

**CITY OF SAN GABRIEL
PARKS AND RECREATION COMMISSION
MINUTES OF THE SPECIAL MEETING**

**CITY OF SAN GABRIEL
DESIGN REVIEW COMMISSION
MINUTES OF THE REGULAR MEETING**

**MONDAY, FEBRUARY 24, 2014
7:00 P.M.**

CALL TO ORDER:

Chairperson Nadolney called the regular meeting of the Design Review Commission to order at 7:07 p.m.

Chairperson Hopkins called the special meeting of the Parks and Recreation Commission to order at 7:07 p.m.

COMMISSIONERS PRESENT DRC: Chairperson Nadolney, Commissioner Cheng, Commissioner Beavers.

COMMISSIONERS PRESENT PARKS AND RECREATION: Chairperson Hopkins, Vice-Chair Lubisich, Commissioner Correa and Commissioner Mullen

COMMISSIONERS ABSENT: Commissioner Bryant (Parks and Recreation)

STAFF PRESENT:

Associate Planner Larissa De La Cruz, Parks and Recreation Director Rebecca Perez, Recreation Supervisor Tom Boeking Design Review Commission Secretary Laura Castillo.

COMMENTS FROM THE PUBLIC:

None.

NEW BUSINESS

1. Update on Marshall Community Park Project

Project Summary: This is an update to the Commissions on the proposed Marshall Community Park Project. San Gabriel was awarded \$4.6 million in November 2010 for the proposed Marshall Community Park project. Funded by the Prop 84 Statewide Park Development and Community Revitalization Program of 2008, the project includes a walking/jogging path, multi-purpose areas, playgrounds, covered picnic areas, restrooms and security lighting.

Staff Recommendation: Staff recommends that the Design Review and the Parks and Recreation Commissioners review the updated concept and provide feedback to City staff and consultants.

Parks and Recreation Director Rebecca Perez presented the report. She mentioned that the project Landscape Architect and Parks and Recreation staff were in the audience to answer any questions that the Commissioners may have.

Comments from the Design Review Commission:

The DRC previewed the proposed project and asked for further clarity and made several suggestions that would further enhance the project.

The Commission asked for clarify regarding the hours for public restrooms.

Parks and Recreation Director, Rebecca Perez clarified that the operating hours will be from 7:30am-10:00pm. She added that after 10:00pm the facilities shall be locked.

The Commission also made several suggestions including:

- adding security lighting throughout the park;
- Ensuring that the width of the sidewalks are adequate; and
- Consider using drought tolerant plants for landscaping.

The Commission asked about drinking fountains. Parks and Recreation Director Perez confirmed that two new drinking fountains will be installed.

The Commission asked how many contractors would be uses. Ms. Perez confirms that only one general contractor will be utilized when bidding for this project.

The Commission asked about the public art component. Ms. Perez said that the public art is a component that is yet to be finalized and that she has been working the *Amigos De Los Rios* regarding art ideas.

The Commission suggested that the public art ideas should represent different ethnicities.

The Commission asked about the status of Marshall school. Ms. Perez mentioned that there are no intentions on re-opening Marshall Middle School.

School board president Bob Bruschi was present and stated that essential retrofitting that the school needs is too costly and there is also not enough parking at that site to reopen it as a school.

The Commission asked about the maintenance of the building. Ms. Perez said that the maintenance of the building will remain responsibility of the school district and that the maintenance of the park and playground will be responsibility of the City.

The Commission asked about lighting for the proposed monument sign.

Mr. Greg Clark of David Evans and Associates said that the proposed park sign will be up lit.

The Commission asked about fencing at the park. Mr. Clark mentioned that a decorative fence is installed at the property line. He further clarified that the plans call for 7 ft.

The Commission suggested that the fence be lowered to 6feet.

The Commission also asked about the proposed turf and maintenance of it. Mr. Clark said that it will have a maintenance plan for cleaning the turf and he also added that the drainage system has a high percolation rate.

The Commission asked about the proposed playground and fitness equipment.

Mr. Clark said that an ADA accessible playground and fitness equipment will be installed.

The Commission asked if traffic studies would be conducted as part of the project. Ms. Perez clarified that a traffic study will not be conducted because cross walks are not being installed.

Comments from the Parks and Recreation Commission:

The Commission reviewed the project and made several suggestions that would further enhance the project.

The Commission asked about the material of the tables and benches and whether they would will be glued down.

Mr. Clark clarified that the benches will be concrete and will be significantly heavy. He also mentioned that the basketball court will be concrete.

The Commission asked about lighting throughout the park. Mr. Clark said that more lighting will be provided at the handball and volleyball courts since they are darker than the rest of the park. He also mentioned that additional lighting will be provided at the park to overlap foot and pedestrian lighting. This lighting is for general type play and use of the park, not just for sports.

The Commission asked about timers for the lights. Mr. Clark clarified that timers will be used for lights to control when they turn off and on.

The Commission asked about spectator benches for parents to use and for safety precautions during sports games; Mr. Clark said there wouldn't be a specific area for that.

The Commission asked about the safety and access to the park. Ms. Perez confirmed that the main entrance to the park will be locked during off hours.

APPROVAL OF MINUTES:

Commissioner Cheng made a motion to approve the special meeting minutes of November 4, 2013 and the regular meeting minutes of November 25, 2013. Chairperson Nadolney seconded the motion. The minutes were approved.

COMMENTS BY STAFF:

Associate Planner De La Cruz announced the re-appointment of Chairperson Nadolney and Commissioner Cheng to the Design Review Commission. Commissioner and Landscape Architect, Rhett Beavers, was welcomed on to the DRC Commission as the newest member.

In addition, Chairperson Nadolney made a motion to nominate the shift in re-organization of the DRC Commission. Commissioner Rhett Beavers seconded the motion. The Commissioners were elected to the following positions:

- Chairman – Raymond Cheng
- Vice-Chair – Rhett Beavers
- Commissioner – Marsha Nadolney

A separate incident involving a suspicious male individual who unexpectedly joined the meeting at approximately 7:45pm was a call for concern. Although Associate Planner De La Cruz was able to mitigate the potentially dangerous situation by contacting the San Gabriel Police Department, it was important to address this concern and talk about the structure of future meetings by providing safety to staff as well as attendees. Parks and Recreation Director Perez agreed to discuss this concern at the next Executive Team Meeting.

COMMENTS BY COMMISSIONERS:

Chairperson Nadolney adjourned the meeting at 8:26 p.m. to a regular meeting on March 24, 2014 at 7pm.

Chairperson Hopkins adjourned the meeting at 8:26 p.m. to a regular meeting on March 3, 2014 at 7pm.

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The complete text of the Design Review Commission meeting minutes is available on tape and may be reviewed within 90 days after the meeting in the Community Development Department office at City Hall during regular business hours.

Marla Nadolney, Chairperson
San Gabriel Design Review Commission

Wendy Hopkins, Chairperson
San Gabriel Design Review Commission

ATTEST: _____
Laura Castillo
San Gabriel Design Review Commission Secretary