

MINUTES
PARK AND ACTIVITIES COMMISSION
JANUARY 15, 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 PAGLIANO.

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

COMMISSIONER ABSENT: Pierson

STAFF PRESENT: Andy Clark, Community Services Director

PARK AND ACTIVITIES COMMISSION MINUTES, SEPTEMBER 18, 2007

COMMISSIONER DAVIS modified the minutes, Page 1, fifth paragraph to read:

“COMMISSIONER DAVIS informed Mr. Steckel that it was not the intention of the PARK AND ACTIVITIES COMMISSION to interfere and that the COMMISSION was “not going after the sign.” She added that when she discussed the COMMISSION’S concerns regarding the sign design and colors, Ms. Steckel was very cooperative, and the modified sign was well done and she would have approved it at this meeting if it weren’t for the fact that the City received negative comments and letters regarding the sign.

She added that this item was being reconsidered only because the City had received comments and complaints; that it is the COMMISSION’S duty to review and address those comments and complaints; and, she was reluctant to approve the sign until all concerns were heard.

THERE BEING NO OBJECTION, CHAIRMAN PAGLIANO ORDERED

THE PARK AND ACTIVITIES COMMISSION MINUTES OF SEPTEMBER 18,
2007, APPROVED AS MODIFIED.

PARK AND ACTIVITIES COMMISSION MINUTES, NOVEMBER 6, 2007

COMMISSIONER ALLEN amended the minutes as follows: Page 2, under Events, second paragraph to read: “COMMISSIONER ALLEN reviewed the Annual Poker Ride and added a total of approximately \$2,030 was raised, which, after expenses, was split between the PVPHA and the Pepper Tree Foundation (\$913 each). ~~He added that next year, a computer program will be used to tabulate the results, making it easier for those who bought hands to increase their chances by purchasing another playing card, and the results of those hands being tabulated quickly.~~ He commended Jeff Semko for his hard work.”

THERE BEING NO OBJECTION, CHAIRMAN PAGLIANO ORDERED

THE PARK AND ACTIVITIES COMMISSION MINUTES OF NOVEMBER 6,
2007, APPROVED AS AMENDED.

AUDIENCE ITEMS NOT ON AGENDA

Debbie Rozas addressed the COMMISSION and requested the Home Run Derby be added to the next agenda for approval. She stated she was just notified today that an application, permit and proof of insurance were necessary. The Community Services Director stated this was short notice and that item needed to be agendaized and approved by the COMMISSION at the February 5th meeting; however, there was a consensus for approval in concept since this was the Derby's 4th year and there were no changes to the event from last year. He added that fundraising for this event could start before February 5th since the Derby is scheduled to be held on February 10th. The Community Services Director noted that in the past few years, the Derby has asked the COMMISSION to waive the park and field fees.

This item will be included on the February 5th agenda, subject to all necessary paperwork and proof of insurance is received prior to that date.

ADOPT-A-PARK REQUEST

The Community Services Director reviewed the staff report per written agenda material dated January 15, 2008. He stated the City had an Adopt-A-Trail program previously, but did not have a formal Adopt-A-Park program. Girl Scout Troop 442 was interested in donating a bench to Silver Spur Park and painting the fencing this winter and as needed in the future.

Ms. Gina Greve, representing Girl Scout Troop 442, addressed the COMMISSION and noted that the Troop would be willing to donate a bench or picnic table, and maintain paint the fencing. The COMMISSION requested Ms. Greve to come back at the February 5th meeting and to bring a picture of the bench or picnic table for approval with the understanding that the wood bench or picnic table would need to be stained. In answer to an inquiry, Ms. Greve indicated that Girl Scout Troop 442 would, if allowed, adopt this park for a lengthy period of time.

After some discussion regarding potential guidelines for adopting a park, placement of an adopt-a-park plaque similar to that for adopt-a-trail, etc., it was the consensus of the COMMISSION to approve in concept the request for Girl Scout Troop 442 to adopt a park by donating a bench or picnic table and maintain painting the fence.

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

TO ALLOW GIRL SCOUT TROOP 442 TO DONATE A BENCH OR PICNIC TABLE AND TO PAINT SILVER SPUR PARK'S 3-RAIL FENCE DURING THE WINTER 2008; THAT A PICTURE OF THE PROPOSED BENCH OR PICNIC TABLE BE REVIEWED AND APPROVED BY THE COMMISSION; AND THAT THE COMMUNITY SERVICES DIRECTOR BRING BACK INFORMATION REGARDING SUGGESTED ADOPT-A-PARK GUIDELINES FOR A FORMAL ADOPT-A-PARK PROGRAM, TO BE CONSIDERED AT THE FEBRUARY 5, 2008 MEETING.

THERE BEING NO OBJECTION, CHAIRMAN PAGLIANO SO ORDERED.

COMMUNITY CENTER LANDSCAPING

Ms. Julie Heinsheimer was present to address any of the COMMISSION'S concerns regarding the landscaping at the Community Center and GFC Nature Center. Ms. Heinsheimer distributed a list of plants that the COMMISSION could review, that were colorful and many bloomed throughout the year.

COMMISSIONERS DAVIS and PEKICH volunteered to serve on a subcommittee to meet with Ms. Heinsheimer at the Community Center location and select the plants and locations. The plants and locations would then be reviewed and approved by the COMMISSION at a subsequent meeting.

TEMPORARY RIGHT-OF-WAY SIGN PROCEDURES

The Community Services Director reviewed the Staff Report per written agenda material, and added that COMMISSIONER ALLEN requested that this item be agendaized for review. He stated that the sign guidelines that were first adopted by the COMMISSION have not been followed the last few years, that there were too many signs, and the signs look "junky" and not consistent. After some discussion, it was the consensus of the COMMISSION to recommend the following changes to the City's application under the Requirements for a Temporary Sign in the Public Right-of-Way:

1. That the submittal date for any application continue to be 60 (sixty) days prior to the *event* date.
2. To add the following: Two signs maximum be allowed for any sign location. Only one (1) non-profit organization's sign would be allowed at each location. The second sign space would only be allowed for a City event. If there is an occasion where the City requires two signs at one location, the non-profit organization's sign must be removed.
3. To add the following: All signs must be brought into the City Hall to be reviewed and approved by a City staff member to make sure the signs meet the specific size, color and lettering guidelines.
4. That under Design Requirements, No. 7 should be amended to read "all letters must be a minimum 5" in height..."
5. That under Design Requirements, No. 8 should be amended to read "Signs must be one-sided, 4'x8' in size and made of vinyl only, mounted on a 3/8" thick piece of plywood.
6. That No. 6 under Application Requirements be amended to reflect an organization's total number of applications be limited to four (4) per calendar year and no more.

It was the consensus of the COMMISSION that rather than filling up each location during the year, that it was good to have a "break" from having signs clutter up the corners.

7. That City staff communicate closely with the Maintenance Department to monitor the locations and remove illegal signs.

There being no further amendments, this item will be brought back to the COMMISSION at the next meeting for review, approval and recommendation to the COUNCIL.

COMMISSIONER ALLEN complimented Planning Secretary Hollis Jackson's revised permit application form and the attached map of the sign locations.

CITY ENTRYWAY EQUESTRIAN WARNING SIGNS

The Community Services Director stated the Equestrian Committee suggested installing some type of equestrian-related sign at key points that could be located in the vicinity of the City entrance signs. He added that the Equestrian Committee recommended the installation of the signs, and this recommendation was then forwarded to (and subsequently approved by) the Traffic and Safety Committee. The Traffic and Safety Committee referred this item back to the COMMISSION to ascertain what wording and/or pictures should be on the proposed signage.

The COMMISSION directed the Community Services Director to bring back suggestions of signs and locations for these signs at a future meeting for consideration.

ADJOURN TO THE PEPPER TREE FOUNDATION ADVISORY BOARD MEETING

COMMISSIONER ALLEN moved, seconded by COMMISSIONER DAVIS

TO ADJOURN TO THE PEPPER TREE FOUNDATION ADVISORY BOARD MEETING, THE TIME BEING 8:25 P.M.

THERE BEING NO OBJECTION, CHAIRMAN PAGLIANO SO ORDERED.

NEW FUNDRAISING EVENT PROPOSAL

The Community Services Director stated Cathy Gardner was not able to attend this meeting. He stated she would like to propose a joint Pepper Tree Foundation/Pony Club Father/Daughter dance to be held close to Father's Day at a high school gym. He stated this is more of a social event where the 4-H will sell boutonnieres and corsages, and Ms. Gardner is proposing that the Pepper Tree Foundation and the Pony Club split any profit made.

ADVISORY BOARD MEMBER DAVIS stated it was her understanding that the Pony Club would cover all the costs and handle the entire event, including proof of insurance.

In answer to an inquiry from the Community Services Director, the ADVISORY BOARD agreed to continue this item to the next agenda to allow Ms. Gardner to present her proposal in full and answer any questions or concerns the ADVISORY BOARD may have.

THE HILLS ARE ALIVE 2008 RACE AGREEMENT

The Community Services Director stated the Race Agreement is essentially the same as last year with the exceptions of the Mayor's name, the date, and there may be a new sponsor.

Mr. Hogue addressed the ADVISORY BOARD and stated the Power Group may be replaced this year. He added that the date will again be the second Saturday in August (August 9) and that the course, the fee, and start time will be the same as last year.

Mr. Hogue stated the application should include "no dogs or strollers allowed." In answer to an inquiry, Mr. Hogue stated The Power Group gave \$5,500 last year.

ADVISORY BOARD MEMBER CLEWIS moved, seconded by ADVISORY BOARD MEMBER PERSICHINA

TO RECOMMEND THE PEPPER TREE FOUNDATION BOARD OF DIRECTORS APPROVE THE ATTACHED AGREEMENT WITH EDUCATIONAL SPONSORSHIP PARTNERS TO PROVIDE FUNDRAISING, PROMOTIONAL AND CONSULTING SERVICES FOR THE 2008 HILLS ARE ALIVE RACE.

AYES: Allen, Clewis, Davis, Pagliano, Pekich, Persichina

ABSENT: Pierson

NATURE CENTER RFQ INTERVIEW PANEL

The Community Services Director stated representatives from the ADVISORY BOARD are needed to serve on an interview panel for the Nature Center RFQ, and recommend to the BOARD OF DIRECTORS to have one or two members also serve on this panel. The interview will include a presentation by each company regarding design concepts for improvements to both the exterior and interior of the Nature Center. The interview panel will consist of representatives from the Pepper Tree Foundation Advisory Board (Park and Activities Commission), the Pepper Tree Foundation Board of Directors (City Council); and the PVPLC. ADVISORY BOARD MEMBERS Allen, Clewis and Davis volunteered to serve on this interview panel.

ADVISORY BOARD MEMBER ALLEN moved, seconded by ADVISORY BOARD MEMBER CLEWIS

TO RECOMMEND THE PEPPER TREE FOUNDATION BOARD OF DIRECTORS PROVIDE ONE OR TWO MEMBERS OF THE BOARD TO SERVE ON THE INTERVIEW PANEL FOR THE NATURE CENTER RFQ.

AYES: Allen, Clewis, Davis Pagliano, Pekich, Persichina

ABSENT: Pierson

DAPPLEGRAY PARK MAIN ARENA RENOVATION

The Community Services Director stated the main arena at Dapplegray Park was constructed with plastic covered posts. It is apparent these posts need to be replaced at an estimated replacement cost of \$12,000 to \$16,000. He asked the ADVISORY BOARD MEMBERS whether they would prefer the funds be proposed to be taken from the Pepper Tree Foundation funds or the City funds. It was explained that the entire base of the ring needs to be leveled and new fencing and posts would be required. In answer to an inquiry, the Community Services Director stated this item will be considered at the upcoming budget study session.

RECONVENE TO THE PARK AND ACTIVITIES COMMISSION MEETING

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

TO ADJOURN THE PEPPER TREE FOUNDATION ADVISORY BOARD MEETING AND RECONVENE TO THE PARK AND ACTIVITIES COMMISSION MEETING, THE TIME BEING 8:50 P.M.

THERE BEING NO OBJECTION, CHAIRMAN PAGLIANO SO ORDERED.

COMMISSION ITEMS

COMMISSIONER ALLEN asked the Community Services Director to check whether the horse trail signs are in the correct location. The signs were installed by the County. He added that the sign going eastbound PVDN on the south side of the street is installed near Strawberry Lane where there is no crossing, and he feels it should be moved closer to Dapplegray Lane.

Holiday Parade Debriefing Update – COMMISSIONER PERSCHINA stated this was the largest parade to date. The Sheriff’s Department noted that next year, a command post will be needed. One suggestion was to improve the lighting. The Community Services Director stated this was the biggest day for the mall.

CCCA YOUTH PROGRAM SUBCOMMITTEE

COMMISSIONERS ALLEN and CLEWIS volunteered to serve on the CCCA Youth Program Subcommittee. The Community Services Director stated Linda Fitton will also be serving on the Subcommittee to provide suggestions for “Pony Camp” type of activities. It was suggested that the Community Services Director contact Mrs. Carl Southwell who was willing to help with the Day Camp.

ADOPT-A-PARK REPORTS

COMMISSIONER ALLEN stated Dapplegray Park’s main ring needs to be replaced.

DIRECTOR’S ITEMS

CPRS Conference, Long Beach – The Community Services Director stated the information is located in the agenda packet and to inform him if any of the COMMISSION wanted to attend.

Peter Weber Equestrian Center Soils Testing Update – The Community Services Director stated the soils testing results have just been received. He added that the soils is in a buildable location and found nothing abnormal. The one recommendation was that anything built should have more compaction.

DAPPLEGRAY PARK FENCING EAGLE SCOUT PROJECT

The Community Services Director stated painting the entire park and replace broken/missing fence rails is a new Eagle Scout project. He added that the banner location at the corner will be fixed to accommodate two signs.

CITY COUNCIL ACTIONS, MEETINGS OF SEPTEMBER 25, OCTOBER 9, OCTOBER 23, NOVEMBER 13, NOVEMBER 27, AND DECEMBER 11, 2007

THERE BEING NO OBJECTION, CHAIRMAN PAGLIANO ORDERED

THE CITY COUNCIL ACTIONS, MEETINGS OF SEPTEMBER 25, OCTOBER 9, OCTOBER 23, NOVEMBER 13, NOVEMBER 27, AND DECEMBER 11, 2007, RECEIVED AND FILED.

CITY COUNCIL ACTIONS, MEETING OF JANUARY 8, 2008

THERE BEING NO OBJECTION, CHAIRMAN PAGLIANO ORDERED

THE CITY COUNCIL ACTIONS, MEETING OF JANUARY 8, 2008, RECEIVED AND FILED.

PLANNING COMMISSION MINUTES, MEETINGS OF SEPTEMBER 17, 2007; NOVEMBER 5, 2007, AND DECEMBER 17, 2007

THERE BEING NO OBJECTION, CHAIRMAN PAGLIANO ORDERED

THE PLANNING COMMISSION MINUTES, MEETINGS OF SEPTEMBER 17, 2007, NOVEMBER 5, 2007, AND DECEMBER 17, 2007 RECEIVED AND FILED.

QUARTERLY CODE ENFORCEMENT REPORT

THERE BEING NO OBJECTION, CHAIRMAN PAGLIANO ORDERED

THE QUARTERLY CODE ENFORCEMENT REPORT RECEIVED AND FILED.

FUTURE AGENDA ITEMS

COMMISSION REORGANIZATION
PONY CLUB EVENT SUGGESTION
HOME RUN DERBY
COMMITTEE ASSIGNMENTS
ADOPT-A-PARK GUIDELINES
COMMUNITY CENTER LANDSCAPING SUBCOMMITTEE REPORT
TEMPORARY SIGNS IN THE RIGHTS-OF-WAY
CITY ENTRYWAY EQUESTRIAN WARNING SIGNS

ADJOURNMENT

THERE BEING NO OBJECTION, CHAIRMAN PAGLIANO ORDERED

THE PARK AND ACTIVITIES COMMISSION MEETING ADJOURNED, THE TIME BEING 9:15 P.M.

Respectfully submitted,

Approved

Ellen Shinkaj, Minutes Secretary

Douglas R. Prichard, City Clerk