

**CITY OF DUARTE
PARKS AND RECREATION COMMISSION**

MINUTES

Regular Meeting
September 9, 2024

7 PM

ROLL CALL/INTRODUCTIONS:

PRESENT: Anne Wilkins, Barbie Bylsma-Houghton, Jennifer Luna-Nguyen, Ceci Carroll
ABSENT: Alex Streff
STAFF: Manuel Enriquez, Department Director; Craig Hensley, Community Development Director
PRESENTERS: Crestfield Townhomes, LLC
AUDIENCE: None

PLEDGE OF ALLEGIANCE:

Luna-Nguyen led the Pledge of Allegiance.

PUBLIC COMMENTS:

None

APPROVAL OF MINUTES:

Bylsma-Houghton motioned, and Luna-Nguyen seconded to approve the May 13, 2024, minutes. The motion was carried unanimously.

ITEMS OF BUSINESS:

A. Review of Park Plans | 1433 Crestfield Drive

Enriquez shared a conceptual design and gave a little background on the project. Enriquez introduced Matt, from Crestfield Townhomes, LLC. Some of the information Enriquez provided included:

- The Duarte Unified School District closed Andres Duarte school two years ago.
- The District has entered into a long-term lease with Crestfield Townhomes, LLC.
- The conceptual design includes 169 units on the campus sight and approximately 6 acres for Otis Gordon Sports Park.
- Part of the agreement included keeping and updating the park with the City entering into an agreement with Crestfield Townhomes, LLC for 99 years where the City would continue to maintain the park.
- City staff was able to give input into the conceptual design, which has been included in design presented.
- The design includes two ballfields, which will continue serving the Senior Center softball team and current little league use and rentals.

- It also includes an updated parking lot, keeping existing playground and restrooms, and additional gazebo spaces.
- Enriquez also shared the sample specs and design style being considered.
- The remodeled park will also include a walking path around the perimeter of the park.
- Hensley shared some additional information including:
 - The City is getting ready to start the EIR process.
 - The process will be completed sometime next summer followed by public hearings, very likely coming back to Commissioners, and then onto the Planning Commission, and City Council.
 - Re-grading the fields and new turf are included.
 - Lighting will be upgraded, utilizing existing light poles, to meet current standards.
 - Approximately 15 to 18 percent of the homes would be affordable housing for moderate income families.
 - The state would allow for high density housing, but the Duarte Unified School District chose not to go down that path.
- Matt with Crestfield Townhomes stated that the information provided by Enriquez and Hensley covered almost everything and that their team is here to answer any questions or concerns.
- Asked Commissioners for any input they had regarding the conceptual design.

Luna-Nguyen asked if the field is shifted north to accommodate the new parking lot, and have additional restrooms been considered due to the increase in residents in the area.

Matt stated that with the removal of the school the fields could be shifted north to make room for a new parking lot, and that they are evaluating the current restrooms that exist and how they might be upgraded to gender-neutral stalls.

Carroll asked if there would be fencing.

Matt answered that there currently is fencing that circles the park. A decision hasn't been made yet regarding fencing and the Mt. Olive alley.

Bylsma-Houghton inquired about the material being considered for the walking path and whether it would be ADA compatible.

Matt replied that it would be a 6-foot wide, natural-colored concrete with a broom brush finish.

Luna-Nguyen asked what the target population is for the housing and if any units would be ADA compatible.

Matt stated that it's all family-oriented Townhomes and not studios or apartments, with approximately 10 percent being ADA compatible.

Wilkins asked if Duarte's sewer system is adequate for the project.

Hensley replied that it is part of the analysis, and that the City has a pretty good sewer system.

Bylsma-Houghton asked if the new park signage would mirror the new park sign at Tzeitel Paras-Caracci Park.

Matt replied that they are open to changing it to mirror the new park sign with Enriquez confirming.

B. Overview: Fall 2024 City News

Enriquez gave an overview of the Fall edition of City News. Some information presented included:

- The City News should be hitting mailboxes later this week.
- It was posted online last week.
- The printer was a little behind in getting them printed.
- Some highlights included:
 - The Youth Boxing Show will be held this Saturday at 1 PM and that fans have been secured due to the heat in the DHS gymnasium.
 - Later this month, on September 21, is the City Picnic celebrating 67 years at Encanto Park from 11 AM – 3 PM.
 - This year we are combining the Pet Costume Contest with the Halloween Howl at Royal Oaks Park on October 31 with all the fun categories. There will be a magician, costume contest, inflatable attractions, and lots of candy.

Wilkins asked if there would be a fee for the inflatables.

Enriquez replied that there would be a fee of \$1 or participants could purchase a wristband.

- The Parks and Recreation Department is offering a new Dia De Los Muertos event this year on November 1 in the Community Center Courtyard, followed by the Unity March on November 2.

Enriquez asked commissioners if they had any questions.

Luna-Nguyen asked if the air conditioning in the Royal Oaks Park building could be set to stay on a little later due to classes on Friday starting a little later. Stated that the big room has air, but the little room is the one that doesn't seem to be working properly.

Enriquez replied that he will follow up on that.

ITEMS FROM
STAFF:

1. The Beardslee restroom replacement project has started with the prefab restrooms arriving tomorrow.
2. Signage has been posted at Royal Oaks Park stating that the courts will be closed starting September 30 for the tennis/pickleball court resurfacing. There will be a grand opening once the project is completed.
3. If all goes well the replacement of the gazebo at Royal Oaks Park will start at the end of the month.
4. The City had the Parks and Recreation Manager recruitment where they went through the process and opted not to fill the position with the finalists selected. Enriquez will fly the position again at the beginning of the new year.
5. The recruitment process for the Senior Center Supervisor has wrapped up. A job offer was extended to one of the candidates and they accepted the offer.

ITEMS FROM
COMMISSIONERS:

Bylsma-Houghton:

- Announced that she was shocked and excited about the turn out for National Night Out and hope it continues. Felt that there was good deputy attendance. Asked Enriquez if the increase in deputy attendance was due to the event being held on a night that wasn't officially National Night Out.

Enriquez replied that yes it was.

- She also really liked the tribute to Tzeitel.
- Wanted to officially thank Peggy Diamond for agreeing to fill in during the recruitment/hiring process for the Senior Center Supervisor. She enjoyed being able to visit and talk to her.
- Asked about the Duarte Park planning progress.

Enriquez stated we held a workshop where Council heard from additional residents in the area. Council did approve the Teen Center extension part. Staff will bring it back at the FY 2025/26 budget for the next phase. Staff is currently working on several capital improvement projects, which is utilizing a lot a staff resources.

- Asked if there was a date yet for the Grand Opening of the Royal Oaks Park pickleball courts.

Enriquez is hopeful the project will stick with the projected 4-weeks, which would put it right around Halloween. Staff is hoping for the first full week in November, and he will make sure commissioners are invited to any grand opening or ribbon cutting.

Wilkins:

- Nothing to report other than she also really enjoyed National Night Out.
- Announced there is going to be a national Route 66 celebration in 2026 and that they are looking into bringing back the parade for this event.

Carroll:

- Stated she also really enjoyed National Night Out, and that the location was so close to her house.
- Announced that the School District is looking for ways to bring in new revenue and families.
- Stated the District is hoping for the grand opening of the new gym to be held in March.
- Announced the Back to School Nights are happening now, and a Wings (Women Inspiring the Next Generation of Sisterhood) event with Susan Rubio's Office.

Luna-Nguyen:

- Announced she will miss the City Picnic as she has a wedding to attend.
- Stated that she attended one of the Duarte Running Club's runs.

ADJOURNMENT:

Bylsma-Houghton motioned, and Wilkins seconded to adjourn the meeting at 8 PM to the next meeting to be held on Monday, November 11, 2024. The motion was carried unanimously.

Vice Chairperson

Luna-Nguyen

ATTEST:



Pamela Romero, Secretary