

**CITY OF DUARTE
PARKS AND RECREATION COMMISSION
MINUTES**

Regular Meeting
June 12, 2017

7:05 p.m.

ROLL CALL: PRESENT: Anne Wilkins, Jim Dinsmore, Barbie Bylsma-Houghton, Elisabeth Dugan
 ABSENT: Ted Rudolph, Kirsten Nielsen, Doug Edwards
 STAFF: Cesar Monsalve, Department Director
 AUDIENCE: Resident Steve Hernandez

APPROVAL OF
MINUTES:

The April 2017 meeting minutes approval was tabled until next month to allow for an attendee from the April meeting to be present.

ITEMS OF
BUSINESS:

- A. Field Use Waiver Requests:
There were no waiver requests.
- B. Commission Review of Royal Oaks Drive DUSD Traffic Circulation Plan
Monsalve presented an overview of the DUSD traffic circulation plan for Royal Oaks School as it pertains to the Duarte Recreation/Bike Trail. The circulation plan will add a new driveway that will be an exit-only and require drivers to turn right only. Highlights included the following:
- The trail will have an added driveway requiring trail users to navigate another crosswalk.
 - Permanent barricading similar to what is installed at Mt. Olive Dr. will be added to channel pedestrians/trail users towards the crosswalk.
 - A traffic signal system will be added to the original dual driveways in current use.
 - The signal will not be ready for the start of the next school year.
 - This will all be added due to the expected influx of new students for the new 6th, 7th and 8th grade campus being constructed currently.

Comments from Commissioners included the following:

- The new driveway should curve slightly west so that vehicles must enter Royal Oaks Drive westbound.
- Consistent pedestrian and vehicle warning signage should be located at new driveway trail crossing and the old dual driveways trail crossings.
- Trees should be checked to determine trimming needs to improve visibility for vehicles and pedestrians.
- Care should be taken in planning the westbound right turn onto the campus due to the distance from the street curb to the trail creating a potential danger for pedestrians. Normally sidewalks are adjacent to the street and pedestrians can easily view or sense a vehicle turning right. The gap of extra distance could catch pedestrians by surprise.

C. Update on DUSD/City Joint Use Lease Agreement

Monsalve provided the Commissioners with an update on the status of the Joint Use Agreement renegotiations. Monsalve informed the Commission that the document is just about completed and that there will be a presentation about the agreement status during the Joint City/School Board meeting on June 13, 2017. Monsalve stated that the District and City have agreed to share some costs for maintenance outright and in some cases the district will take over all maintenance responsibilities. The final agreement will be presented to the Commission when completed for recommendation to Council.

ITEMS FROM
STAFF:

1. Staff presented the Senior Center and Teen Center Newsletters, May Activity Reports and several new flyers.

ITEMS FROM
COMMISSIONERS:

Youth and Family Committee (Y & F) Report & Commissioner Report by Nielsen: No report

Wilkins

- Reported that she attended the recent Recreation Department Staff Training that focused on Bloodborne Pathogen Exposure protocols and procedures and stated that she enjoyed it and that it was very detailed and she enjoyed the dinner and spent time getting to know the Duarte Americorps VIP's from the department's Duarte's Promise program.

Dinsmore

- Inquired as to the status of the Azusa street parking restriction signs on Encanto Pkwy. in front of Encanto Park. Monsalve responded that nothing has been heard back from Azusa after the initial request to change the restriction timing to an earlier time. However, Council member Reilly stated that she would reach out to Azusa council about taking up the matter.

Dugan: No report

Bylsma-Houghton No report

ITEMS FROM
AUDIENCE:

No announcements

ADJOURNMENT:

Dinsmore moved and Wilkins seconded to adjourn the meeting at 7:53 p.m. The motion carried unanimously.

Chairperson
Dugan

ATTEST:



Cesar Monsalve, Secretary