



**SOUTH LAKE PARKING PLACE COMMISSION  
REGULAR MEETING**

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

**Draft Minutes of Regular Meeting  
March 24, 2016**

**I. CALL TO ORDER**

The meeting was called to order at 8:03 a.m.

**II. ROLL CALL**

**Commissioners Present:** Chair Julianne Worrell, Vice Chair Perry Vidalakis, Darrell Done and Jennifer Higginbotham and Pete Kutzer

**Commissioners Absent:** None

**Staff Present:** Fred Dock, Jon Hamblen, Mike Woolson, Gloria Flores, Phil Tong, and Karla Covarrubias

**Public:** Pam Thyret and Andy Wilson

**III. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

None

**IV. FUND 217, SHOPPER'S LANE SURFACE LOTS**

**A. NEW BUSINESS**

- a. Commissioner Vidalakis informed commissioners and staff that his property located in Shopper's Lane (336 S. Lake Avenue) is being sold and might cause some property tax concerns. This includes the parking lot parcel.
- b. Chair Worrell shared information on a survey regarding parking fees in north and south lots.

**B. OLD BUSINESS**

- a. **Property Tax Update:**  
Mr. Dock informed the commission that appeals have been filed and are in process.
- b. **Parking Space Rental Fees and Business Improvement Tax:**  
Staff addressed commissioners' questions and concerns. Mr. Dock reviewed the 1977 contract and the fee assessments. Mr. Dock will

provide clarification of Business License Tax, parcel map space allocation, and Parking Space Rental calculations at the next meeting.

- c. **Use of Fund 232 for Maintenance of Shopper's Lane lots:**  
Item held over to the next meeting.

### C. INFORMATION ITEMS

- a. **Financials:**  
Ms. Flores updated commission on financials and responded to questions.
- b. **Meter Performance:**  
Ms. Flores updated commission on meter performance and responded to questions.
- c. **Parking Enforcement:**  
Mr. Hamblen updated commission on parking enforcement and responded to questions. Mr. Hamblen will provide commissioners a comparison on the number of citations issued in the last couple of years.

## V. FUND 232, SOUTH LAKE ON-STREET METERS

### A. NEW BUSINESS

- a. **None.** Commissioner Kutzer discussed SLBA meeting topic regarding the new bicycle parking spots on Cordova. Mr. Dock briefed commissioners on the new phase for the wayfinding project for South Lake signs.

### B. OLD BUSINESS

### C. INFORMATION ITEMS

- a. **Financials:**  
Ms. Flores updated commissioners on financials and responded to questions.
- b. **Meter Performance:**  
Ms. Flores updated commission on meter performance and responded to questions.
- c. **Parking Enforcement:**  
Mr. Hamblen updated commission on parking enforcement and responded to questions.

- VI. **APPROVAL OF MINUTES:** Motion by Commissioner Kutzer, seconded by Commissioner Done, to approve the minutes of the January 28, 2016 meeting as submitted. Motion was unanimously approved.

**VII. COMMISSIONER COMMENTS**

None

**VIII. CHAIR'S COMMENTS**

None

**IX. OTHER REPORTS**

- a. Mr. Dock briefed commissioners on a new development application called Carmanation. This is an application based on a peer-to-peer parking sharing platform designed to help facilitate sharing of existing parking among businesses and customers.

**X. ADJOURMENT: 9:45 a.m.**

**MOTION:**

Motion made by Commissioner Worrell, seconded by Commissioner Vidalakis, to adjourn the meeting. Motion was unanimously approved.

The next meeting will be held on Thursday, May 26, 2016, at 8:00 a.m. in the 210 conference room at 221 East Walnut Street, Pasadena.

Karla Covarrubias  
Recording Secretary