



**SOUTH LAKE PARKING PLACE COMMISSION
REGULAR MEETING**

**DEPARTMENT OF TRANSPORTATION
221 E. Walnut St., Suite 210**

**Minutes of Regular Meeting
November 15, 2018**

I. CALL TO ORDER

The meeting was called to order at 8:11am

II. ROLL CALL

Commissioners Present: Jennifer Higginbotham, Darrell Done (left at 9:17am), Del Lile, William DeClercq (arrived at 8:15am)

Commissioners Absent:

Staff Present: Jon Hamblen, Fred Dock, Duke Beacham, Pam Thyret

Public: Tammy Silver, President of the Oak Knoll Neighborhood Association

III. APPROVAL OF MINUTES

a. September 27, 2018 Meeting – *approved*

FUND 217, SHOPPER'S LANE SURFACE LOTS

IV. NEW BUSINESS

a. Elections

Moved to end of meeting. Commissioner Lile nominated Chair Higginbotham to remain Chair, and Commissioner DeClercq seconded. Commissioner Lile nominated Commissioner DeClercq to become Vice Chair, and Chair Higginbotham seconded. Both motions unanimously approved.

V. OLD BUSINESS

a. Property Tax Update

None at this time. The issue was explained in detail to Tammy Silver and further discussed by the Commission – including options depending on the outcome of the appeal. **Motion** made by Commissioner DeClercq to ask the City's Land Use Attorney to issue a Strategy Memorandum that outlines options and costs in the event of the appeal being denied. Commissioner Done seconded, and **motion approved**. Commissioner Done then made a **motion** to send a letter to the

affected property owners to explain the situation. Commissioner DeClercq seconded, and **motion approved**.

b. Loading Zone Work Plan

Chair Higginbotham questioned the validity of the project considering the recent ADA changes to the area. Commissioner Done suggested deliveries be made during a specific window of time or a letter to tenants asking them to have their deliveries made during this window. Jon Hamblen reminded the Commission that they are limited in their ability to make changes in the region. Fred Dock suggested SLBA involvement, and Commissioner Done proposed a potential awareness campaign coming from the SLBA.

VI. INFORMATION ITEMS

a. Financials

On budget.

b. Meter Performance

Good.

c. Parking Enforcement

Good.

FUND 232, SOUTH LAKE ON-STREET METERS

VII. NEW BUSINESS

VIII. OLD BUSINESS

IX. INFORMATION ITEMS

a. Financials

On target.

b. Meter Performance

Good.

c. Parking Enforcement

Good.

X. COMMISSIONER COMMENTS

XI. CHAIR'S COMMENTS

XII. OTHER REPORTS

Tammy Silver expressed interest in joining the Commission. Jon Hamblen reminded the Commission that each member must take the AB1234 Ethics Training course.

XIII. ADJOURNMENT

Meeting adjourned at 9:33am.

The next meeting will be held on Thursday, January 24, 2019, at 8:00 a.m. in the 210 conference room at 221 East Walnut Street, Pasadena.

Duke Beacham
Recording Secretary