were not meant to be discriminatory. The surrounding neighbors must fight for a crime-free and cleaner area to be equal with the rest of Claremont.

Jeffrey Scott is a representative for the Southwest Mountain States Regional Council of Carpenters. He believes that the City should require the hotel to be built with contractors that will hire locally, pay prevailing wages, and utilize State registered apprentice programs to reduce construction-related environmental impacts.

There were no other requests to speak.

Chair Jones made note of the City Council's previous hearing regarding the Hotel/Motel Ordinance and the streamlining of the CUP process for hotels.

Commissioner Rahmim is supportive of the project.

Commissioner Edwards appreciated the Applicant's honesty and transparency regarding preparation for where the industry is heading. The project is a good addition that will benefit the south Claremont community and the City as a whole.

Commissioner Alvarez agreed with fellow Commissioners and thanked the Applicant for sharing the renderings. He shared approval for the project and belief that the hotel will bring more professionals to the City.

Vice Chair Emerson shared support for the project. He is concerned about the Resolution language for exceptions or variances; however, he will support it as written. He asked that staff ensure that the east side of the roadway is an enclosed and secure parking area.

Commissioner Andersen moved that the Planning Commission adopt Resolution No. 2023-03 OF THE PLANNING COMMISSION OF THE CITY OF CLAREMONT, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT #23-C03 FOR A PROPOSED 120-ROOM LONG-TERM STAY HOTEL (RESIDENCE INN BY MARRIOTT) ON THE WESTERN HALF OF THE PARCEL LOCATED AT 721 SOUTH INDIAN HILL BOULEVARD – APPLICANT – ASHOK PATEL, OF SAGEMONT HOTELS AND SUSHIL CAPITAL, LLC; seconded by Commissioner Gonzalez; and, carried on a roll call vote as follows:

AYES: Commissioner - Andersen, Alvarez, Edwards, Emerson, Gonzalez, Jones, Rahmim
NOES: Commissioner - None
ABSENT: Commissioner - None

This decision can be appealed within ten calendar days.

The Commission recessed at 9:14 p.m.

The Commission reconvened at 9:19 p.m.

ADMINISTRATIVE ITEM

5. Housing Element - 2022 Annual Progress Report

This item starts at 2:18:57 in the archived video.

Senior Planner Hlady presented a PowerPoint presentation.

Chair Jones invited public comment.

There were no requests to speak.

REPORTS

This item starts at 2:31:37 in the archived video.

Commission

Commissioner Comments

There were no comments.

Staff

Briefing on Council Meetings

Director Johnson reported on items of interest from the previous City Council meeting.

Briefings on Other Items

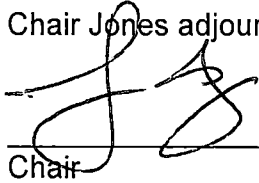
There was no report.

Upcoming Agendas and Events

Director Johnson shared that there are no current items listed for the next Commission meeting on April 4, 2023.

ADJOURNMENT

Chair Jones adjourned the meeting at 9:37 p.m.



Chair

ATTEST:



Administrative Assistant

**PLANNING COMMISSION
REGULAR MEETING MINUTES**

Tuesday, September 19, 2023 – 7:00 p.m.

Meeting Conducted In-Person and Video Recording is Archived on the City Website
<https://www.ci.claremont.ca.us/government/city-council/watch-city-council-meetings>

CALL TO ORDER

Chair Emerson called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

COMMISSIONERS: ALVAREZ, EMERSON, GONZALEZ, RAHMIM,
WONG, AND ZIMMERMAN

ABSENT

NONE

ALSO PRESENT

Brad Johnson, Community Development Director; Katie Wand,
Assistant to the City Manager; Stacy Lee, Planning Aide; and
Carrissa Roque, Administrative Assistant

CEREMONIAL MATTERS, PRESENTATIONS, AND ANNOUNCEMENTS

This item starts at 0:01:05 in the archived video.

There were no ceremonial matters, presentations, or announcements.

PUBLIC COMMENT

This item starts at 01:01:13 in the archived video.

Chair Emerson invited public comment.

There were no requests to speak.

CONSENT CALENDAR

This item starts at 0:04:01 in the archived video.

Chair Emerson pulled Item No. 1 from the Consent Calendar.

Chair Emerson invited public comment.

There were no requests to speak.

1. Planning Commission Meeting Minutes of September 5, 2023
Approved and filed.

Chair Emerson requested that the fifth speaker named on page four, be revised to reflect Steve Hammitt.

Commissioner Wong moved to approve the September 5, 2023 Planning Commission meeting minutes as revised, seconded by Commissioner Gonzalez; and carried on by roll call vote as follows:

AYES: Commissioner - Alvarez, Emerson, Rahmim, Wong, and Zimmerman
NOES: Commissioner - None
ABSTAIN: Commissioner - Gonzalez
ABSENT: Commissioner - None

PUBLIC HEARING

2. Conditional Use Permit Amendment (File #05-C02amd), A Request For Several Exceptions To Be Made From The Hotel/Motel Ordinance Requirements At An Existing Hotel, Located In The Claremont Village Expansion At 425 West First Street. Applicant - Hotel Casa 425.

This item starts at 0:07:35 in the archived video.

Planning Aide Lee presented a PowerPoint presentation.

Director Johnson, Planning Aide Lee, John Tolkin, and Tamara Mims, addressed Commissioners' inquiries regarding: a) if the amendment is approving all of the exemption requests or if only some can be approved; b) if the applicant has a policy in place for hourly/partial day rates; c) why the applicant is requesting an exemption for digital check-ins; d) if the approving the amendment will set precedent for other applicants requesting CUP amendments; e) clarification on section numbering in the draft resolution; f) public disturbance/code violation history for the Hotel; g) if/how hourly rates will be set; h) how the proposed day use program will be used; i) clarification of the cancellation policy and fees; j) the digital check-in process and pre-qualification criteria; k) if a digital room key will be provided to guests who digitally check-in; l) how identification is going to be verified; and m) if the applicant will still be required to keep some kind of record of guests who utilize a digital check-in feature.

Assistant to the City Manager Wand provided clarification on the digital check-in process and an employee attesting to the physical verification of an ID for the first check-in, which is then kept on file, and can be used in the future for a digital check-in option.

Director Johnson, Assistant to the City Manager Wand, Planning Aide Lee, and Tamara Mims, continued to address Commissioners' inquiries regarding: n) if the requirement for maintaining a guest log(s) is an option that can be waived by a CUP; o) how many times and/or rooms the applicant anticipates being used for more than 30 days; p) if the applicant approached the City for clarification on the items that they are requesting exemptions for so they can train their staff appropriately; and q) what the oversight process is for the City to enforce the Hotel/Motel Ordinance.

Assistant to the City Manager Wand informed the Commission that the Ordinance was shared with all of the hotel/motel operators in Claremont several times and encouraged them to

contact the City with any questions they have regarding the Ordinance. In addition, she stated that the operators had three months to impose the new operational changes with a compliance date of July 27, 2023. Assistant to the City Manager Wand also advised the Commission that the City cannot demand access to a hotel/motel operator's records or operations without their consent or a warrant if they do not wish to consent, and the City's intent is to ask for compliance by conducting site visits to observe what their operations look like now that the ordinance is in effect within the up-coming months. She also stated that the operators have until October 27, 2023 to apply for a CUP amendment. She concluded code enforcement action will be taken for non-compliance of the Ordinance.

Commissioner Gonzalez noted that in the past, the Commission was presented information that emphasized how good of a relationship the City had with the hotels and how they willing they would be to give their consent for inspections of records and/or operations, and asked why there is no system for oversight.

Assistant to the City Manager Wand and Director Johnson responded to Commissioner Gonzalez's question, indicating that there is a Proactive Building and Safety Program in place, and that the Building and Safety Division has visited each of the hotel/motels and completed inspections. Director Johnson indicated that there is an oversight section in the Ordinance that was adopted, and that the Ordinance describes what the C.I.T. team is constructed of. He also stated that C.I.T. team has already completed a round of inspections and will continue to conduct inspections and provide quarterly reports that will be posted to the City's website.

Director Johnson provided clarification on re-renting a room verses re-selling a room.

Director Johnson, Assistant to the City Manager Wand, Planning Aide Lee, and Tamara Mims, continued to address Commissioners' inquiries regarding: r) why the applicant is asking for an exception from installing and maintain CCTV in the parking area; s) if the Ordinance requires the monitoring of the cameras; t) why the applicant is requesting for an exemption from having to implement a parking permit system; u) how would the day rates work; v) what the legitimate purposes be for day use; w) clarification on if the applicant is asking to be allowed to be able to re-rent a room for a few hours multiple times a day, or if they anticipate no more than one rental of a room in any 24 hour period; x) what the difference is between a digital check-in and express check in; and y) if the Commission can or cannot approve an exemption for the guest register and check-in procedures.

Vice Chair Rahmim noted that the intention of revising the original Ordinance was to address the bad actor hotel/motels in south Claremont because of the illegal activities that were going on, and that Casa 425 is not one of them. He indicated that he thought tonight's decision was going to be relatively easy one to make. However, the sloppiness in the application and the lack of clarity of what the applicant is asking for and why, he believes that the item should be brought back to the Commission so the applicant and staff can clean this up and make it a relatively easy process.

Commissioner Zimmerman asked who determines the amount of times that a room can be re-rented per day and if that is written into the CUP exemption.

Director Johnson stated that the hotels have a definition of at least one overnight stay where the motels actually references a number of hours at least one overnight stay, that is at least 18 hours long.

Chair Emerson invited public comment.

Douglass Lyon, expressed his concerns with approving any of the exemptions as they could lead to criminal activity in the future, indicating that there are elements in the criminal community that are very clever and devious and will find ways to get themselves in when an opening pops up.

Elizabeth Tulac, appreciates that Casa 425 applied for a CUP amendment, which shows that they are trying to follow the rules and not sneak underneath them. She spoke in favor of continuing the item for additional study and review.

Douglass Lyon, agrees with the applicant on the potential for identify theft if they are required to keep a digital copy of guests IDs on file.

Jim Keith, spoke in favor of cleaning up this request, and stated that things should only be approved individually if justified.

Sue Keith, stated that the Ordinance also put there for prevention, and asked the Commission to view this request in terms of prevention. She does not want other hotels to be in positions where they will become harbors of activities that are not preferred to be in Claremont.

There were no other requests to speak.

Commissioner Alvarez expressed that he does not want to disapprove the whole petition for the conditional permit amendment, and would like to refer it back to staff to clean it up and provide clarification.

Commissioner Gonzalez agrees with her fellow Commissioners and would like additional information before she feels comfortable approving this request.

Commissioner Zimmerman agrees with his fellow Commissioners. He believes that there should be a maximum of one re-rent per day and that someone be physically present for digital check-ins regardless of what time it is.

Commissioner Wong echoed Vice Chair Rahmim's comments and asked Director Johnson if the Commission is able to approve some of the requests instead of continuing the item.

Director Johnson responded to Commissioner Wong's question.

Vice Chair Rahmim noted that the consensus of the Commission is to continue the item so that the applicant and staff can clean up some of the provisions.

Chair Emerson reiterated that additional information should address the following items of concerns: limiting the number of times rooms that can be re-rented; revising the exemption request for a parking permit system; address section numbering; and clarity on the applicant's cancelation policy.

Vice Chair Rahmim moved that the Planning Commission continue the Request for a Conditional Use Permit Amendment File 05-C02amd, A Request For Several Exceptions To Be Made From The Hotel/Motel Ordinance Requirements At An Existing Hotel, Located In The Claremont Village Expansion At 425 West First Street. Applicant - Hotel Casa 425 to the October 3, 2023 Planning Commission meeting to allow staff and the applicant can coordinate understanding of the recently revised Hotel/Motel Ordinance and allow the applicant to provide more evidence to support the exemption requests, seconded by Commissioner Alvarez; and, carried on a roll call vote as follows:

AYES: Commissioner - Alvarez, Emerson, Gonzalez, Rahmim, Wong, and Zimmerman
NOES: None
ABSENT: None

This item starts at 01:49:49 in the archived video.

ADMINISTRATIVE ITEM - None

REPORTS

This item starts at 01:49:57 in the archived video.

Commission

Commissioner Comments

Chair Emerson expressed his concerns with the Errata Sheet for the numbered sections of the draft resolution and suggested having someone else re-read through it for clarity.

Staff

Briefing on Council Meetings

Director Johnson reported on items of interest from the previous City Council meeting.

Briefings on Other Items

There was no report.

Upcoming Agendas and Events

Director Johnson described items that will be coming before the Commission at the October 3, 2023 meeting.

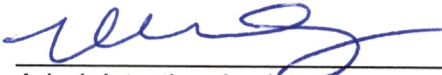
ADJOURNMENT

Chair Emerson adjourned the meeting at 08:54 p.m.



Chair

ATTEST:



Administrative Assistant

**PLANNING COMMISSION
REGULAR MEETING MINUTES**

Tuesday, October 17, 2023 – 7 p.m.

Meeting Conducted In-Person and Video Recording is Archived on the City Website
<https://www.ci.claremont.ca.us/government/city-council/watch-city-council-meetings>

CALL TO ORDER

Chair Emerson called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

COMMISSIONERS: ALVAREZ (Arrived at 7:01 p.m.), DAVIS, EMERSON, GONZALEZ, RAHMIM, WONG, AND ZIMMERMAN

ABSENT

COMMISSIONER: NONE

ALSO PRESENT

Brad Johnson, Community Development Director; Alisha Patterson, City Attorney; Stacy Lee, Planning Aide; and Nhi Atienza, Senior Administrative Assistant

CEREMONIAL MATTERS, PRESENTATIONS, AND ANNOUNCEMENTS

There were no ceremonial matters, presentations, or announcements.

PUBLIC COMMENT

This item starts at 0:01:12 in the archived video.

Chair Emerson invited public comment.

There were no requests to speak.

CONSENT CALENDAR

This item starts at 0:01:15 in the archived video.

Chair Emerson invited public comment.

There were no requests to speak.

1. Planning Commission Meeting Minutes of October 3, 2023
Approved and filed.

Commissioner Davis moved to approve the Consent Calendar, seconded by Commissioner Wong; and carried on by roll call vote as follows:

AYES: *Commissioner - Alvarez, Davis, Emerson, Gonzalez, Rahmim, and Wong*
NOES: *Commissioner - None*
ABSTENTION: *Commissioner - Zimmerman*

PUBLIC HEARING

2. Conditional Use Permit Amendment (File #05-C02amd), A Request For Several Exceptions To Be Made From The Hotel/Motel Ordinance Requirements At An Existing Hotel, Located In The Claremont Village Expansion At 425 West First Street. Applicant – Hotel Casa 425 (Continued Public Hearing From The October 3, 2023 Planning Commission Meeting).

This item starts at 0:06:19 in the archived video.

Planning Aide Lee presented a PowerPoint presentation and addressed Vice Chair Rahmim's inquiry regarding any changes with the exceptions requested previously. Chair Emerson provided clarification that while the hotel was established in 2007, it operated on a 2005 CUP; and item D in Section 5 should be deleted as it is a duplicate of item A.

Jon Tolkin and Tamara Mims, Casa 425 presented a PowerPoint presentation and responded to Commissioners' inquiries regarding: a) re-rental rate for the day and overnight; b) digital key verification process; c) hourly use rates; d) day use rates; e) current room rates; f) guest room square footage and layout; g) approximate percentage of business from day use; h) human interaction with staff at entrance; i) parking exemption; j) mobile key request; k) number of 30-day stays; l) any issues with guests; m) rejection of criminal activity; n) proposition by criminal enterprise; n) parking permit exemption; o) criminal activity; and p) minimum stay exception.

Chair Emerson invited public comment.

There were no other requests to speak.

Chair Emerson, a) clarified that Casa 425 has an agreement with the City for the parking and surveillance, hence the request for the exemption; b) suggested adding "and recording equipment" after "video surveillance" in item H of Section 5; and c) suggested to delete item G of Section 5.

Commissioner Alvarez motioned to delete the parking surveillance and monitoring from the draft Resolution, and to deny the exemptions requested. There was not a second to the motion.

Commissioner Davis motioned to delete the requirement for a parking permit from the draft Resolution; seconded by Commissioner Rahmim; and, carried on a roll call vote as follows:

AYES: *Commissioner – Alvarez, Davis, Emerson, Gonzalez, Rahmim, Wong, and Zimmerman*
NOES: *Commissioner - None*

Commissioner Wong motioned to delete the word "hourly" from the first paragraph of Section 2; seconded by Commissioner Rahmim; and, carried on a roll call vote as follows:

AYES: Commissioner – Alvarez, Davis, Emerson, Gonzalez, Rahmim, Wong, and Zimmerman
NOES: Commissioner - None

Commissioner Rahmim moved that the Planning Commission adopt Resolution No. 2023-11 of the Planning Commission of The City of Claremont approving CONDITIONAL USE PERMIT AMENDMENT (FILE #05-C02AMD) FOR SEVERAL EXCEPTIONS TO BE MADE FROM THE HOTEL/MOTEL ORDINANCE REQUIREMENTS AT AN EXISTING HOTEL, LOCATED IN THE CLAREMONT VILLAGE EXPANSION AT 425 WEST FIRST STREET. APPLICANT – HOTEL CASA 425 (CONTINUED PUBLIC HEARING FROM THE OCTOBER 3, 2023 PLANNING COMMISSION MEETING) as amended to delete the requirement for a parking permit and to delete the word “hourly” from Section 2; and b) Find this item is exempt from environmental review under the California Environmental Quality Act (CEQA); seconded by Commissioner Davis; and, carried on a roll call vote as follows:

AYES: Commissioner – Davis, Emerson, Rahmim, Wong, and Zimmerman
NOES: Commissioner – Alvarez and Gonzalez

This decision can be appealed within ten calendar days.

ADMINISTRATIVE ITEM - None

REPORTS

This item starts at 1:04:56 in the archived video.

Commission

Commissioner Comments

There were none.

Staff

Briefing on Council Meetings

Director Johnson reported on items of interest from the previous City Council meeting.

Briefings on Other Items

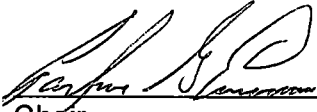
There was no report.

Upcoming Agendas and Events

Director Johnson announced that there are no items calendared at this time. At the request of Chair Emerson, City Attorney Patterson provided a summary for the discontinuation of public comments via Zoom.

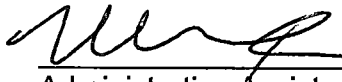
ADJOURNMENT

Chair Emerson adjourned the meeting at 8:15 p.m.



Chair

ATTEST:



Administrative Assistant

**PLANNING COMMISSION
REGULAR MEETING MINUTES**

Tuesday, December 5, 2023 – 7 p.m.

Meeting Conducted In-Person and Video Recording is Archived on the City Website
<https://www.ci.claremont.ca.us/government/city-council/watch-city-council-meetings>

CALL TO ORDER

Chair Emerson called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

COMMISSIONERS: ALVAREZ, DAVIS, EMERSON, GONZALEZ, RAHMIM, WONG (arrived at 7:01), AND ZIMMERMAN

ABSENT

COMMISSIONER: NONE

ALSO PRESENT

Chris Veirs, Principal Planner; Katie Wand, Assistant to the City Manager; Alisha Patterson, City Attorney; Daniel Kim, Assistant Planner; and Stacy Lee, Planning Aide

CEREMONIAL MATTERS, PRESENTATIONS, AND ANNOUNCEMENTS

There were no ceremonial matters, presentations, or announcements.

PUBLIC COMMENT

This item starts at 0:01:52 in the archived video.

No general public comments were received.

Chair Emerson invited public comment.

There were no requests to speak.

CONSENT CALENDAR

This item starts at 0:04:08 in the archived video.

Chair Emerson invited public comment.

There were no requests to speak.

1. Planning Commission Meeting Minutes of October 17, 2023
Approved and filed.

Commissioner Wong moved to approve the Consent Calendar, seconded by Commissioner Gonzalez; and carried on by roll call vote as follows:

AYES: Commissioner - Alvarez, Davis, Emerson, Gonzalez, Rahmim, Wong, and Zimmerman
NOES: Commissioner - None

PUBLIC HEARINGS

2. Request For A Conditional Use Permit File #23-C10, To Allow For The Implementation Of Massage Therapy Services As An Ancillary Use Within An Existing Medical Office, Located In The Claremont Courtyard Office Complex At 689 West Foothill Boulevard, Suite A. Applicant – Integrative Health Institutes.

This item starts at 0:05:57 in the archived video.

Principal Planner Veirs presented a PowerPoint presentation and addressed Commissioners' inquiries regarding hours of operation and toilet/wash basin.

Dr. Tamara Trebilcock introduced herself and practice. She would like to expand her Claremont practice to include body work services. There is a bathroom located between the message therapy room and the kitchen/break room.

Chair Emerson invited public comment.

There were no requests to speak.

Commissioner Alvarez moved that the Planning Commission adopt Resolution No. 2023-12 of the Planning Commission of The City of Claremont approving CONDITIONAL USE PERMIT #23-C10, A REQUEST TO ALLOW FOR THE IMPLEMENTATION OF MASSAGE THERAPY SERVICES AS AN ANCILLARY USE WITHIN AN EXISTING MEDICAL OFFICE, LOCATED IN THE CLAREMONT COURTYARD OFFICE COMPLEX LOCATED AT 689 WEST FOOTHILL BOULEVARD, SUITE A. APPLICANT – INTEGRATIVE HEALTH INSTITUTES; and Find this item is exempt from environmental review under the California Environmental Quality Act (CEQA); seconded by Commissioner Davis; and, carried on a roll call vote as follows:

AYES: Commissioner - Alvarez, Davis, Emerson, Gonzalez, Rahmim, Wong, and Zimmerman
NOES: Commissioner - None

This decision can be appealed within ten calendar days.

3. Request For A Conditional Use Permit Amendment File #97-C07amd, To Extend The Hours Of Operation At Sancho's Tacos, A Bona-Fide Restaurant With Alcohol Service, Located At 131 Yale Avenue. Applicant – Sancho's Tacos.

This item starts at 0:19:52 in the archived video.

Assistant Planner Kim provided the Commission with an updated floor plan and amended resolution, presented a PowerPoint presentation, and addressed Commissioners' inquiries regarding: a) police department input on the extended hours for alcohol sale; b) duration of CUP; c) hours of operation; e) CUP coverage space; and f) other businesses serving alcohol at 8:00 a.m.

Chair Emerson invited public comment.

There were no requests to speak.

Principal Planner Veirs and Assistant Planner Kim provided Chair Emerson clarification that the CUP is only for Sancho's Tacos located at 1131 Yale Avenue and the specification of the revised floor and seating plan.

Commissioner Wong moved that the Planning Commission adopt Resolution No. 2023-13 of the Planning Commission of The City of Claremont approving CONDITIONAL USE PERMIT #97-C07AMD, A REQUEST TO AMEND THE EXISTING CONDITIONAL USE PERMIT TO EXTEND THE HOURS OF OPERATION AT SANCHO'S TACOS RESTAURANT IN CONJUNCTION WITH THE EXISTING BONA-FIDE RESTAURANT USE, LOCATED IN THE CLAREMONT VILLAGE AT 131 YALE AVENUE. APPLICANT – SANCHO'S TACOS as amended; and Find this item is exempt from environmental review under the California Environmental Quality Act (CEQA); seconded by Commissioner Zimmerman; and, carried on a roll call vote as follows:

AYES: Commissioner - Davis, Emerson, Gonzalez, Rahmim, Wong, and Zimmerman

NOES: Commissioner - Alvarez

This decision can be appealed within ten calendar days.

4. Conditional Use Permit (File #23-C11), A Request For Exceptions To The Revised Citywide Hotel/Motel Ordinance Requirements At An Existing Hotel, Located At 555 West Foothill Boulevard. Applicant – Claremont Star LP (Doubletree By Hilton Hotel Claremont).

This item starts at 0:41:57 in the archived video.

Planning Aide Lee presented a PowerPoint presentation, and addressed Commissioners' inquiries regarding: a) security patrol hours; b) parking garage owner; c) police department comment regarding nuisance; d) parking placard; e) shared parking structure; and f) ownership of the parking structure and related property line locations.

Andrew Behnke, General Manager/Vice President of Doubletree responded to Commissioners' inquiries regarding: a) security personnel; b) minimum/maximum length of stay; c) day-use program; d) guest registration, check-in procedures, and digital key; e) high risk guests; f) parking areas; g) parking permit; h) cctv; i) security cameras at every entrance to the hotel and in the parking structure; j) definition of "reservation made within a few days" and "local guests"; k) matching of customer I.D and credit card; l) list of prior violators in system; m) basis for requesting ID from "local guests"; n) fraud; o) bribes; and p) face to face registration for non-Hilton members.

Chair Emerson invited public comment.

There were no requests to speak.

Chair Emerson inquired about Section 3.G of the Resolution. What would be the effect if in the future the applicant decides to not hire security personnel? City Attorney Patterson stated that it would be difficult to enforce a Finding, but if the Commission wishes, a Condition of Approval can be built into the Resolution to require security personnel.

Mr. Behnke agreed to add a Condition of Approval for security personnel.

Vice Chair Rahmim inquired if a CUP can be used as a precedent. City Attorney Patterson stated that each CUP is unique.

Chair Emerson proposed adding item D to Section 5 of the Resolution to read, "Applicant/Owners shall maintain security personnel to monitor or patrol parking areas."; seconded by Commissioner Wong; and, carried on a roll call vote as follows:

AYES: Commissioner - Alvarez, Davis, Emerson, Gonzalez, Rahmim, Wong, and Zimmerman

NOES: Commissioner - None

Commissioner Wong moved that the Planning Commission adopt Resolution No. 2023-14 of the Planning Commission of The City of Claremont approving CONDITIONAL USE PERMIT (FILE #23-C11), A REQUEST FOR EXCEPTIONS TO THE REVISED CITYWIDE HOTEL/MOTEL ORDINANCE REQUIREMENTS AT AN EXISTING HOTEL, LOCATED AT 555 WEST FOOTHILL BOULEVARD. APPLICANT – CLAREMONT STAR LP (DOUBLETREE BY HILTON HOTEL CLAREMONT) as amended; and Find this item is exempt from environmental review under the California Environmental Quality Act (CEQA); seconded by Commissioner Davis; and, carried on a roll call vote as follows:

AYES: Commissioner - Alvarez, Davis, Emerson, Rahmim, Wong, and Zimmerman

NOES: Commissioner - Gonzalez

This decision can be appealed within ten calendar days.

ADMINISTRATIVE ITEM

4. Discussion Of Changing Default Time Limit For Public Comment At Planning Commission Meetings

This item starts at 1:18:51 in the archived video.

Principal Planner Veirs briefly introduced the item and referred it to the Commission for discussion.

Chair Emerson stated that he understands Council's decision to reduce the public comment time to three minutes instead of four. There is good justification for this since they cover a lot more items. The Planning Commission does not get as much participation, and when we do it

is important for the public to be heard. He recommends reverting to the four minutes time limit. Speakers can reduce the public comment time by saying they agree with previous speakers. According to the Handbook, he can arbitrarily change the time to four minutes, and the Commission can override the decision on an item-by-item basis. He does not want to reduce the time limit on the spot as it will irritate the crowd. He asked for the Commission's thoughts on the request.

Commissioner Zimmerman is not opposed to the request, but thinks that all Commissions should have consistent time limits. The Planning Commission does not have the authority to change other Commissions' time limits.

Commission Gonzalez agrees with Commissioner Zimmerman. She values the precision needed for the three minute limit and the consideration it demands in preparing the statement. Speakers tend to repeat each other or are not sure what they're going to say. The three minute limit leads to more meaningful conversations.

Commissioner Davis agrees with Zimmerman. He's not against the four minutes, but does not want the Planning Commission to be inconsistent with other bodies. He wants the buy in by the Council and other Commissions.

Commissioner Wong agrees on importance of consistency. He does not want to confuse speakers by having different time limits at Planning Commission meetings and City Council meetings.

Commissioner Alvarez favors keeping the four minutes for the Planning Commission. He does not want residents to feel like they are under a gag order. He does not want to cut people off, it feels rude. The Planning Commission has bigger crowds than other Commissions. Three minutes is not enough, residents are used to four minutes. He supports Chair Emerson's proposal.

Vice Chair Rahmim stated that the average person speaks about 180 words per minute. At three minutes, that is about 500 words. You can get a lot into that. It's about the length of the Watson and Crick paper that describes the entire DNA. There have been meetings that have lasted five to six hours. One time the Chair effectively said her brain didn't work anymore due to the lateness of the meeting. People often repeat other speakers verbatim. He recommends staying with the three minutes and the Chair has the option to grant more time if there are not many speakers. He would rather adjust the time up than down.

City Attorney Patterson affirmed Chair Emerson's ability to adjust the time limits both upward and downward.

Chair Emerson invited public comment.

There were no requests to speak.

Chair Emerson said he will respect the consensus of the majority of Commissioners that they stick with three minutes default limit. The Mayors can change the time limit as they go.

Commission Wong applauded Chair Emerson's effort to further public engagement. He wants to encourage people who can't share their thoughts in three minutes to send written comments.

Vice Rahmim echoed that written comments are an avenue that is open to the public. There is an individual who regularly sends 25-26 page letters.

REPORTS

This item starts at 1:35:10 in the archived video.

Commission

Commissioner Comments

Chair Emerson commended staff on their concise presentation format.

Staff

Briefing on Council Meetings

Principal Planner Veirs reported on items of interest from the previous City Council meeting.

Briefings on Other Items


There was no report.

Upcoming Agendas and Events

Principal Planner Veirs described items that will be coming before the Commission. Principal Planner Veirs also updated the Commission on the Housing Element, bus shelter, and Wilderness Parking permits.

ADJOURNMENT

Chair Emerson adjourned the meeting at 8:52 p.m.


Chair

ATTEST:


Administrative Assistant