



Agenda Item #: 07/1016.12

Staff Report

City of Manhattan Beach

TO: Honorable Mayor Aldinger and Members of the City Council

THROUGH: Geoff Dolan, City Manager

FROM: Richard Thompson, Director of Community Development
Erik Zandvliet, City Traffic Engineer

DATE: October 16, 2007

SUBJECT: Uphold the Parking and Public Improvements Commission Recommendation to Approve Pedestrian Safety Measures at Rowell Avenue at 15th Street

RECOMMENDATION:

It is recommended that the City Council pass a motion to approve the Parking and Public Improvements Commission recommendation to:

1. Paint additional red curb on both sides of Rowell Avenue north and south of 15th Street to improve sight distance at the intersection.
2. Paint a single yellow centerline on the north and south approach of Rowell Avenue at 15th Street.
3. Post a "NO LEFT TURN 7:45-8:30 AM, 1-3:30PM SCHOOL DAYS ONLY" restriction on Rowell Avenue at the northerly school driveway to prevent northbound left turns on school days.
4. Direct the Police Department to increase enforcement on Rowell Avenue near 15th Street.
5. Direct staff to trim the lower branches on the trees along the west side of Rowell Avenue north of 15th Street for better stop sign visibility.
6. Purchase and provide a portable red flashing stop sign for use at the intersection by the crossing guard during school arrival and dismissal.

FISCAL IMPLICATION:

The recommended modifications can be accomplished through existing Public Works programs and budgets. The portable red flashing stop sign cost is approximately \$250.00, to be purchased through the existing Police Department operating budget.

BACKGROUND:

In June 2007, the City received a request from Mr. Stephen Carmona and Mrs. Victoria Billit, residents and school parents, for the City to evaluate the crosswalk at the intersection of Rowell

Avenue and 15th Street and make recommendations to improve pedestrian safety. The request package included letters from Cheryl Guss, a staff member for Meadows Extended Day Care, and Pamela Drury, a crossing guard at Meadows Avenue and 15th Street. All expressed concerns about drivers' failure to yield to school pedestrians and a general disregard for traffic rules.

DISCUSSION:

As described in the attached report, the Traffic Engineer determined that several safety enhancements should be made at the intersection, including the following:

- A. Paint additional red curb on both sides of Rowell Street to improve visibility,
- B. Paint a yellow centerline to help smooth traffic flow and improve driver compliance,
- C. Post a "NO LEFT TURN 7:45-8:30AM, 1-3:30PM SCHOOL DAYS ONLY" sign for northbound traffic on Rowell Avenue to prevent left turns into the school driveway and reduce vehicle-pedestrian conflicts on Rowell Avenue.
- D. Increase police enforcement during school times.

While the above concerns would normally be addressed as part of the upcoming comprehensive school area circulation plan for Meadows Elementary School, this matter was reviewed without delay due to the specific safety concerns at this pedestrian crossing location. These measures are supported by Mrs. Connie Harrington, Meadows School Principal, as well as other school staff and parents.

PPIC Review

On September 27, 2007, the Parking and Public Improvements Commission reviewed the Traffic Engineer's report and heard testimony from the Principal and a school parent. Both speakers supported the recommendations and felt the measures would help improve student safety. The Commission agreed with the Traffic Engineer's findings and voted unanimously with the staff recommendation, with two additional recommendations to trim several tree branches on the west side of Rowell Avenue north of the intersection, and to provide a portable flashing stop sign for the crossing guard to use during school arrival and dismissal times. These devices have been approved by the State for use at crossing guard locations, and have been used periodically by the City's Police Department on a temporary basis at this and other crossing locations.

Notices were sent to the property owners and residents within 300 feet of the intersection at Rowell Avenue and 15th Street for both the PPIC and City Council meetings. No further public input has been received

ALTERNATIVES:

1. **APPROVE** the recommendation of the Parking and Public Improvements Commission.
2. **REMOVE** this item from the Consent Calendar and modify the recommendation or provide staff with direction.

- Attachments:
- A. Flashing Red Stop Sign Paddle
 - B. PPIC report dated 9/27/07, with attachments
 - C. PPIC Minutes (Excerpt) 9/27/07
 - D. City Council meeting notice, 10/02/07



Enlarge



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Switch either or both faces on or off easily and instantly, and select single flash (60 flashes per minute) or triple flash™ (180 flashes per minute), at will.

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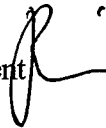
The 18" Blinker Paddle weighs less than two pounds, and the 24" model weighs less than 3.5 lbs, reducing arm stress while maximizing safety.


• Paddle-carrying base

• 1 year unconditional guarantee

**CITY OF MANHATTAN BEACH
DEPARTMENT OF COMMUNITY DEVELOPMENT**

TO: Parking and Public Improvements Commission

FROM: Richard Thompson, Director of Community Development 

BY: Erik Zandvliet, Traffic Engineer 

DATE: September 27, 2007

SUBJECT: **Consider Pedestrian Safety Measures
At Rowell Avenue and 15th Street**

RECOMMENDATION:

That the Commission pass a motion to approve staff's recommendation to:

1. Paint additional red curb on both sides of Rowell Avenue north and south of 15th Street to improve sight distance at the intersection.
2. Paint a single yellow centerline on the north and south approach of Rowell Avenue at 15th Street.
3. Post a "NO LEFT TURN 7:45-8:30 AM, 1-2:30PM SCHOOL DAYS ONLY" restriction on Rowell Avenue at the northerly school driveway to prevent northbound left turns on school days.
4. Direct the Police Department to increase enforcement on Rowell Avenue near 15th Street.

BACKGROUND:

In June 2007, the City received a request from Mr. Stephen Carmona and Mrs. Victoria Billit, residents and school parents, for the City to evaluate the crosswalk at the intersection of Rowell Avenue and 15th Street and make recommendations to improve pedestrian safety. The request package includes letters from Cheryl Guss, a staff member for Meadows Extended Day Care, and Pamela Drury, a crossing guard at Meadows Avenue and 15th Street. Both express concern about drivers' failure to yield to school pedestrians and a general disregard for traffic rules.

DISCUSSION:

Rowell Avenue is a 35 foot wide local street that carries approximately 1,500 vehicles per day and is stopped at 17th Street, 15th Street and Manhattan Beach Boulevard. Rowell Avenue has a vertical curve that rises in the northbound direction approaching 15th Street. Rowell Avenue is 35 feet wide with parking allowed on both sides. The speed limit on Rowell Avenue is 25 MPH. Street sweeping parking restrictions are posted on both sides of the street. Meadows Elementary School is located along the west side of Rowell Avenue near the intersection. A staff parking lot and pull-through student loading zone both exit at a driveway just south of the intersection at 15th Street.

15th Street is a local street that intersects Rowell Avenue at a stop sign. 15th Street is 30 feet wide and carries approximately 600 vehicles per day. Parking is allowed on both sides of 15th Street, reducing two-way traffic to a single 14' wide travel lane. The speed limit on 15th Street is 25 MPH. Street sweeping parking restrictions are posted on both sides of 15th Street. There is an school district property (Robert E. Begg School campus) at the east end of 15th Street which houses the Manhattan Beach Pre-School and other after-school programs.

The intersection of Rowell Avenue and 15th Street is located in a residential area two blocks north of Manhattan Beach Boulevard. Both streets are improved with curbs, gutters and sidewalks. A street light is located on the corner. There are stop signs in all directions. A school crosswalk is painted on the south leg that extends through the school driveway approach.

The traffic collision history between January 1, 2001 and June 30, 2007 was analyzed for the intersection. According to City records, there have been no collisions reported near the intersection during this 5 ½ year period.

Vehicle and pedestrian volume counts were conducted during the week of September 17, 2007 while school was in session. A summary of the peak hour and daily volumes are provided below:

VEHICLES DIRECTION	AM PEAK HOUR (8AM)	PM PEAK HOUR (12 NN)	DAILY
Northbound (Rowell Avenue)	169	72	750
Southbound (Rowell Avenue)	<u>154</u>	<u>64</u>	<u>803</u>
Subtotal	323	136	1,553
Westbound (15 st Street)	103	75	439
Intersection Total	426	211	1,992

PEDESTRIANS	MORNING PEAK HOUR			AFTERNOON PEAK HOUR		
	Students	Adults	Total	Students	Adults	Total
South Leg (Rowell Avenue)	51	56	107	68	54	122

The above counts confirm the justification for a crossing guard and stop signs in all directions. The crossing guard is on duty 8-830am in the morning and 1:30-3pm in the afternoon. Approximately 20 to 30 additional kindergarten students cross at the intersection between the Manhattan Pre School campus and Meadows Elementary School at approximately 1pm.

Field Observations

Field observations were made along Rowell Avenue during peak travel and pedestrian periods. Pedestrian activity is generally concentrated at student arrival and dismissal times. A school crossing guard is assigned to this intersection during these times. In the afternoon, groups of children led by school staff cross Rowell Avenue from Meadows school towards after-school activities and day-care facilities.

It was noted that the stop signs can be difficult to see for some drivers. In the northbound direction, curb parking can obscure the stop sign, while the markings may not be visible due to the vertical street curve. In the southbound direction, low hanging branches on three street trees can block the view of the stop sign. Vehicles parked on Rowell Avenue near the intersection also block the view of school pedestrians attempting to cross the street.

Driver behavior observed at the intersection revealed poor compliance and general disregard for stop controls, red curb, no parking zones, and pedestrian crossings. Long queues form on Rowell Avenue in both directions by parents trying to enter the school's loading zone at the northerly driveway. This congestion causes erratic driver movements and adversely impacts pedestrian safety at 15th Street. Pedestrians themselves also failed to cross at crosswalks, further reducing traffic safety.

In a discussion with staff, Ms. Connie Harrington, Meadows School Principal, believes that the safety of the intersection is mainly compromised by the failure of drivers to obey traffic rules and signs. She believes that aggressive enforcement is needed to cite drivers for violations on a regular basis.

Curb parking demand is light to moderate along Rowell Avenue, except during school hours, when parking demand increases due to overflow staff and school related parking. As such, vehicles are often parked close to the intersection, which restricts sight distance. The City Traffic Engineer believes that painting red curb on both sides of Rowell Avenue north and south of 15th Street would help improve driver sight distance, pedestrian visibility and turning mobility through the intersection.

The City Traffic Engineer believes a yellow centerline should be painted on both approaches of Rowell Avenue at 15th Street. This will help smooth traffic flow and provide advance notice to drivers of the approaching intersection from both directions, thereby improving stop sign compliance. He also recommends a "NO LEFT TURN 7:45-8:30 AM, 1-2:30PM SCHOOL DAYS ONLY" restriction on Rowell Avenue at the northerly school driveway to reduce congestion and eliminate the competition to enter the loading zone driveway from both directions. It will also reduce the number of northbound vehicles going through the crosswalk.

Property owners and residents in the vicinity of the intersection as well as the school and School District were invited to attend this meeting or provide comments to the Commission.

CONCLUSION:

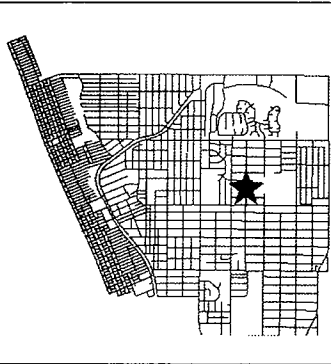
Based on erratic driver movements, reduced driver sight distance, impaired stop sign visibility and observed violations of traffic controls, staff recommends the following:

5. Paint additional red curb on both sides of Rowell Avenue north and south of 15th Street to improve sight distance at the intersection.
6. Paint a single yellow centerline on the north and south approach of Rowell Avenue at 15th Street.
7. Post a “NO LEFT TURN 7:45-8:30 AM, 1-2:30PM SCHOOL DAYS ONLY” restriction on Rowell Avenue at the northerly school driveway to prevent northbound left turns on school days.
8. Direct the Police Department to increase enforcement on Rowell Avenue near 15th Street.

Exhibits: Location Photos
 Aerial Photo
 Stephen Carmona Letter with Attachments
 Public Notice

EHZ
G:\TRAFFIC & ROW DIVISION\TRAFFIC ENGINEER\PPIC\PPIC-rowell 15th.doc

ROWELL AVE AT 15TH STREET



Legend

Scale: 1:961

- Addresses
- Parcels
- 2006 4in color Basemap
- BEACH
- BLOCK
- DEADEND (cont)

- PARK
- PIER
- PRIVATE STREET
- SCHOOL
- STREET
- WALK STREET

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0 55 110 ft.



Proposal to Evaluate Traffic Control at Rowell and 15th Street Crosswalk

Background:

The crosswalk at Rowell and 15th Street has been identified by parents and Staff at Meadows Elementary School as a potentially unsafe school crossing. The elevation of the crosswalk, parked vehicles, and the tree foliage contribute to an unsafe situation.

Elevation: The crosswalk is on the crest of a hill. The street painted zone is not visible to approaching cars

Parked Cars: Parked SUVs or other taller vehicles that are legally parked currently obstruct the stop sign.

Foliage: Trees obstruct the stop sign for traffic headed South bound on Rowell.

This crosswalk is currently supplemented with a school crossing guard during arrival and departure times of school. The crossing guard reports that the stop sign is regularly run by drivers. Often these drivers are exceeding the posted speed limit.

The Meadows school's Extended Day Program requires that teacher cross this intersection throughout the afternoon to bring children to their afternoon location and return trips for supplemental classes the school offers in the afternoon. These teachers report "close calls" between children legally crossing the street and cars.

On June 4th the Principal of Meadows Elementary School agreed to place the traffic cones that had previously been used in the drop off area to the crosswalk area. The crossing guard has reported that the cones have helped draw attention to the crosswalk. The only shortcoming of this is that the cones are stored after afternoon release of children. This leaves the afternoon EDP crossing traffic vulnerable.

A comprehensive non-temporary solution is needed to address this crosswalk safety issue. This evaluation should evaluate all factors of concern and serve full time crossing considerations.

Request:

The parents and school staff request that the city traffic engineer evaluate the crosswalk during school crossing hours and make recommendations to contribute to the safety of the crosswalk. It is our hope that improvements can be made over the summer.

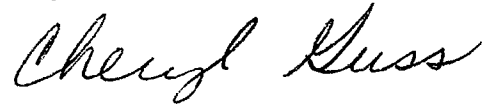
Contact: **Stephen Carmona** **(310) 379-4130**
 Vicki Billit **(310) 379-4089**

June 5, 2007

To the Manhattan Beach City Council

My name is Cheryl Guss, I work at the Meadows EDP. Part of my job is to walk the morning kinders down to the lower site which I do around 1:00pm with my assistant Denise Sams. In preparation to walk the children down I stress that all objects should be in their backpacks and that there should be nothing in their hands, and I remind them that it is important to walk quickly across the street. I also try to make sure that there are no cars coming and the street is clear. I am usually in the lead and Denise will bring up the rear of the group. Recently, an incident occurred while Denise and I were walking the children down to the lower campus. I had made sure that there was no traffic at the time of our crossing, but as we proceeded through the crosswalk, a car came up to the stop sign from the north. The woman did stop, but while Denise and the children were only mid way, the car proceeded through the crosswalk. This was a very scary experience in that had a child dropped something or turned back quickly for some reason this incident could have had a very frightening outcome.

Cheryl Guss

A handwritten signature in cursive script that reads "Cheryl Guss". The signature is written in black ink and is positioned below the typed name.

To whom it may Concern 6-4-09

How I view things as a crossing guard. People are to much in a hurry these days late for work, minds a million miles away, busy on phones etc. But the main issue and concern is the safety of the children and all who cross in it.

We can't replace are children and they need to be safe first and foremost. People are in a hurry and as such there dropping children in and around crosswalks parking in red, not stopping before crosswalks, and at times not stopping at all at stop sign even before children are out of the way while in cross walk people trying to make turns, its very unsafe.

Also thru the ~~drive~~ drive thru drop off at meadows they stop in the middle of cross walk they don't pay attention to the two signs posted on the drive thru drop off and make left turn, and turn down to lower EOP which you not suppose too!

Last year I had a few stop signs placed right before crosswalks at the stop signs on the street they were a little more at eye level and it did seem to help some.

I'm not saying that's the answer But it ~~could~~ help some. I don't have them this year.

So allow more time for drop off and pick up. And try and be more in the moment around the children
I hate for anything have to happen to the children, before something is done to prevent that.

Thank-You

Sincerely

Janelle Drury
Crossing guard at
meadows



City Hall 1400 Highland Avenue Manhattan Beach, CA 90266-4795
Telephone (310) 802-5000 FAX (310) 802-5001

September 17, 2007

PUBLIC MEETING NOTICE

Pedestrian Safety Measures at Rowell Avenue at 15th Street (Meadows School)

Dear Resident/Property Owner:

The Department of Community Development has recently received a petition from parents and school staff of Meadows Elementary School concerning pedestrian safety at the intersection of Rowell Avenue and 15th Street. The petitioners request that the City review traffic and pedestrian conditions at this location and make recommendations to improve safety.

This matter will be considered by the Parking and Public Improvements Commission (PPIC) on:

Thursday, September 27, 2007

6:30 pm

City Council Chambers, City Hall
1400 Highland Avenue

The PPIC will accept all input from interested parties and determine a recommendation for future action by the Manhattan Beach City Council. Comments may be submitted in advance through the Community Development Department or in person at the hearing. Comments in advance should be mailed or emailed to:

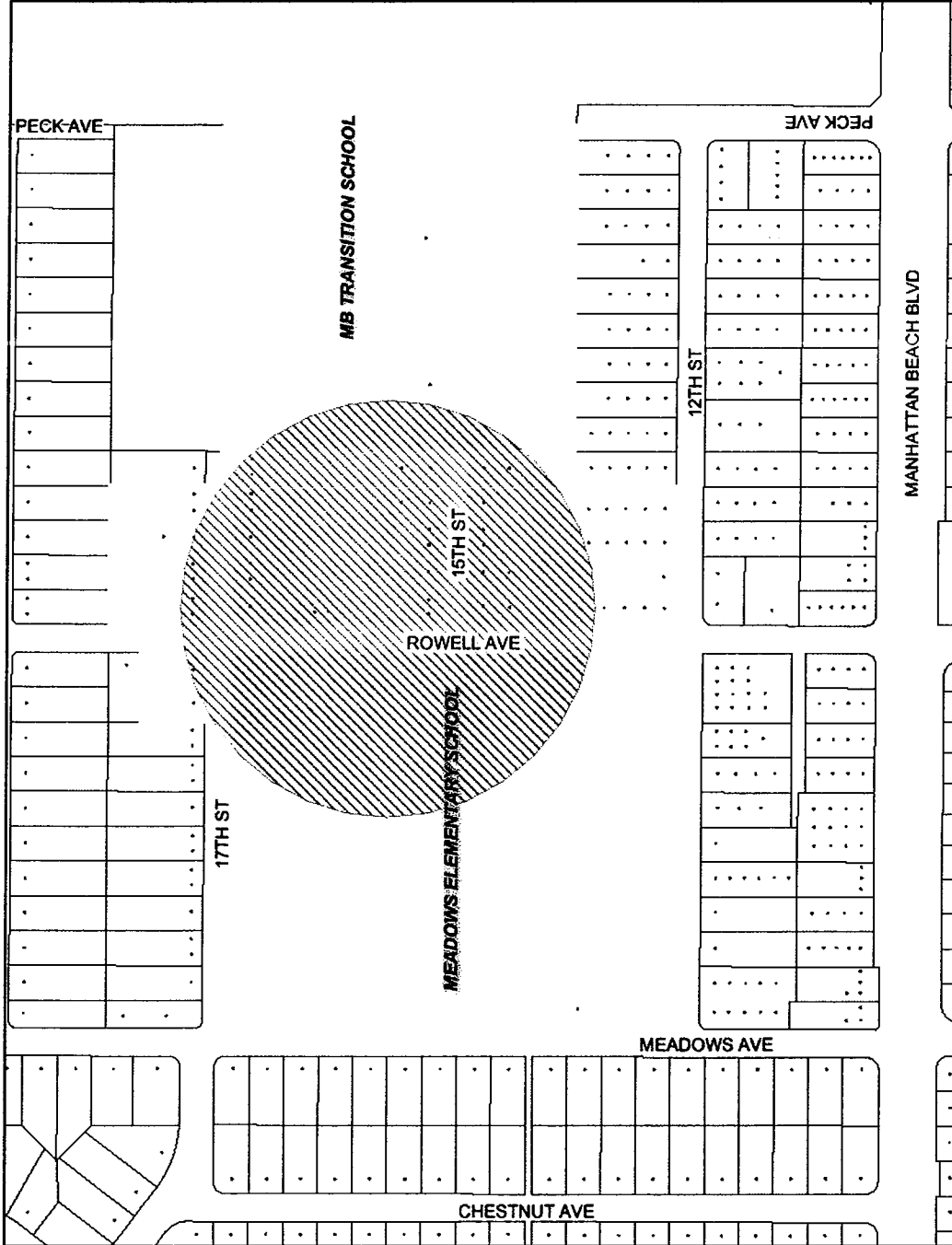
Rosemary Lackow, Senior Planner
Community Development Department
1400 Highland Avenue
Manhattan Beach, 90266 e-mail: rlackow@cityymb.info

If you have any questions or would like any additional information, please call (310) 802-5515.

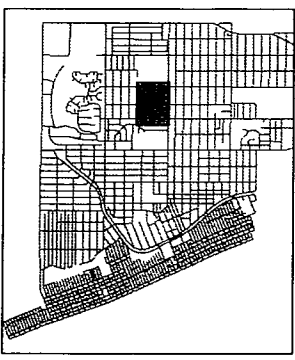
Sincerely,

Rosemary Lackow, Senior Planner
Department of Community Development

Manhattan Beach GIS



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Legend

- Addresses
- Parcels
- Basemap
- BEACH
- BLOCK
- DEADEND
- PARK
- PIER
- PRIVATE STREET
- SCHOOL
- STREET
- WALK STREET

A Scale: 1:2,939

**CITY OF MANHATTAN BEACH
PARKING AND PUBLIC IMPROVEMENTS COMMISSION
MINUTES OF REGULAR MEETING
SEPTEMBER 27, 2007**

A. The Regular Meeting of the Parking and Public Improvements Commission of the City of Manhattan Beach was held on September 27, 2007, at 6:33 p.m. in the City Council Chambers of the City Hall, 1400 Highland Avenue.

B. ROLL CALL

Members Present: Donahue, Gross, Silverman, Stabile and Chair Paralusz

Members Absent: None

Staff Present: Rosie Lackow, Senior Planner
Kara Pompano, Recording Secretary
Erik Zandvliet, Traffic Engineer

C. APPROVAL OF MINUTES – August 23, 2007

Commissioner Gross stated that the Roll Call vote for the Approval of the June 28, 2007 Minutes should indicate Commissioner Stabile as absent, not Commissioner Silverman.

A motion was MADE and SECONDED (Donahue/Gross) to approve the minutes of August 23, 2007, as amended.

AYES: Donahue, Gross, Silverman and Chair Paralusz

NOES: None

ABSENT: None

ABSTAIN: Stabile

D. CITY COUNCIL AGENDA

None.

E. AUDIENCE PARTICIPATION

None.

F. GENERAL

 **1. Consider Pedestrian Safety Measures at Rowell Avenue at 15th Street**

Traffic Engineer Zandvliet presented the staff report, explaining that the City had received a request from Meadows School parents to investigate methods for improving pedestrian safety near the school on Rowell Avenue. Based on reports of erratic driver movements and observations of

reduced driver sight distance, impaired stop sign visibility and violations of existing traffic controls, staff recommends the following measures: 1) paint additional red curb on both sides of Rowell Avenue north and south of 15th Street to improve sight distance at the intersection; 2) paint a single yellow centerline on the north and south approach of Rowell Avenue at 15th Street; 3) post a "NO LEFT TURN 7:45-8:30 AM, 1-2:30PM SCHOOL DAYS ONLY" restriction on Rowell Avenue at the northerly school driveway to prevent northbound left turns on school days; and 4) to direct the Police Department to increase enforcement on Rowell Avenue near 15th Street.

In response to questions from the Commission, Traffic Engineer Zandvliet clarified the locations of the current "RIGHT TURN ONLY" and the proposed "NO LEFT TURN" restrictions relative to the school parking lot on Rowell, and stated that the need for any additional measures will be reviewed when the Meadows Elementary School Traffic Study is conducted. He explained that these measures are being proposed now because of the immediate specific concerns for the safety of children.

Commissioner Gross related his conversation with the school crossing guard on parents' driving behavior and their disregard for traffic rules. He hopes the school and PTA will consider "peer pressure" in making drivers aware of their dangerous driving practices.

Audience Participation

Connie Harrington, Meadows School Principal, thanked the Commission for their consideration of the proposed measures. She emphasized that school officials and the PTA have tried everything to educate parents on the need to drive safely and obey all traffic rules, adding that peer pressure has not worked. She talked of the dangerous safety situation that exists and the numerous near misses she has witnessed, and her belief that very aggressive police enforcement is needed to cite drivers for violations on a regular basis. She related her support of the proposed measures and asked that the Commissioner consider an additional measure of a flashing stop sign at the intersection of Rowell Avenue and 15th Street.

Alicia Solis, 1200 Block of 9th Street, voiced her support for the proposed measures. She agreed with Principal Harrington's suggestion for a flashing stop sign, as well as the need for aggressive police enforcement. She stated that the school and PTA has done all they can to educate the parents on driving safely and thanked staff for their efforts in addressing this dangerous situation.

Discussion

Commissioner Gross suggested that a portable flashing stop sign at Rowell Avenue and 15th Street and appropriate tree trimming to increase visibility in the area could be added to the list of proposed measures.

Commissioners Donahue and Commissioner Stabile indicated their support of staff's recommendations with the addition of a portable flashing stop sign and tree trimming if appropriate. They also discussed additional measures that can be considered during the School Traffic Study.

Noting the upcoming School Traffic Study, Commissioner Silverman questioned whether the proposed traffic measures (with the exception of increased police enforcement) should be put on hold until the study is complete.

Chair Paralusz stated her support for the proposed measures, agreeing that police enforcement is key. Noting the school's efforts and the dangerous situation that exists, she believes the proposed measures should be implemented immediately. The implemented measures and the entire area can then be reviewed when the School Traffic Study is conducted.

Action

A motion was MADE and SECONDED (Donahue/Stabile) to approve staff's initial recommendations (1-4) and two additional measures (5&6).

1. Paint additional red curb on both sides of Rowell Avenue north and south of 15th Street to improve sight distance at the intersection.
2. Paint a single yellow centerline on the north and south approach of Rowell Avenue at 15th Street.
3. Post a "NO LEFT TURN 7:45-8:30 AM, 1-2:30PM SCHOOL DAYS ONLY" restriction on Rowell Avenue at the northerly school driveway to prevent northbound left turns on school days.
4. Direct the Police Department to increase enforcement on Rowell Avenue near 15th Street.
5. Utilize a portable flashing stop sign at the intersection of Rowell Avenue and 15th Street.
6. Direct appropriate tree trimming to increase visibility.

AYES: Donahue, Gross, Silverman, Stabile and Chair Paralusz
NOES: None
ABSENT: None
ABSTAIN: None

2. Consider Disabled Street Parking Space at 610 Rosecrans Avenue

Traffic Engineer Zandvliet presented staff's report and recommendation to approve the installation of one disabled street parking space adjacent to 610 Rosecrans Avenue. Based on the high demand for parking and absence of reasonably accessible off-street private parking, staff believes that the applicant's need presents a legitimate hardship.

Audience Participation

None.

Discussion

Commissioner Stabile pointed out that the staff report's attached copy of the requester's Department of Motor Vehicles disabled person placard indicates an expiration date of June 30, 2007. He requested staff to verify that a new placard has been issued before this matter is forwarded to City Council.

PPIC 9/27/07



City Hall 1400 Highland Avenue Manhattan Beach, CA 90266-4795
Telephone (310) 802-5000 FAX (310) 802-5001

October 2, 2007

PUBLIC MEETING NOTICE

Re: Request for Pedestrian Safety Measures at Rowell Avenue at 15th Street (Meadows School)

Dear Owner/Resident:

On September 27, 2007, the Parking and Public Improvements Commission reviewed a request to implement new pedestrian safety measures on Rowell Avenue adjacent to Meadows School. The Commission voted to recommend that the City Council approve the following:

1. Paint additional red curb on both sides of Rowell Avenue north and south of 15th Street to improve sight distance at the intersection.
2. Paint a single yellow centerline on the north and south approach of Rowell Avenue at 15th Street.
3. Post a "NO LEFT TURN 7:45-8:30 AM, 1-2:30PM SCHOOL DAYS ONLY" restriction on Rowell Avenue at the northerly school driveway to prevent northbound left turns on school days.

The City Council will review this recommendation at a public meeting on Tuesday, October 16, 2007. The meeting will be held in the City Council Chamber, 1400 Highland Avenue, and will begin at 6:30 p.m.

This matter will be on the portion of the agenda known as the "Consent Calendar", meaning that it will not automatically be discussed. If it is not requested to be discussed by either a member of the audience, a City staff person or a Councilmember, the recommended action will be approved without discussion. At a point at the beginning of the meeting the Mayor will ask the audience if they would like any items to be removed from the Consent Calendar. If you do not agree with the recommended action for this item, be sure to request that it be removed at that time. It will then be discussed during the portion of the agenda entitled "Items Removed from the Consent Calendar", toward the end of the meeting.

If you have any questions or would like any additional information, please call me at 802-5515.

Sincerely,

Rosemary Lackow
Senior Planner