



**PARKS AND RECREATION COMMISSION**  
**\*SPECIAL\* MEETING MINUTES**  
**Wednesday, February 22, 2023**  
**San Dimas Council Chambers**

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The Parks and Recreation Commission meeting was called to order at 6:07 p.m.

**Roll Call:**

Present: Janice Bartolo, Chairperson  
Anthony Boulahoud, Vice Chair  
Janine Brummer  
Barry Tsang  
Aaron Wang  
John Ebner, Councilmember

Also Present: Scott Wasserman, Director of Parks & Recreation  
Chris Constantin, City Manager  
Steve Farmer, Landscape Manager  
Joseph Jones, Recreation Manager  
Connie Arellano, Management Aide

Absent: Rita Kear  
Ivan Magana

**1. Consent Calendar:**

**Approval of Meeting Minutes November 15, 2022**

**Vice-Chair Boulahoud** moved to approve the minutes of the November 15, 2022, Parks and Recreation Commission meeting, seconded by **Commissioner Wang** and approved unanimously.

**2. Director's Report:**

**Mr. Wasserman** had no Director's report.

**3. New Business:**

**a. Review of the Potential Capital Improvement Projects for FY23-24**

**Mr. Wasserman** presented the PowerPoint for Capital Improvement Projects current and upcoming fiscal years. The presentation included the Facilities and Landscape Division carry over projects from fiscal year 2022-2023, with completions estimated Spring of 2023.

**Mr. Wasserman** reviewed the potential Capital Improvement Projects for upcoming FY 2023-2024. For the Landscape Division, projects include Foothill Blvd., Lone Hill Avenue, Gladstone Street and Badillo Street median projects; Butterfield/Prairie Trail StaLok material replacement; Horsethief Canyon soccer field and walking path renovations. For the Facilities Division, projects include

the Senior Center kitchen remodel and the Senior Center Art room and patio renovations; Civic Center Park stage shade sail and electrical pedestal installations; and the Welcome Wagon on Bonita Avenue replacement. The overall cost of the FY23-24 potential projects estimated at \$1,841,000. The Recreation Center renovations are still on hold due to the balance for renovations much higher than expected and pending other options for funding.

**Chair Bartola** and **Commissioner Wang** inquired on the request status of the placement of dog water fountains in the City parks. **Mr. Farmer** states the project is not budgeted and will consider for the future. Currently fountains are in good standing, ADA compliance must be in place for water fountains and may not allow space for dog bowl.

**Commissioner Boulahoud** requested to have Landscape address the very overgrown brush at the median at Via Verde, it grows so fast and obstructs the view when making a left turn.

**Commissioner Boulahoud** commented that the presentation on the Senior Center renovations should be presented to the Senior Commission and get their opinion on what is happening.

**Commissioner Brummer** states that a playground at the Civic Center park would be very beneficial since there are a lot of activities that happen there. **Mr. Farmer** states that there is an ADA access pad at the North East quadrant by 2<sup>nd</sup> Street and the only area available for a playground. **Commissioner Brummer** states that it is not a good idea to have kids playing by 2<sup>nd</sup> street.

**Commissioner Wang** inquires if there are any new recommendations for demolition of the Recreation Center and playground status. **Mr. Wasserman** states that the department is looking into all new options. **Mr. Farmer** states that there are no more replacement parts for the playground.

**b. Procedures related to enforcement of Chapter 13.36 of the San Dimas Municipal Code as it pertains to Community Tree Management**

**Mr. Wasserman** states the current Municipal Code that references Chapter 13.36 need to be defined and language added to reinforce the codes when City trees have been damaged.

**Mr. Farmer** comments on 7 citations that occurred last year and fines due to violations on City trees and recites the current procedures and recommendations related to Chapter 13.36.

**Chair Bartolo** inquires on the current tree removal and approval process. **Mr. Farmer** states that the Tree Removal application is reviewed and the need, pruning need and health of tree is reviewed to see if the request is legitimate and a licensed contractor will be schedule for removal. He also states, the City does not have authority to private trees, only community trees reference to Section 18 from the Municipal Code. The City has a 10-foot easement on private property, confirmed by **Councilmember John Ebiner**.

**Mr. Constantin** comments on the current issues in regards to the true amount of money it costs for a tree to be removed and/or trimmed that is significantly high compared to the amount of complaints and penalties. Looking for balance and flexibility but yet stop the behavior when dealing with a City tree. For instance, resident who continue to get fined because they repeat the offense or residents who are on fixed income and are unaware of the City tree and cannot afford the high cost of tree trimming or removal. Policies must be consistent of the area in front of resident's homes and clarification of different levels of offenses.

**Commissioner Brummer and Commissioner Boulahoud** agree to the fine increasing and suggest adding promotional and educational material with mailers or an article in the Recreation magazine for the community. Also suggested, a payment plan with a tier to help community who have financial hardships.

**Commissioner Tsang** states if there is a way to mark trees in front of home so homeowners know not to touch them. **Mr. Farmer** states of most residents are aware weather the tree is a City or private tree, residents even know staff names from when inquiring.

**Chair Bartolo MOTION** presented to apply a \$1000 fine when egregious violations on a City owned tree occur. Incorporate language in municipal code section 13.36 of Tree Ordinance to clarify the types of offenses with fee schedule. Also, conduct an outreach to the community for educating and clarification of different level of offenses and provide trimming tree schedule. Second by **Commissioner Boulahoud** and none opposed, motion passed unanimously.

### c. Proposed Special Event Permit for Civic Center Park

**Mr. Jones** recites the staff report for Special Event Permit proposal. Policies proposed pertain to Civic Center Park specifically, due to currently no specific guidelines in place to rent or use. **Mr. Wasserman** states the subject came up due to the amplified sound to the park due to a user group who has been granted permission to use the park for an event.

**Chair Bartolo** states concern with adding more sound to the park on a regular basis after our regular programming and the frequent use of the park will cause more maintenance issues.

**Mr. Jones** states that there has not been any push pack heard from the surrounding park residents that has been made aware. **Mr. Farmer** states that the deposit collected from the rental is collected and can be kept to help with cost of turf and maintenance.

**Commissioner Boulahoud** expresses concern with the possibility of double booking with residents and non-residents and will the community still be allowed to use the remainder of the park for instance the gym when rented out.

**Mr. Jones** states there will be a process to allow residence priority with ample time to rent and different fee for non-residents. There will be control with signs not to use the stage due to reservation.

**Chair Bartolo MOTION** to present Special Event Permit and policies to City Council, Second by **Commissioner Brummer** and none opposed, motion passed unanimously.

#### 4. Chair Report:

**Chair Bartolo** comments on the City Council meeting that had a lengthy conversation on black Walnut trees and if they should be protected. **Mr. Wasserman** will check if the details can be presented to Commission since topic is still pending with City Council.

#### 5. Commissioner Reports:

**Commissioner Boulahoud** thanked staff for all work done on the preparation for the Commission presentations.

**Commissioner Brummer** complimented the Holiday Extravaganza event and would like to continue the dynamic it provides to the community.

**Chair Bartolo** thanked staff for reinforcing the importance on trees.

**Commissioner Wang** thanked staff for the immediate attention to the Marchant Park doggy bags request and placement in a timely manner.

**Commissioner Tsang** thanked everyone for all the hard work.

#### 6. Council Liaison Report:

**Councilmember Ebner** reported on the black Walnut trees currently being discussed with City Council on the preservation and maintenance. **Mr. Wasserman** confirmed that further discussion will be added to Agenda at a later time with more details.

**Councilmember Ebner** reported on the Horsethief Canyon Dog Park currently closed for the annual Winter maintenance. **Mr. Farmer** confirmed the closure will continue until mid-March with weather permitting.

**Councilmember Ebner** noticed in the current Recreation Guide the Walnut Creek Hike advertised and it is available for all levels of participants. He continued and stated on the cancellation of the Downtown Specific Plan. Also, reported on the Goldline parking lot legislation due to the current parking lot not available and looking into rerouting plan to parking by Commercial Street near bus line.

**Councilmember Ebner** reported on the City Council reviewing and finalizing details on how the Commission's policies and appointments will be revised.

#### 7. Oral Communications:

No oral communications were made.

**Adjournment:** The meeting was adjourned by Chair Bartolo at 8:02 p.m.  
The next meeting for the Parks and Recreation Commission will be on March 21, 2023.

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Management Aide

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