

**MINUTES  
PARK AND ACTIVITIES COMMISSION  
JANUARY 20, 2009**

A regular meeting of the Park and Activities Commission of the City of Rolling Hills Estates was called to order at 7:32 p.m., at the Rolling Hills Estates City Council Chambers, 4045 Palos Verdes Drive North, Rolling Hills Estates, by CHAIRMAN ALLEN.

COMMISSIONERS PRESENT: Allen, Boyd, Clewis, Davis Pagliano,  
Persichina

COMMISSIONER ABSENT: Schmitz

STAFF PRESENT: Andy Clark, Community Services Director

**PARK AND ACTIVITIES COMMISSION MINUTES, DECEMBER 2, 2008**

THERE BEING NO OBJECTION, CHAIRMAN ALLEN ORDERED

THE PARK AND ACTIVITIES COMMISSION MINUTES OF DECEMBER 2,  
2008, APPROVED AS PRESENTED.

**AUDIENCE ITEMS NOT ON AGENDA**

None.

**ASCENSION LUTHERAN CHURCH PARK PERMIT REQUEST**

The Community Services Director reviewed the staff report per written agenda material. He stated that Howlett Park is periodically used for large scale events over 100 persons for such activities as the Mayor's Breakfast Ride, Silver Spur Little League Opening Day, National Horse Shows, Tracy Austin Doubles Tennis Tournament, and The Hills Are Alive Race. Structures such as tents and canopies, and supplemental equipment or services (rides, bouncers, caterers, tables, chairs, personal barbecues, etc.) are routinely prohibited for Park Permit Applications up to 100 persons.

COMMISSIONER CLEWIS stated the rules state no structures are to be brought in. Associate Minister Taflin Fisher stated the Church would like to have In-And-Out Burgers catering vehicle allowed as well as renting tables, tents and chairs to accommodate the anticipated 175 people.

In answer to an inquiry, the Community Services Director stated the Pancake Breakfast has approximately 200 to 400 in attendance. It was noted that the Church is not expecting all 175 at the same time.

In answer to an inquiry, the Community Services Director stated the Silver Spur Little League and the Pony League will schedule their practice later that same day. The Church is requesting to use the park from 10 a.m. to 2 p.m.

In answer to a question posed by COMMISSIONER BOYD, the Associate Minister stated everything is paid in advance and no monies will be changing hands at the park. It was also noted that the company that is providing the pony rides has a business license on file with the City, according to the Associate Minister.

COMMISSIONER BOYD questioned whether all the events that accommodate over 100 in attendance were City events or City-sponsored events. The Community Services Director stated Little League Opening Day and the Mayor's Breakfast Ride fell into non-City events.

There being no further discussion, COMMISSIONER PAGLIANO moved, seconded by COMMISSIONER DAVIS

TO APPROVE ASCENSION LUTHERAN CHURCH'S PARK PERMIT APPLICATION TO HOLD ITS 50<sup>TH</sup> ANNIVERSARY PICNIC EVENT IN HOWLETT PARK ON SEPTEMBER 20, 2009 FROM 10:00 A.M. TO 2:00 P.M. FOR APPROXIMATELY 175 PERSONS. ANY CONTRACTOR (PONY RIDES, IN-AND-OUT, ETC.) HIRED MUST HAVE A BUSINESS LICENSE ON FILE AT THE CITY.

THERE BEING NO OBJECTION, CHAIRMAN ALLEN SO ORDERED.

*It was noted that the attached Municipal Code, Section 12.24.090 needs to be revised, as it states "no person shall bring into any park any cattle, **horse**, mule, goat, sheep, swine, dog, cat or any other kind, except that dogs or cats may be permitted in the park if the same are kept upon a leash under the full control of its owner or person in possession."*

#### **RIDGECREST INTERMEDIATE SCHOOL 5K RACE REQUEST**

The Community Services Director reviewed the staff report per written agenda material. He added that the race would be tentatively scheduled for March 8, 2009 (Sunday), with a start time of 8:00 a.m., and 800 runners were anticipated. The race would not likely be a significant impact on regular Sunday morning activities at Howlett Park, and the Silver Spur Little League and Pony-Colt League would schedule practices in the late morning. The large number of vehicles would likely require parking in the equestrian center's arenas coordinated by Booster Club volunteers, as is done for The Hills Are Alive Race, impacting equestrians' usage that morning. The bridle trail would be closed to the public from 7:30 a.m. to 9:30 a.m.

The Community Services Director, in answer to an inquiry, stated the only City assistance would be to drop off tables and chairs in the special event restroom building (next to the basketball court) by the Maintenance Division on Friday. Also, "Trail Closed" signs could be installed a week in advance along the 5K race course by City personnel. No other City assistance would be required.

The Community Services Director stated barricades, caution tape, and delineators could also be provided in the parking lot for the Booster Club to use to demark the race start/runner collection area and the finish line chute. He added the City could place 2 tables and trash cans near the Crenshaw Tunnel for the Booster Club to set up a water station. The Community Services Director stated that "No Parking – Tow Away" and "Parking Permitted on Hawthorne Boulevard" signs could also be installed in the park entry driveway and on Hawthorne Boulevard, which the City routinely installs for most major events held at Howlett Park.

COMMISSIONER PAGLIANO asked whether anyone from the City would be present at this race. The Community Services Director stated he will likely be in attendance on Sunday for the race.

It was the consensus of the COMMISSION that the school have an alternate "rain date" in place, just in case it rained the day before or the day of the race, as the Crenshaw Tunnel gets flooded easily. This alternate date must be approved by the City and included on the race form.

COMMISSIONER BOYD stated she was not in favor of waiving the fees for park use, clean up fee, or kitchen use, as it may set a precedent. The COMMISSION agreed that all fees should be paid by the Booster Club.

Mr. Doug Esparza from Ridgecrest Intermediate School was in attendance and acknowledged the "rain date" and the fees involved. He stated that the Booster Club would provide and mark the trail with their arrow signs on the day before the race; that they would provide all event volunteers; water snacks, and event supplies; and would provide the City the Hold Harmless and Defend Statement and Evidence of Coverage of general liability insurance, naming the City as additionally insured.

There being no further discussion, COMMISSIONER PAGLIANO moved, seconded by COMMISSIONER BOYD

TO 1) APPROVE THE RIDGECREST INTERMEDIATE SCHOOL BOOSTER CLUB'S USE OF ERNIE HOWLETT PARK AND THE 5K RACE COURSE ON THE CITY'S BRIDLE/HIKING TRAILS ON SUNDAY, MARCH 8, 2009; 2) THE FEE OF \$25 FOR KITCHEN USE, \$50 PARK USE FEE, AND \$50 CLEANING DEPOSIT BE SUBMITTED; 3) HOLD HARMLESS AND DEFEND STATEMENT AND THE PVPUSD EVIDENCE OF GENERAL LIABILITY INSURANCE COVERAGE NAMING THE CITY AS ADDITIONALLY INSURED BE RECEIVED BY THE CITY ONE WEEK BEFORE THE SCHEDULED RACE; 4) THAT A "RAIN DATE" BE APPROVED BY THE CITY AND INCLUDED ON THE RACE FORMS IN THE EVENT IT RAINS THE DAY BEFORE OR THE DAY OF THE RACE; AND 5) THAT ANY CITY ASSISTANCE WILL BE PROVIDED DURING NORMAL CITY BUSINESS HOURS ONLY.

AYES: Allen, Boyd, Clewis, Davis, Pagliano, Persichina  
ABSENT: Schmitz

### **PROPOSED STREET TREE REMOVAL APPLICATION PROCESS**

The Community Services Director reviewed the staff report per written agenda material. The COMMISSION reviewed the draft City street tree removal application. It was suggested that the words "front of property" and "side of property" be omitted, and to reword this to read "Proposed tree(s) location." It was also suggested to add the line "Number of trees proposed for removal."

There being no further recommendations, COMMISSIONER DAVIS moved, seconded by COMMISSIONER BOYD

TO APPROVE THE CITY STREET TREE REMOVAL APPLICATION FORM WITH THE FOLLOWING MODIFICATIONS: REMOVE THE WORDS "FRONT OF PROPERTY" AND "SIDE OF PROPERTY" AND REPLACE WITH "PROPOSED TREE(S) LOCATION" AND ADD A LINE TO READ "NUMBER OF TREES PROPOSED FOR REMOVAL."

THERE BEING NO OBJECTION, CHAIRMAN ALLEN SO ORDERED.

### **ADJOURN TO THE PEPPER TREE FOUNDATION ADVISORY BOARD MEETING**

COMMISSIONER DAVIS moved, seconded by COMMISSIONER PAGLIANO

TO ADJOURN TO THE PEPPER TREE FOUNDATION ADVISORY BOARD MEETING, THE TIME BEING 8:03 P.M.

THERE BEING NO OBJECTION, CHAIRMAN ALLEN SO ORDERED.

**THE HILLS ARE ALIVE RACE AGREEMENT**

The Community Services Director reviewed the staff report per written agenda material. He added that the document is the same as last year, with the exception of the dates.

ADVISORY BOARD MEMBER DAVIS moved, seconded by ADVISORY BOARD MEMBER PAGLIANO

TO RECOMMEND THE PEPPER TREE FOUNDATION BOARD OF DIRECTORS APPROVE THE AGREEMENT WITH MPH PRODUCTIONS TO PROVIDE FUNDRAISING, PROMOTIONAL AND CONSULTING SERVICES FOR THE 2009 HILLS ARE ALIVE RACE.

AYES: Allen, Boyd, Clewis, Davis, Pagliano, Persichina  
ABSENT: Schmitz

**PEPPER TREE FUND BALANCE**

The ADVISORY BOARD MEMBERS reviewed the Statement of Fund Balance by Category, Pepper Tree Fund. THERE BEING NO OBJECTION, CHAIRMAN ALLEN ORDERED

THE STATEMENT OF FUND BALANCE BY CATEGORY, PEPPER TREE FUND, RECEIVED AND FILED.

**RECONVENE TO THE PARK AND ACTIVITIES COMMISSION MEETING**

THERE BEING NO OBJECTION, CHAIRMAN ALLEN ORDERED

THE PEPPER TREE FOUNDATION ADVISORY BOARD MEETING ADJOURNED, AND TO RECONVENE TO THE PARK AND ACTIVITIES COMMISSION MEETING, THE TIME BEING 8:15 P.M.

**COMMISSION ITEMS**

**PENINSULA HOLIDAY PARADE DEBRIEFING, FEBRUARY 3, 2009 @ 6:00 P.M.**

It was suggested that horses be used to pull the cart that carries the PARK AND ACTIVITIES COMMISSION, and discontinue the use of the diesel truck.

**ADOPT-A-PARK REPORTS**

CHAIRMAN ALLEN stated that he received a complaint during the holidays that the Dapplegray Park rings were not dragged, and suggested the Maintenance Department drag and lock the rings before a rain.

COMMISSIONER CLEWIS inquired as to the status for the remodel of the Nature Center. The Community Services Director stated the estimate is \$75,000, and there are no plans to move forward at this time. He added that the final plans have been prepared for review by the COMMISSION.

It was noted that the trees by Dapplegray School are dead and should be removed. The Community Services Director stated the School District has been notified, but has not removed the trees to date. It was suggested that the Community Services Director call the Fire Department and report the dead trees in the Canyon along PVDN.

## **DIRECTOR'S ITEMS**

**PETER WEBER EQUESTRIAN CENTER PROJECT UPDATE** – The Community Services director updated the COMMISSION on the Peter Weber Equestrian Center Project. He stated the Caretaker's trailer is proposed to be located near the Crenshaw Tunnel where the asphalt chips are.

The Community Services Director stated the City and Rolling Hills Park Estates have filed a joint application for funding which could bring in \$475,000 for projects relating to water flowing into the Santa Monica Bay from stable operations. CHAIRMAN ALLEN inquired as to how much the City pays Seahorse Riding Stables to remove manure. The Community Services Director stated the City pays Seahorse \$2,400 per month.

Both CHAIRMAN ALLEN and COMMISSIONER DAVIS requested the Community Services Director to check into systems that could change the manure into compost within 30-60 days as is currently being done in Solvang. COMMISSIONER DAVIS stated the Solvang project has been proven to cut down the odor, and the end product has been re-used as stall shavings. Staff will contact this composting company and relay this information to MIG.

The Community Services Director informed the COMMISSION that the Parade Contractor, Ronny Lomas, passed away.

After some discussion, CHAIRMAN ALLEN volunteered to serve on the Equestrian Committee for 2009, and COMMISSIONER PERSICHINA volunteered to serve on the Traffic and Safety Committee.

## **CITY COUNCIL ACTIONS OF NOVEMBER 25, 2008**

THERE BEING NO OBJECTION, CHAIRMAN ALLEN ORDERED

THE CITY COUNCIL ACTIONS, MEETING OF NOVEMBER 25, 2008,  
RECEIVED AND FILED.

## **CITY COUNCIL ACTIONS, DECEMBER 9, 2008**

THERE BEING NO OBJECTION, CHAIRMAN ALLEN ORDERED

THE CITY COUNCIL ACTIONS, MEETING OF DECEMBER 9, 2008,  
RECEIVED AND FILED.

## **CITY COUNCIL ACTIONS, JANUARY 13, 2009**

THERE BEING NO OBJECTION, CHAIRMAN ALLEN ORDERED

THE CITY COUNCIL ACTIONS, MEETING OF JANUARY 13, 2009, RECEIVED  
AND FILED.

## **PLANNING COMMISSION MINUTES, DECEMBER 15, 2008**

THERE BEING NO OBJECTION, CHAIRMAN ALLEN ORDERED

THE PLANNING COMMISSION MINUTES, MEETING OF DECEMBER 15,  
2008, RECEIVED AND FILED.

**QUARTERLY CODE ENFORCEMENT REPORT**

A comment was made regarding whether the silhouettes on Tanglewood (Rolling Hills Road) would be taken down soon, as the silhouette looks dilapidated.

A comment was made regarding the Streeter residence, and the time line for this substandard property.

**HOWLETT PARK QUARTERLY CALENDAR**

THERE BEING NO OBJECTION, CHAIRMAN ALLEN ORDERED

THE HOWLETT PARK QUARTERLY CALENDAR RECEIVED AND FILED.

**FUTURE AGENDA ITEMS**

- Memorial Plaque Request (Ken Mitchell)
- Tree Memorial Request (Grimes)
- Rules/Policy for Memorial Plaques
- Hawthorne Medians Project Plans

**ADJOURNMENT**

COMMISSIONER PERSICHINA moved, seconded by COMMISSIONER PAGLIANO

TO ADJOURN THE MEETING, THE TIME BEING 8:40 P.M.

THERE BEING NO OBJECTION, CHAIRMAN ALLEN SO ORDERED.

Respectfully submitted

Approved

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Ellen Shinkai, Minutes Secretary

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Douglas R. Prichard, City Clerk