

**CITY OF DUARTE
PARKS AND RECREATION COMMISSION**

MINUTES

Regular Meeting
February 13, 2017

7:00 p.m.

ROLL CALL: PRESENT: Elisabeth Dugan, Ted Rudolph, Anne Wilkins, Jim Dinsmore, Barbie Bylsma-Houghton, Doug Edwards
 ABSENT: Kirsten Nielsen
 STAFF: Cesar Monsalve, Department Director
 AUDIENCE: Third Street Project Developer Richard Tipping, Architect Feng Xiao, Councilmember Liz Reilly

APPROVAL OF
MINUTES:

Bylsma-Houghton moved and Wilkins seconded to approve the January 2017 minutes. The motion carried unanimously. Commissioner Wilkins asked if the minutes can be configured differently so that when attachment is opened by smart phone it will show the page vertically for reading. Monsalve stated that he would have his secretary try to switch it to letter size instead of legal.

REORGANIZATION: Nominations were solicited for the positions of Chair and Vice-Chair. Bylsma-Houghton nominated Dugan for Chair and Wilkins for Vice-Chair. Seconded by Dinsmore. The ayes were unanimous.

ITEMS OF
BUSINESS:

Bylsma-Houghton moved and Dinsmore seconded to change the agenda order to allow for the reorganization to take place first followed by the Third Street Park presentation. Oath of Office for new Commissioner Edwards was tabled until his arrival. The motion carried unanimously.

1. Presentation on the New Third Street Park Design and Request for a Recommendation to the Duarte City Council to Approve the Project and Design:

City Planner Jason Golding conducted a presentation to the Commission that included a power point slide show and displays of project renderings and plans. Highlights included:

- The entire development project is 1.6 acres in size.
- Homes will range up to 1,600 square feet.
- Drought tolerant landscaping will be used and a small lawn area is included. Decomposed granite walkways will meander through the park.

- The playground area is themed after the City's citrus packing industry with custom components such as molded orange crates with packing labels included, and oranges molded as steps.
- There are tall lights and smaller light bollards matching an old-fashioned design.
- Trash cans and benches will be bronze and old-fashioned looking.
- There will be two doggie bag dispensers.
- A low sitting wall made with river rocks and cement cap stones and with tall pilasters embedded with ceramic Duarte crate labels will run along the north/south corner of Oak Ave. and east/west corner of Third St.
- The wall will help protect children from running out to the street and will follow the theme.

Among several comments the Commissioners made, the highlights were:

- The doggie dispensers and trash cans should be placed more strategically.
- An orange tree would be a good fit and could be a dwarf variety.
- Care should be given to locate the tree somewhat removed from the primary play area due to bees being attracted to the blossoms.
- Wanted clarification on who will maintain the park. Monsalve stated that it would be the Facility Maintenance Department and Field Services Department's responsibility.
- Asked if there will be a drinking fountain and parking. Monsalve stated that there would not be a drinking fountain and limited parking would be available directly in front of the park and would follow similar parking practices such as at Lena Valenzuela, Hacienda and Alysia Moore Parks.
- Commissioners were unanimous in praising the design. Commissioner Dinsmore made a motion to approve the project as proposed with minor modifications based on comments from the Commissioners as reported to staff. Seconded by Bylsma-Houghton. The motion carried unanimously.

2. Field Use Waiver Requests:

Monsalve presented a request by Hayden Childcare to have their fees waived for the annual Hayden 5K Run. Total fees to be waived would be \$137.50. Dinsmore made a motion to approve the waiving of fees for the Hayden 5K Run and maintaining the refundable \$300 deposit in place. The motion carried unanimously.

3. Oath of Office

Monsalve administered the Oath of Office to Doug Edwards to serve on the Commission.

4. Continued Dog Parks Discussion Per Duarte City Council Direction: Report on Duarte City Council Response to Dog Park Analysis and Commission Recommendation

Monsalve reported that the Duarte City Council accepted the recommendation and took no action. The Council asked staff to investigate the possibility of locating a Dog Park on Edison right-of-way land where the nursery is located. Monsalve informed the Commission that he followed up with this research and informed the Council that Edison forbids this type of construction and Monsalve related three different examples of rejected dog park project proposals. Monsalve stated that per Council recommendation a short article is being included in the Spring Duarte City News publication describing the review process the Commission engaged in, the recommendation they made and Council's direction to staff to continue pursuing options.

ITEMS FROM
STAFF:

1. Staff presented the Senior Center and Teen Center newsletters, Activity Report and flyers.

ITEMS FROM
COMMISSIONERS:

Youth and Family Committee (Y & F) Report & Commissioner Report by Nielsen:

1. Monslave reported for Nielsen that the January meeting did not take place due to a lack of a quorum. Next meeting will focus on final approval of the annual Report Card.

Wilkins

- Agreed with Bylsma-Houghton that the staff training that focused on shelter management was conducted well.

Dugan No Report

Rudolph

- Agreed with Bylsma-Houghton that the staff training went well and appreciated the Commission review processes so far. Commented that the Homeless Count event organized by the City was very successful.

Dinsmore

- Noted that he appreciated the professionalism and dedication of the department staff and looked forward to DUSD representative Doug Edwards being on the Commission and to the good feedback to come.

Bylsma-Houghton

- Noted that the shelter management staff training went very well and that there's always a possibility of partnering with the school district in the event of an emergency.
- Announced that she has visited the Senior Center and was impressed with the number of activities there.

Edwards

- Announced that there is a very special Health Fair on March 4th at the Senior Center that includes clinical services.
- Looked forward to DUSD's important partnership with the Parks & Recreation Department that are a significant player in the partnership.
- Edwards plans on attending as much as possible within his limitations of being employed creating potential conflicts. Looks forward to stewarding the City's green spaces for all to enjoy and partnering with the City.

ITEMS FROM
AUDIENCE:


Reilly announced that there will be the upcoming Golden Streets event on Sunday, March 5th from 9:00 a.m. – 3:00 p.m. On the same day as the anniversary of the Gold Line grand opening.

ADJOURNMENT:

Bylsma-Houghton moved and Wilkins seconded to adjourn the meeting at 8:08 p.m. The motion carried unanimously.

Chairperson
Dugan

ATTEST:



Cesar Monsalve, Secretary