

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

A regular meeting of the Park and Activities Commission of the City of Rolling Hills Estates was called to order at 7:30 p.m., in the City Hall Council Chambers, 4045 Palos Verdes Drive North, Rolling Hills Estates, by CHAIRMAN ALLEN.

COMMISSIONERS PRESENT: Allen, Clewis, Davis, Persichina, Pierson

COMMISSIONERS ABSENT: Pagliano

STAFF PRESENT: Andy Clark, Community Services Director

PARK AND ACTIVITIES COMMISSION MINUTES, AUGUST 19, 2008

COMMISSIONER PIERSON moved, seconded by COMMISSIONER DAVIS

TO APPROVE THE PARK AND ACTIVITIES COMMISSION MINUTES OF
AUGUST 19, 2008, AS PRESENTED.

AUDIENCE ITEMS NOT ON AGENDA

Loretta Rose, Naturalist at the George F Canyon Nature Center, introduced Laurie Morgan, the new Assistant Naturalist.

DEEP VALLEY DRIVE STREETSCAPE PLAN

The Community Services Director reviewed the memorandum per written agenda material. He stated the Design Guidelines are a template for the City and developers to utilize when making improvements to the Deep Valley Drive streetscape. The City intends to soon have plans and bid documents prepared to improve the north side section of Deep Valley Drive between Roxcove Drive and the Peninsula Center Library. As developers improve the commercial properties along Deep Valley Drive, the Design Guidelines will be required to be implemented at the cost of each property owner. The City's and each developer's streetscape plan will come before the COMMISSION for approval.

Mr. Brian Hannegan, RRM Design Group Consultant, reviewed the Draft Design Guidelines suggested for street, mid-block crossings and intersection improvements, parking, traffic lanes, bulbouts, and locations of trees and the variety of tree species that could be planted. Mr. Hannegan reviewed the streetscape furnishings; i.e., benches, bicycle racks, trash receptacles, planters, tree grates, accent paving, street lights and bollards. Discussion ensued regarding the number of newspaper racks that would be placed at certain locations.

In answer to an inquiry, Mr. Hannegan stated there may be a few parking spaces lost due to the pedestrian crossings and bulbouts proposed which are needed to calm existing traffic conditions. He added that a change in street trees was made from the larger trees to Loquat Ornamental.

Mr. Hannegan reviewed the street lights and added that the logo (Heart of the Hill) could attach to the street lights and could possibly be stamped into the paving. COMMISSIONER DAVIS stated the logo should be installed lower on the pole than what is shown. Mr. Hannegan stated there could also be a light on the back of the pole for pedestrian lighting.

COMMISSIONER DAVIS suggested a bolder, more substantial street light pole, rather than the "spindly" one depicted, would prefer the more decorative looking light as proposed, and added that the height of the poles should be reduced. She added that the benches, trash receptacles and street light ironwork should be charming yet traditional and the planter pots could be more dramatic looking.

Mr. Hannegan stated most of the products will be installed in key areas first, not everywhere. He added that if any members of the COMMISSION have any ideas or clippings showing samples of what they would like to see, give them to the Community Services Director. The Community Services Director stated that the guidelines can be changed in the future. Mr. Hannegan stated this project is to help ensure there will be a common theme throughout the area.

Mr. Hannegan stated they are contemplating using 4-foot benches. He stated that it has been his experience that this is the most popular size.

COMMISSIONER DAVIS stated she would rather see a more expensive bench used and the number of benches in an area should reflect the use (i.e., in front of a restaurant, there should be at least two benches). She added that later on, benches can be placed where needed. COMMISSIONER DAVIS reiterated she likes the overall concept, but the light fixtures need to be more decorative, and a sturdier pole should be considered and more of a selection of materials should be available to the COMMISSION as it gets closer to the final design process.

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

TO RECOMMEND TO CITY COUNCIL APPROVAL OF THE OVERALL CONCEPT OF THE DRAFT DESIGN GUIDELINES WITH THE FOLLOWING SUGGESTIONS: 1) USE A MORE DECORATIVE IRONWORK IN THE SELECTION OF BENCHES; 2) USE UPGRADED TRASH RECEPTACLES; 3) SELECT MORE DRAMATIC LOOKING PLANTER POTS; AND 4) CHOOSE A STURDIER LIGHT POLE THAN WHAT IS SHOWN IN THE GUIDELINES.

STREET ENTRYWAY BEAUTIFICATION PROGRAM FUNDING REQUESTS

The Community Services Director reviewed the staff report per written agenda material. He stated Rolling Meadows HOA has submitted a request for funding. It was noted that the HOA is asking to be allowed to choose the second lowest bid as the owner of the landscaping company is a resident and therefore it was believed he would be inclined to provide construction services that would likely exceed the minimum project expectations of the HOA and City. No representative was present at the meeting to answer inquiries from the COMMISSION, and this matter was not discussed further.

The Community Services Director stated that previously, the COMMISSION conditionally approved an additional \$1,000 to the Rollingwood HOA for entryway improvements at the intersection of Silver Spur Road and Kingspine Drive should funding be available after any other homeowner associations' projects are approved. Since the maximum funding that could be allocated to the Rolling Meadows HOA is \$3,500, there would be at least \$1,500 available for other homeowners associations. He added that if the COMMISSION approves funding for more than the remaining \$1,500, that it was his understanding that COUNCIL would be open to more funding in this category with a budget adjustment.

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

TO APPROVE \$1,000 IN SUPPLEMENTAL FUNDING FOR THE ROLLINGWOOD HOA'S ENTRYWAY BEAUTIFICATION PROJECT IN ADDITION TO THE \$2,500 APPROVED ON MAY 20, 2008; AND TO DEFER ANY DECISION REGARDING THE ROLLING MEADOWS HOA REQUEST UNTIL A REPRESENTATIVE IS PRESENT TO ANSWER ANY QUESTIONS FROM THE COMMISSION.

AYES: Allen, Clewis, Davis, Persichina, Pierson
ABSENT: Pagliano

PARADE AGREEMENT

The Community Services Director reviewed the memorandum per written agenda material. He stated there is a \$100 increase from last year, due to rising fuel and insurance costs.

COMMISSIONER PERSICHINA moved, seconded by COMMISSIONER CLEWIS

TO APPROVE AND RECOMMEND TO CITY COUNCIL THE ATTACHED AGREEMENT WITH PAGEANTRY PRODUCTIONS TO PROVIDE PARADE MANAGEMENT SERVICES FOR THE PENINSULA HOLIDAY PARADE ON DECEMBER 6, 2008.

AYES: Allen, Clewis, Davis, Persichina, Pierson
ABSENT: Pagliano

CITY CELEBRATION DINNER PROPOSALS

The Community Services Director reviewed the memorandum per written agenda material. Discussion ensued regarding the bids received for catering the City Celebration BBQ Dinner and the problem of those who ask for just ribs or just chicken, etc. It was suggested that a sign be posted both on the outside of the ticket booth and in the kitchen of the Empty Saddle Club stating "No Substitutions". COMMISSIONER PERSICHINA noted that he would have suggested asking for a bid from Harry's BBQ in Lomita, but he thought the COMMISSION wanted to choose an establishment in Rolling Hills Estates. It was noted that next year, Harry's BBQ will be asked to submit a bid for the City Celebration dinner.

COMMISSIONER PERSICHINA reminded the COMMISSION of last year's recommendation of: 1) heavy duty utensils; 2) different color plates for children's meals; and a ticket for only cake and coffee.

After reviewing the bids submitted by Bristol Farms, Pavilions and Chicago For Ribs, it was the COMMISSION'S understanding and decision that:

1. Chicago for Ribs agreed to bring different color plates for the children's meals and adult meals;
2. Ribs will be cut with 250 3-rib portions and 50 2-rib portions, and each adult will receive one thigh and one leg (or 1 breast), and the children will receive one piece of chicken (either thigh or leg);
3. Chicago For Ribs will have the salad and beans in separate serving cups (300 cups of salad and 300 cups of baked beans);

4. That a different colored ticket be used for coffee or punch and a piece of cake only (at \$2.00);
5. An adult will handle receiving tickets and making sure each child's ticket be given the appropriate colored plate;
6. There will be absolutely no substitutions; and
7. An adult will cut each cake and will collect the "drink and cake only" tickets.

There being no further discussion, COMMISSIONER PERSICHINA moved, seconded by COMMISSIONER PIERSON

TO ACCEPT CHICAGO FOR RIBS PROPOSAL FOR 250 3-RIB PIECES AND 50 2-RIB PIECES, 300 PREPACKAGED SERVINGS OF COLESLAW, AND 300 PREPACKED SERVINGS OF BBQ BACKED BEANS BE APPROVED.

AYES: Allen, Clewis, Davis, Persichina, Pierson,
 ABSENT: Pagliano

CITY CELEBRATION LIST OF COMPLIMENTARY DINNER TICKETS

COMMISSIONER DAVIS suggested adding approximately 15 complimentary dinner tickets to the list for certain equestrian demonstration groups.

There being no further additions, CHAIRMAN ALLEN ORDERED

THAT CITY COUNCIL APPROVE THE COMPLIMENTARY DINNER TICKET LIST FOR THE 2008 CITY CELEBRATION WITH THE ADDITION OF FIFTEEN (15) TICKETS FOR EQUESTRIAN EVENT DEMONSTRATORS.

COMMISSION ITEMS

RACE DEBRIEFING UPDATE – COMMISSIONER CLEWIS stated that at the debriefing meeting tonight, it was noted that there were fewer mistakes made this year, that there was a suggestion to change the start time of the race to 8 a.m., and to charge an extra \$5 for late registration.

PETER WEBER EQUESTRIAN CENTER PROJECT UPDATE – CHAIRMAN ALLEN stated the project will be divided into three phases, and that this project will be going out to bid soon. He added that everything is looking positive to date.

ADOPT-A-PARK REPORTS – COMMISSIONER CLEWIS reiterated the need to maintain the rug at the Nature Center, or at least clean it and cut the fraying threads.

COMMISSIONER PIERSON announced he was submitting a written resignation and would serve until the CITY COUNCIL found a replacement.

DIRECTOR'S ITEMS

CITY CELEBRATION SUBCOMMITTEE MEETING, SEPTEMBER 3 AT 6:00 P.M. – The Community Services Director stated that this will be the last meeting before the City Celebration.

The Community Services Director noted the Peninsula Holiday Parade Subcommittee Meeting will be held September 23, at 6:00 p.m.

The City Celebration Booth Sign-Up Sheet will be presented at the next meeting (Howlett Park Tour September 16 at 6:00 p.m.)

The Community Services Director distributed raffle tickets (10 to each Commissioner) and stated tickets will be available for sale at the counter in the City Hall, and at the City Celebration Pepper Tree Booth. He added that the Newsletter will also mention the raffle ticket sale. Medawar has donated two watches (his and her Longines watches, valued at \$1,000 each). Some Commissioners declined selling tickets for this fundraiser.

The Community Services Director requested that COMMISSIONERS recruit new candidates to submit applications for openings on the PARK AND ACTIVITIES COMMISSION.

CITY COUNCIL ACTIONS, AUGUST 26, 2008

THERE BEING NO OBJECTION, CHAIRMAN ALLEN ORDERED

THE CITY COUNCIL ACTIONS OF AUGUST 26, 2008, RECEIVED AND FILED.

HOWLETT PARK QUARTERLY CALENDAR

THERE BEING NO OBJECTION, CHAIRMAN ALLEN ORDERED

THE HOWLETT PARK QUARTERLY CALENDAR RECEIVED AND FILED.

FUTURE AGENDA ITEMS

HOLIDAY PARTY
VIEW ORDINANCE
MEMORIAL PLAQUE REQUEST
HAWTHORNE BOULEVARD MEDIANS PROJECT
GEORGE F CANYON NATURE CENTER PROJECT

ADJOURNMENT

THERE BEING NO OBJECTION, CHAIRMAN ALLEN ADJOURNED THE MEETING IN MEMORY OF ELMER "FARMER" GRIMES, THE TIME BEING 9:30 P.M.

Respectfully submitted,

Approved

Ellen Shinkai, Minutes Secretary

Douglas R. Prichard, City Clerk