

**MINUTES OF THE REGULAR MEETING OF THE  
MONROVIA OLD TOWN ADVISORY BOARD  
HELD TUESDAY, NOVEMBER 10, 2015**

**CONVENE:** Chairman Rutilio “Rudy” Castellon convened the Regular Meeting of the Monrovia Old Town Advisory Board on Tuesday, November 10, 2015, at 9:45 a.m. in the City Council Chambers, 415 South Ivy Avenue, Monrovia, California. In attendance were City Manager, Oliver Chi, Public Services Director Tina Cherry, Field Services Manager Niles Boyer, Library & Recreation Manager Kerri Zessau, Planning Division Manager Craig Jimenez, Neighborhood & Business Services Supervisor Sheila Spicer-Batice and Senior Administrative Assistant Susan Matthews.

**ROLL CALL:** In attendance were Vice Chair Diane Balsamo, Boardmembers Millie Olivas, Kristin Miller, and Chair Rutilio “Rudy” Castellon. Sean Sprinkel was absent.

**APPROVAL OF MINUTES:** It was moved by Boardmember Olivas, seconded by Vice Chair Balsamo to approve the Minutes of the October 13, 2015, Regular Meeting. The motion carried unanimously.

It was moved by Vice Chair Balsamo, seconded by Boardmember Olivas to approve the Minutes of the October 22, 2015, Special Meeting. The motion carried unanimously.

**PUBLIC INPUT:**

1. Pam Fitzpatrick – Old Town Merchant

**ADMINISTRATIVE REPORTS:**

**AR-1 Old Town Business Signage**

Tina Cherry, Public Services Director addressed the Board. Ms. Cherry reviewed the results of a survey of the Old Town Business signage. There are several signs that need to be replaced and/or added. The estimated cost to complete the project is \$1,090. Staff also established guidelines for Old Town Business Signage and Sign Placement.

It was motioned Vice Chair Balsamo, seconded by Boardmember Miller to approve updating the Old Town Business Signage and Approve the Sign Placement Guidelines. The motion carried unanimously.

**REPORTS FROM STAFF:**

- a) Public Works Update:** Niles Boyer, Field Services Manager reported on the following items:
1. The installation of the banner pole at Foothill and Myrtle is a week ahead of schedule. The installation is scheduled to be completed the Thursday after Veterans Day.
  2. Skateboard signs are scheduled to arrive this week and will be install shortly thereafter.
  3. The dead tree on the side of Wang’s will be removed today.
  4. Branch in front of Rudy’s is being removed today.
  5. Drains at Lemon and Myrtle are going to be cleaned out for the holidays. City crews will monitor the drains and make sure they are kept clear during the holidays. Any work that isn’t emergent will be scheduled for after the holidays.

Boardmember Miller asked about the mosquitos. She stated that she has seen them in her business during the day. She is concerned that any stagnant water may attract more mosquitos. Mr. Boyer advised that we have been working with Vector Control on a solution to the mosquito problem that is effecting the area. We will contact them regarding her issue.

**b) Community Development Update:**

**1. 608 S Myrtle Avenue (Sam's Deli)**

Sheila Spicer-Batice Neighborhood & Business Services Supervisor, addressed the Board. She advised the Board that the tenant has done a lot of clean-up work on the property. He hired an architect and submitted new plans on 10/19/2015 that were approved by Planning and Fire. They are waiting on comments from the plan checker. Once approved building will begin and work should be done in the next few months.

**2. New Business Activity Old Town**

Craig Jimenez, Planning Division Manager addressed the Board. 30 Degrees is waiting on Health Department approval. They would like to be open by the Thanksgiving Holiday. The City has given temporary approval on the Interior. Slatner Wine Tasting and Retail came to Planning. They are considering a restaurant with wine sales and classes. They would be located on East Colorado right behind Rudy's. They are in Plan check now and hope to open by Christmas. Paragon Price Check, specializing in Paninis is in plan check-trying to correct plan check to code. There was also a discussion regarding a possible fantasy themed restaurant at 423 Myrtle but nothing has been submitted yet.

**c) Stuff the Monrovia Fire Engine (Spark of Love):** Ernie Moreno, Monrovia Firefighter addressed the Board during Public Input as he needed to leave the meeting to tend to fire needs. He advised the Board that on November 27 & 28 the Monrovia Fire Department will be collecting toys for Spark of Love. Last year was a great success. He noted that Garth Kemp will no longer be the spokesperson for the event. ABC7 traffic reporter Alysha Del Valle and meteorologist Bri Winkler are the new spokespersons for the event. Next Monday ABC7 will show all the events on the evening news.

**d) Community Services Update:** Kerri Zessau, Library & Recreation Manager addressed the Board. Community Services is very excited about playing a part in the holiday programs. The Annual Tree Lighting and Parade will take place on December 3. This year's Grand Marshall is Chuck Keen. The Home Decorating contest and Santa Tours are also coming up. The Library has several events planned including story time and crafts, caroling, and the history of tamales. All of the events will be listed in the upcoming edition of Monrovia Today. Boardmember Miller asked if there are flyers on the Library events that they could post at their locations. Ms. Zessau said she will bring flyers to her location today.

**e) Holiday Decoration Update:** Tina Cherry, Public Services Director addressed the Board. Holiday decorations are moving forward. Dekralite is getting things ready. Lights are being tested and prepared to go up in the next few weeks along with the tree on top of the Library and the projected snowflakes.

**f) Filming Update:** Tina Cherry, Public Services Director addressed the Board. The film liaison contract expired earlier this year. Since the liaison was unable to attend the meeting today, Ms. Cherry stated that she will bring the report back in December.

**g) Monrovia Community Center Development:** Oliver Chi, City Manager reported to the Board. Mr. Chi thanked the Board for their service to MOTAB. Mr. Chi provided an overview of the project to the Board. He explained that a working group was established to determine if this plan makes sense. The working group will interface with all committees and commissions and users of the Community Center. City Council entered an Exclusive Negotiating Agreement with Dick Hale on November 3. There are several factors to address. The current 4<sup>th</sup> Dimension facility is 27,000 square feet. It has been on the market several times, however, the space as it is currently configured is difficult to utilize. The only interest has come from a church based group. The Community Center has issues as well. There are several costly repairs needed to the current community center. The Hale Group is looking into reconfiguring the 4<sup>th</sup> Dimension facility into a multipurpose space and transitioning the current Community Center into housing to pay for the 4<sup>th</sup> Dimension facility. The end result is that all of this could be done without costing the city any money.

The 4<sup>th</sup> Dimension location would allow for more space for the community center resulting in the potential for more programs to be offered to the community. The current Community Center would be developed into housing in Old Town that would enhance the vitality of the area.

Challenges – Parking! How do we effectively integrate a Community Center located at the 4<sup>th</sup> Dimension into Old Town? The plan is to meet with everyone to hear other concerns and challenges.

Mr. Chi shared with the Board a very preliminary project rendering of the 4<sup>th</sup> Dimension facility. We are trying to keep the Old Town historic look. The parking is an issue so we are looking at reconfigured parking in the rear. The new configuration would add 5 new parking spots and a drop off location. Other ideas are to request that the Methodist church, who controls 40 spaces in the lot off Ivy, release the spaces to allow for additional Community Center parking.

Outreach meetings are scheduled over the next few months to get everyone’s feedback. Feedback from the MOTAB committee included:

Vice Chair Balsamo – Housing piece we should put an elevator in the new housing to make it more accessible.

Boardmember Olivas – Will there be parking for the housing project? – Mr. Chi – subterranean or self-contained parking is necessary.

Boardmember Miller – Community Center, how will it affect the seniors. Mr. Chi advised there are meetings planned with the two senior groups to discuss their ideas and challenges. Some of the ideas are adding a senior lunch program, enhance the drop off area and add classes at the new location.

Mr. Chi asked that the Board talk to him about any questions or concerns that come up as we work through the project.

**h) Street Fair Oversight Committee Assignment:** Tina Cherry, Public Services Director reported. MOTAB has two appointments to the Oversight committee. Staff recommends Sean Sprinkel be added to the Oversight committee. Decision was unanimous.

#### **REPORTS FROM BOARDMEMBERS:**

**(a) Chair Castrellon:** Taste of Old Town was a great success. Halloween on Myrtle, we had hundreds of kids and grown-up and he hasn’t heard any complaints. The only problems were with the street closures which were discussed at the Co-Op meeting. We can improve the street closures and we saved \$300 on the candy this year so overall it was a success.

- (b) Vice Chair Balsamo:** November 21 at 6:00 p.m. the YMCA will host the Great Gatsby Gala at the Track. There will be a cigar lounge. Tickets are \$150 and are available at the YMCA or online.
- (c) Boardmember Olivas:** Stairways at the Colorado Commons are getting really bad. Requested that they be cleaned.
- (d) Boardmember Miller:** No report.
- (e) Boardmember Sprinkel:** Absent.

**NEXT SCHEDULED MEETING:**

The next Regular Meeting of the Monrovia Old Town Advisory Board is scheduled for Tuesday, December 8, 2015, 9:30 a.m. in City Council Chambers at Monrovia City Hall, 415 South Ivy Avenue, Monrovia, California.

**AJOURNMENT:** Chair Rutilio "Rudy" Castellon adjourned the meeting at 10:46 a.m.