

**MINUTES  
ADJOURNED REGULAR MEETING  
OF THE SAN MARINO CITY COUNCIL  
WEDNESDAY, NOVEMBER 18, 2020 AT 6:00 P.M.  
SAN MARINO CENTER**

**CALL TO ORDER:** Mayor Shepherd Romey called the adjourned regular meeting to order at 6:00 p.m. in the San Marino Center, located at 1800 Huntington Drive, San Marino, California 91108.

**PLEDGE OF ALLEGIANCE:** Mayor Shepherd Romey led the Pledge of Allegiance.

**ROLL CALL:**       **PRESENT:** Council Member Huang (attending via teleconference), Council Member Jakubowski, Council Member Talt, Vice Mayor Ude, and Mayor Shepherd Romey

**ABSENT:** None

**PUBLIC COMMENTS**

The following person(s) spoke:  
None

**CITY MANAGER'S REPORT**

City Manager Marlowe shared items of interest with the City Council and community.

**MOTION TO WAIVE FURTHER READINGS**

Council Member Talt moved, seconded by Council Member Jakubowski, to waive the reading of the entire text of the ordinances or resolutions.

Motion passed by the following vote:

**AYES:**           Council Member Huang, Council Member Jakubowski, Council Member Talt, Vice Mayor Ude, and Mayor Shepherd Romey  
**NOES:**           None  
**ABSTAIN:**       None  
**ABSENT:**       None

**CONSENT CALENDAR**

Council Member Jakubowski moved, seconded by Vice Mayor Ude, to approve the consent calendar.

Motion passed by the following vote:

**AYES:**           Council Member Huang, Council Member Jakubowski, Council Member Talt, Vice Mayor Ude, and Mayor Shepherd Romey  
**NOES:**           None  
**ABSTAIN:**       None

ABSENT: None

**1. RECEIVE AND FILE THE MONTHLY DISBURSEMENTS REPORT FOR OCTOBER 2020**

The City Council received and filed the Monthly Disbursements Report for the Month of October 2020.

**2. RECEIVE AND FILE THE CASH AND INVESTMENT REPORT FOR SEPTEMBER 2020**

The City Council received and filed the Cash and Investment Report for the Month of September 2020.

**3. APPROVAL OF MINUTES**

The City Council approved the minutes of the special closed session meeting of the City Council of October 13, 2020, special closed session meeting of October 14, 2020, special meeting of October 14, 2020, special closed session meeting of October 16, 2020, and special meeting of October 30, 2020.

**4. UPDATE ON CITY RESPONSE TO THE COVID-19 PANDEMIC**

The City Council received and filed the November 18, 2020 report on the City's response to the COVID-19 Pandemic.

**5. ADOPTION OF RESOLUTION R-20-24 AUTHORIZING THE TRANSFER OF CDBG FUNDS**

The City Council adopted Resolution No. R-20-24 authorizing the transfer of the City's CDBG funds for Fiscal Year 2020-21 and prior fiscal year unallocated CDBG funds, totaling \$63,658, to the CDBG revolving grant fund.

**6. ADOPTION OF ORDINANCE NO. O-20-1367 REGARDING THE REGULATIONS OF APPEALS (SECOND READING)**

The City Council adopted Ordinance No. O-20-1367 on second reading.

**7. ADOPTION OF ORDINANCE NO. O-20-1368 REGULATING ACCESSORY DWELLING UNITS (SECOND READING)**

The City Council adopted Ordinance No. O-20-1368 on second reading.

**8. READOPTION OF ORDINANCE NO. O-20-1361 REGARDING PUBLIC SAFETY COMMISSION MEETINGS**

The City Council read by title only, waived further reading, and re-adopted Ordinance No. O-20-1361, an Ordinance of the City of San Marino amending

Section 02.14.06 (Meetings) of Article 14 (Public Safety Commission) of Chapter 2 (Administration) of the San Marino Municipal Code by Changing the Public Safety Commission Meeting Day and Location.

**9. READOPTION OF ORDINANCE NO. O-20-1365 REGARDING THE SAFE STORAGE OF FIREARMS**

The City Council read by title only, waived further reading, and re-adopted Ordinance No. O-20-1365, an Ordinance of the City of San Marino amending the San Marino Municipal Code to add Section 14.09.04 (Safe Firearms Storage) to Article 9 (Weapons) of Chapter 14 (Miscellaneous) to regulate the storage of firearms within a residence.

**10. READOPTION OF ORDINANCE NO. O-20-1366 REGARDING THE CITY MANAGER'S PURCHASING AUTHORITY**

The City Council read by title only, waived further reading, and re-adopted Ordinance No. O-20-1366, an Ordinance of the City of San Marino amending Section 02.06.05 of the San Marino Municipal Code to Clarify the City Manager's Purchasing Authority, Update Bidding Limits for Public Projects, and Include the Design-Build Method of Project Delivery.

**11. APPROVAL TO PURCHASE THERMAL IMAGING CAMERAS USING FIRE DEPARTMENT DONATION ACCOUNT FUNDS AND WAIVE COMPETITIVE BIDDING**

The City Council approved a Fiscal Year 2020-21 expenditure budget amendment by appropriating \$10,311.90 to the Donations Fund's Non-Capitalized Equipment – Fire (Account 281-34-4399-0000) for the thermal imaging cameras and approved the purchase of 21 SEEK Reveal Fire PRO thermal imaging cameras from Municipal Emergency Services for the amount of \$12,085.71.

**12. APPROVAL OF NOTICE OF COMPLETION FOR YEAR 3 OF THE MULTI-YEAR SIDEWALK REPLACEMENT PROJECT NO. 18-9272**

The City Council accepted Year 3 of the Multi-Year Sidewalk Replacement Project No. 18-9272 as complete and authorized the City Clerk to file the Notice of Completion for Year 3.

**13. APPROVAL OF NOTICE OF COMPLETION FOR FIRE STATION APPARATUS BAY DOOR REPLACEMENT PROJECT NO. 19-0887**

The City Council accepted the Fire Station Apparatus Bay Door Replacement Project No. 18-9272 as complete and authorized the City Clerk to file the Notice of Completion.

**PUBLIC HEARING**

**14. APPEAL OF DESIGN REVIEW CASE NO. DRC19-45HP, 1315 S. SAN GABRIEL BLVD., (TRUONG/HAN)**

Community Development Director Cervantes presented the staff report.

Mayor Shepherd Romey opened the public hearing.

The following persons spoke:

David Gutierrez, applicant's representative

Freeman Han, project architect

Shirley Jagels, appellant

Mayor Shepherd Romey closed the public hearing.

Vice Mayor Ude moved, seconded by Council Member Talt, to affirm the action of the Planning Commission.

Motion passed by the following vote:

AYES: Council Member Huang, Council Member Jakubowski, Council Member Talt, and Vice Mayor Ude

NOES: Mayor Shepherd Romey

ABSTAIN: None

ABSENT: None

**15. INTRODUCTION AND FIRST READING OF ORDINANCE NO. O-20-1378 REGARDING REGULATIONS ON SMALL RESTAURANTS**

Community Development Director Cervantes presented the staff report.

Mayor Shepherd Romey opened the public hearing.

The following person(s) spoke:

None

Mayor Shepherd Romey closed the public hearing.

Council Member Jakubowski moved, seconded by Vice Mayor Ude to waive full reading and introduce for first reading by title only, Ordinance No. O-20-1378, an Ordinance of the City of San Marino Amending the Regulations for Small Restaurants.

Motion passed by the following vote:

AYES: Council Member Huang, Council Member Jakubowski, Council Member Talt, Vice Mayor Ude, and Mayor Shepherd Romey

NOES: None  
ABSTAIN: None  
ABSENT: None

**16. INTRODUCTION AND FIRST READING OF ORDINANCE NO. O-20-1369 REGARDING THE AMENDMENT OF THE TREE PRESERVATION ORDINANCE**

Community Development Director Cervantes presented the staff report.

Mayor Shepherd Romey opened the public hearing.

The following person(s) spoke:  
None

Council Member Talt moved, seconded by Council Member Jakubowski, to continue the public hearing.

Motion passed by the following vote:

AYES: Council Member Huang, Council Member Jakubowski, Council Member Talt, Vice Mayor Ude, and Mayor Shepherd Romey  
NOES: None  
ABSTAIN: None  
ABSENT: None

**17. ADOPTION OF URGENCY ORDINANCE NO. O-20-1377-U EXTENDING THE INTERIM ORDINANCE REGULATING ACCESSORY DWELLING UNITS IN THE CITY**

Community Development Director Cervantes presented the staff report.

Mayor Shepherd Romey opened the public hearing.

The following person(s) spoke:  
None

Mayor Shepherd Romey closed the public hearing.

Council Member Talt moved, seconded by Council Member Jakubowski, to read by title only, waive further reading and adopt Ordinance No. O-20-1377 U, An Ordinance of the City of San Marino Extending Interim Ordinance No. O-20-1360 U and Amending the City's Regulations Regarding Accessory Dwelling Units (Also Known as Second Units or ADUs), and Declaring the Urgency Thereof.

Motion passed by the following vote:

AYES: Council Member Huang, Council Member Jakubowski, Council

Member Talt, Vice Mayor Ude, and Mayor Shepherd Romey  
NOES: None  
ABSTAIN: None  
ABSENT: None

**18. ADOPTION OF RESOLUTION NO. R-20-19 ADOPTING THE COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT FOR FISCAL YEAR 2020-21**

Parks and Public Works Director Throne presented the staff report.

Mayor Shepherd Romey opened the public hearing.

The following person(s) spoke:  
None

Mayor Shepherd Romey closed the public hearing.

Council Member Jakubowski moved, seconded by Vice Mayor Ude, to adopt Resolution No. R-20-19, a Resolution of the City Council of the City of San Marino, California adopting the projected use of the funds from the Community Development Block Grant program for Fiscal Year 2020-21.

Motion passed by the following vote:

AYES: Council Member Huang, Council Member Jakubowski, Council Member Talt, Vice Mayor Ude, and Mayor Shepherd Romey  
NOES: None  
ABSTAIN: None  
ABSENT: None

**NEW BUSINESS**

**19. RECEIVE AND FILE FINANCIAL REPORT FOR FIRST QUARTER (JULY 2020 THROUGH SEPTEMBER 2020)**

Finance Director Chung presented the staff report.

The following person(s) spoke:  
None

Mayor Shepherd Romey moved, seconded by Vice Mayor Ude, to receive and file the financial report reflecting the City's revenues and expenditures as of September 30, 2020.

Motion passed by the following vote:

AYES: Council Member Huang, Council Member Jakubowski, Council

Member Talt, Vice Mayor Ude, and Mayor Shepherd Romey  
NOES: None  
ABSTAIN: None  
ABSENT: None

**20. ADOPTION OF URGENCY ORDINANCE NO. O-20-1373-U AND INTRODUCTION AND FIRST READING OF ORDINANCE NO. O-20-1372 RELATING TO PROHIBITED ITEMS AT PUBLIC ASSEMBLIES**

Police Chief Incontro presented the staff report.

The following person(s) spoke:  
None

Council Member Talt moved, seconded by Vice Mayor Ude, to waive full reading and introduce for first reading by title only, Ordinance No. O-20-1372, an Ordinance of the City of San Marino amending Article 5 of Chapter XIV of the San Marino Municipal Code to add section 14.05.04 to prohibit the possession or carrying of specified items while attending a demonstration, rally, protest, picket line or public assembly, as amended.

Motion passed by the following vote:

AYES: Council Member Huang, Council Member Jakubowski, Council Member Talt, Vice Mayor Ude, and Mayor Shepherd Romey  
NOES: None  
ABSTAIN: None  
ABSENT: None

Council Member Talt moved, seconded by Vice Mayor Ude, to waive full reading, read by title only, introduce and adopt Ordinance No. O-20-1373-U, an Urgency Ordinance of the City of San Marino amending Article 5 of Chapter XIV of the San Marino Municipal Code to add section 14.05.04 to prohibit the possession or carrying of specified items while attending a demonstration, rally, protest, picket line or public assembly, as amended.

Motion passed by the following vote:

AYES: Council Member Huang, Council Member Jakubowski, Council Member Talt, Vice Mayor Ude, and Mayor Shepherd Romey  
NOES: None  
ABSTAIN: None  
ABSENT: None

**21. ADOPTION OF URGENCY ORDINANCE NO. O-20-1376-U AND INTRODUCTION AND FIRST READING OF ORDINANCE O-20-1375 REGULATING THIRD PARTY FOOD DELIVERY SERVICE COMMISSION**

Community Development Director Cervantes presented the staff report.

The following person(s) spoke:

None

Mayor Shepherd Romey moved, seconded by Council Member Talt, to direct staff to talk to all restaurants and get a sense of what delivery services are being used, their rates, what those restaurants feel about the cap, and to bring it back to Council for consideration at a future meeting.

Motion passed by the following vote:

AYES: Council Member Huang, Council Member Jakubowski, Council Member Talt, Vice Mayor Ude, and Mayor Shepherd Romey

NOES: None

ABSTAIN: None

ABSENT: None

**22. DISCUSSION AND DIRECTION TO STAFF REGARDING AMENDING THE 2019 CALIFORNIA BUILDING CODE AS IT RELATES TO NATURAL WOOD ROOFING MATERIALS**

Community Development Director Cervantes presented the staff report. Fire Chief Rueda was available for questions.

The following person(s) spoke:

Michael Johnson, San Marino

Acting City Clerk Merlo noted an email was also received from Mr. Johnson.

The Council provided direction to staff.

**WRITTEN COMMUNICATIONS OR PUBLIC WRITINGS DISTRIBUTED**

None

**PUBLIC COMMENTS**

The following person(s) spoke:

None



**FUTURE AGENDA ITEMS**

A majority of the Council supported placing the following item on a future agenda:

- Review of accessory structures during the Design Review process

**ADJOURNMENT**

Mayor Shepherd Romey adjourned the meeting at 9:49 p.m.

  
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AMANDA MERLO  
ACTING CITY CLERK