

**DRAFT MINUTES
PARK AND ACTIVITIES COMMISSION
OCTOBER 18, 2011**

AGENDA
OCT 25 2011
ITEM NO. <u>9A</u>

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 Council Chambers, 4045 Palos Verdes Drive North, Rolling Hills Estates, California, by ACTING CHAIRWOMAN CLEWIS.

COMMISSIONERS PRESENT: Allen, Clewis, Davis, Schachter, Thomas

COMMISSIONERS ABSENT: Pagliano, Persichina

STAFF PRESENT: Andy Clark, Community Services Director

PARK AND ACTIVITIES COMMISSION MINUTES, OCTOBER 4, 2011

COMMISSIONER DAVIS moved, seconded by COMMISSIONER ALLEN

TO APPROVE THE PARK AND ACTIVITIES COMMISSION MINUTES OF
OCTOBER 4, 2011, AS PRESENTED.

THERE BEING NO OBJECTION, CHAIRWOMAN CLEWIS SO ORDERED.

AUDIENCE ITEMS NOT ON AGENDA

None.

MACHADO LAKE NUTRIENT TMDL IMPLEMENTATION AND MONITORING PLAN

Ms. Kathleen McGowen addressed the COMMISSION to report on the Machado Lake Nutrient Total Maximum Daily Load implementation and monitoring plan. She stated the implementation and monitoring plan should be used whenever the COMMISSION is reviewing or approving projects which could have an impact on potential runoff (turf fertilizer, horse keeping, etc.) She added that Peninsula runoff is drained into the Machado Lake by storm drain.

She reviewed the nutrient objectives, geography and drainage, land use, schedule and phasing of the implementation plan, and significant sources of runoff containing nitrogen and phosphorus.

COMMISSIONER SCHACHTER commented that she followed the street sweeper and found that current street sweeping vehicles are going rather fast and, whether it was due to the driver or inability of the vehicle, do not pick up debris along the curb only re-distributes it (which adds to the runoff deposited into the storm drains. It was noted that perhaps the driver was not aware of this fact. Ms. McGowen will investigate this complaint along with the Assistant City Manager.

THERE BEING NO OBJECTION, CHAIRWOMAN CLEWIS ORDERED

THE MACHADO LAKE NUTRIENT TMDL IMPLEMENTATION AND MONITORING PLAN RECEIVED AND FILED.

REQUEST TO DONATE LANDSCAPING IN CITY'S RIGHT-OF-WAY

The Community Services Director reviewed the staff report per written agenda material. This is a revised request from a Rolling Hills resident to donate native plant shrubs and street trees for planting along a section of Palos Verdes Drive North parkway for consideration.

After some discussion, COMMISSIONER THOMAS moved, seconded by COMMISSIONER DAVIS

TO APPROVE THE PLANTING OF UP TO THIRTY (30) TOYON SHRUBS AND TWO (2) PODOCARPUS STREET TREES BY CITY STAFF IN THE DESIGNATED PARKWAY SITE ALONG PALOS VERDES DRIVE NORTH AT THE COST OF THE APPLICANT.

THERE BEING NO OBJECTION, CHAIRWOMAN CLEWIS SO ORDERED.

CITY STREET TREES REMOVAL APPLICATION

The Community Services Director reviewed the staff report per written agenda material. He stated that the applicant is requesting either a Carrotwood or California Sycamore street tree be considered for replanting and added that it is City's policy to only require that one (1) street tree be replaced and the resident has not yet determined whether one (1) or two (2) street tree(s) would be installed.

Currently, only Ficus street trees are growing in Shady Vista's parkways, and the applicant has requested that either a Carrotwood or California Sycamore street tree be considered for replanting. Both tree species are on the City's Master Street Tree List and whenever a new street tree species is introduced on a street that has only one uniform tree species, the City's past practice has been to either obtain consensus from the HOA and/or the residents on that street to introduce a tree species that will eventually replace all the current tree species.

COMMISSIONER SCHACHTER inquired as to whether the California Sycamore tree was on the Master Street Tree list. The Community Services Director stated that it was on the list and was a native tree on the PV Peninsula. COMMISSIONER SCHACHTER noted that with the recent presentation regarding debris runoff, she was against having the California Sycamore being planted as this species of tree drops not only a large amount of leaves, but also berries.

The Community Services Director stated the Los Ranchos Verdes HOA President has not been in town in order to make an assessment of the tree species that will eventually replace all of the current tree species and therefore would recommend postponing approval of the replacement street tree species to be planted on Shady Vista Road. It was noted that the resident has not decided whether to plant one or two street trees; however, if planting only one, the applicant would be required to purchase a second tree to be planted elsewhere in the City as has been previously required of other street tree removals.

After some discussion, COMMISSIONER ALLEN moved, seconded by COMMISSIONER SCHACHTER

TO: 1) APPROVE REMOVAL OF THE TWO (2) FICUS STREET TREES IN FRONT OF 12 SHADY VISTA ROAD AT THE COST OF THE RESIDENT; 2) TO POSTPONE APPROVAL OF THE REPLACEMENT STREET TREE SPECIES UNTIL THE LOS RANCHOS VERDES HOA HAS BEEN CONTACTED REGARDING THIS ISSUE AND CONSENSUS IS OBTAINED ON THE NEW STREET TREE SPECIES TO BE PLANTED ON SHADY VISTA ROAD; 3) THAT THIS ITEM BE PLACED ON THE NOVEMBER 15, 2011 PARK AND ACTIVITIES COMMISSION AGENDA; AND 4) ONCE DETERMINED, THE RESIDENT AT 12 SHADY VISTA ROAD WOULD REPLACE THE REMOVED FICUS TREES WITH TREE SPECIE(S) APPROVED BY THE HOA AND THE COMMISSION, AT THE APPLICANT'S COST.

THERE BEING NO OBJECTION, CHAIRWOMAN CLEWIS SO ORDERED.

ADJOURN TO THE PEPPER TREE FOUNDATION ADVISORY BOARD MEETING

COMMISSIONER ALLEN moved, seconded by COMMISSIONER DAVIS

TO ADJOURN THE PARK AND ACTIVITIES COMMISSION MEETING TO THE PEPPER TREE FOUNDATION ADVISORY BOARD MEETING, THE TIME BEING 8:22 P.M.

THERE BEING NO OBJECTION, CHAIRWOMAN CLEWIS SO ORDERED.

FOUNDATION CANOPY REPLACEMENT

The Community Services Director reviewed the staff report per written agenda material. After some review, it was the consensus of the COMMISSION that the current pop-up unit is very old and needs to be replaced. COMMISSIONER THOMAS agreed with the assessment of the condition of the pop-up canopy.

After some discussion, it was the consensus of the COMMISSION that the Community Services Director obtain at least 3 bids to purchase a pop-up canopy, 10' x 10', customized in Option 2, with the added components of a tablecloth (with logo), sidewalls (plain), stake kit, weight bag set, and deluxe roller bag, to be discussed at a future meeting.

COMMISSIONER DAVIS moved, seconded by COMMISSIONER THOMAS

TO RECOMMEND THE PEPPER TREE FOUNDATION BOARD OF DIRECTORS DIRECT STAFF TO OBTAIN BIDS TO REPLACE THE CURRENT POP-UP CANOPY UNIT PLUS SUGGESTED ACCESSORIES.

AYES: Allen, Clewis, Davis, Schachter, Thomas

ABSENT: Pagliano, Persichina

PROPOSED SPONSOR APPRECIATION PLAQUES

The Community Services Director reviewed the staff report per written agenda material. COMMISSIONER ALLEN stated he would recommend some type of recognition be given to the City Celebration sponsors as soon as possible.

The Community Services Director suggested sponsors receive certificates this year, and staff and the COMMISSION work out details regarding specific levels of sponsorship (i.e., \$1,000 and above, etc.) and prices for specific acknowledgement items (i.e., plaque, certificate, letter, etc.)

COMMISSIONER ALLEN moved, seconded by COMMISSIONER THOMAS

TO RECOMMEND THE PEPPER TREE FOUNDATION BOARD OF DIRECTORS TO DIRECT STAFF TO BID THE DESIRED RECOGNITION ACKNOWLEDGEMENTS; AND TO PRESENT CERTIFICATES TO SPONSORS FOR THIS YEAR'S CITY CELEBRATION.

THERE BEING NO OBJECTION, CHAIRWOMAN CLEWIS SO ORDERED.

RECONVENE TO THE PARK AND ACTIVITIES COMMISSION MEETING

COMMISSIONER DAVIS moved, seconded by COMMISSIONER SCHACHTER

TO RECONVENE TO THE PARK AND ACTIVITIES COMMISSION MEETING,
THE TIME BEING 8:45 P.M.

THERE BEING NO OBJECTION, CHAIRWOMAN CLEWIS SO ORDERED.

COMMISSION ITEMS

COMMISSIONER THOMAS voiced his concern regarding the amount of paper used to copy packets for the COMMISSION. The Community Services Director stated that COUNCIL has been discussing purchasing laptops to be used at COUNCIL and COMMISSION meetings. After some discussion, COMMISSIONERS DAVIS, SCHACHTER and THOMAS requested staff to stop delivering PARK AND ACTIVITIES COMMISSION packets to them as they will access the staff reports through the use of their own devices (i.e., laptop, iPad, etc.), in an effort to help the City "*continue their 'green' efforts.*" COMMISSIONER ALLEN requested the packet be copied and delivered to him through the month of November. COMMISSIONER CLEWIS asked that her packet be copied and delivered, as she does not have any other means to access this information.

Parade Subcommittee Meeting Update – COMMISSIONER DAVIS reported that planning is on schedule, and suggestions for a Grand Marshall are needed. The Community Services Director stated they are still hoping Parnelli Jones could serve as Grand Marshall this year or a future year.

Highridge Park (Hillcrest Meadows border) Trail Fencing – Due to a misunderstanding between Staff and the Maintenance Department, the entire length of fencing was removed, rather than a portion. Discussion ensued regarding the \$150,000 grant for trail fencing that could be used to replace this fencing if the COMMISSION proposed. It was the consensus of the COMMISSION that members should go up and visit the site in order to recommend whether the fencing should be replaced or not.

COMMISSIONER SCHACHTER asked the Community Services Director if the proposed "pocket park" area could be cleaned out, shrubs and trees trimmed, and fencing replaced. The Community Services Director stated he will work on this request.

Adopt-A-Park Reports

COMMISSIONER DAVIS reiterated her concern of the health of the Eucalyptus trees at Chandler Park, and the need to clean out and lace the shrubs at this location. The Community Services Director stated he will check with the City's Arborist.

CHAIRWOMAN CLEWIS stated two rails need fixing in the front of the Nature Center building. She added she is still not satisfied with the Nature Center's landscaping.

DIRECTOR'S ITEMS

Peter Weber Equestrian Center Update – The Community Services Director stated the concessionaire's agreement will go before the COUNCIL next week. If the agreement is signed by both parties, it is foreseen that the concessionaire will take over operations of the stables on December 1, 2011. He added that the new roof of the new barn will collect rain water. An inquiry was made regarding the CITY COUNCIL's Stables Design Subcommittee. Questions were raised regarding the design revision decisions made without input from the PARK AND ACTIVITIES COMMISSION.

Some COMMISSIONERS voiced their concern as to why the PARK AND ACTIVITIES COMMISSION was not involved or represented in the design and development of the stables, and requested Staff to convey their concern to the CITY COUNCIL.

Habitat Conservation Grant Program Application – The Community Services Director stated the Land Conservancy wrote and turned in a \$105,000 grant. It is hoped a decision of whether or not the grant was approved would be made in the beginning months of 2012.

FUTURE AGENDA ITEMS

- A. AMEND HORSE TRAINERS PERMIT ORDINANCE PENALTIES
- B. PROPOSED NEW POCKET PARK SURVEY RESULTS
- C. HOWLETT PARK IMPROVEMENTS
- D. ROCKBLUFF TRAIL RE-NAMING REQUEST
- E. SPONSORSHIP RECOGNITION

ADJOURNMENT

THERE BEING NO OBJECTION, CHAIRWOMAN CLEWIS ORDERED

THE MEETING BE ADJOURNED TO THE JOINT CITY COUNCIL/PARK AND ACTIVITIES COMMISSION (DEBRIEFING) MEETING AT 6:00 P.M. ON NOVEMBER 1, 2011, THE TIME BEING 9:13 P.M.

Respectfully submitted,

Approved,

Ellen Shinkai
Human Resources Analyst

Douglas R. Prichard
City Clerk