

**CITY OF HERMOSA BEACH  
PUBLIC WORKS COMMISSION MEETING MINUTES**



**March 19, 2025  
Open Session 6:00 PM  
Council Chambers  
1315 Valley Drive  
Hermosa Beach, CA 90254**

Members Present: Chairperson Scott Hayes, Vice Chairperson David Grethen,  
Commissioner Janice Brittain

Members Absent: Commissioner Kathy Dunbabin, Commissioner Thor Legvold

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**1. CALL TO ORDER**

Chairperson Hayes called the Open Session to order at 6:10 P.M.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Commissioner Grethen.

**3. ROLL CALL**

Associate Engineer Andrew Nguyen announced a quorum.

**4. APPROVAL OF AGENDA**

Motion to move item 12.a and 13.a to go between item 7.a and item 7.b

**Moved by:** Commissioner Janice Brittain

**Seconded by:** Vice Chairperson David Grethen

Ayes (3): Chairperson Scott Hayes, Vice Chairperson David Grethen, and  
Commissioner Janice Brittain

Absent (2): Commissioner Kathy Dunbabin, and Commissioner Thor Legvold

**Motion Carried**

**5. ANNOUNCEMENTS—UPCOMING CITY EVENTS**

**6. PRESENTATIONS**

**7. PUBLIC WORKS DIRECTOR REPORT**

Public Works Director Joe SanClemente gave a presentation and update on several projects and activities with questions and comments provided by the Commission.

**7.a Director's Update**

**7.b Activity Reports**

7.b.1 January 2025 Monthly Activity Report Public Works

7.b.2 February 2025 Monthly Activity Report Public Works

**7.c CIP Status Report**

7.c.1 March 2025 Capital Improvement Program Status Report

**8. PUBLIC COMMENT**

No public comments received.

**9. COMMISSIONER COMMENTS**

**9.a Response to Public Comments/Questions for Clarification**

**9.b Brief Announcements**

**9.c Reports on liaison or subcommittee roles, activities, or meetings attended.**

**9.d Brief comments on matters within subject matter jurisdiction of the Commission.**

Commissioner Brittain gave thanks for the Public Works participation in the St. Patrick's Day parade.

Chairperson Hayes gave a brief update on the Civic Facilities Community Advisory Group.

**10. CONSENT CALENDAR**

Motion to approve the consent calendar.

**Moved by:** Vice Chairperson David Grethen

**Seconded by:** Commissioner Janice Brittain

Ayes (3): Chairperson Scott Hayes, Vice Chairperson David Grethen, and Commissioner Janice Brittain

Absent (2): Commissioner Kathy Dunbabin, and Commissioner Thor Legvold

**Motion Carried**

**10.a Action Minutes of the January 15, 2025 Public Works Commission Meeting**

**11. ITEMS REMOVED FROM THE CONSENT CALENDAR FOR SEPARATE DISCUSSION**

**12. PUBLIC HEARINGS**

**12.a REQUEST TO REMOVE AND REPLACE ONE TREE IN THE PUBLIC RIGHT OF WAY AT 2122 MONTEREY BOULEVARD**

Public Works Director Joe SanClemente provided a presentation on the item.

Commissioner Grethen and Chairperson Hayes provided questions.

The property owner Romaine Levee provided public comments.

Commission deliberated with Commissioner Grethen and Chairperson Hayes providing comments.

Motion to move staff recommendation.

**Moved by:** Commissioner Janice Brittain

**Seconded by:** Vice Chairperson David Grethen

Staff recommends Public Works Commission:

1. Approve the removal of the pine tree on the right of way fronting 2122 Monterey Boulevard; and
2. Accept the installation of two replacement trees per the approved parkway tree list as part of the removal of a parkway tree requirements.

Ayes (3): Chairperson Scott Hayes, Vice Chairperson David Grethen, and Commissioner Janice Brittain

Absent (2): Commissioner Kathy Dunbabin, and Commissioner Thor Legvold

**Motion Carried**

**13. MATTERS FOR COMMISSION CONSIDERATION**

**13.a 2024 PAVEMENT MANAGEMENT PROGRAM UPDATE**

Senior Engineer Heecheol Kwon provided a presentation on the item.

Questions were provided by the Commission.

No public comments received.

Comments were provided by the Commission.

**14. FUTURE AGENDA ITEMS**

**15. PUBLIC COMMENT**

**16. ADJOURNMENT**

The meeting was adjourned at 8:34 P.M.