



PARKS & RECREATION COMMISSION MINUTES
Tuesday, March 12, 2024 at 4:00 p.m.
City Council Chambers
8200 Westminster Blvd., Westminster, CA 92683

CALL TO ORDER: Meeting was called to order at 4:01 p.m.

ROLL CALL: Chair Jason Gray, Vice Chair Jessica Lostaunau, Commissioner Kenneth Abell, Commissioner Christine Hernandez, and Commissioner Tim Hogan

Present: Chair Jason Gray, Vice Chair Jessica Lostaunau, Commissioner Kenneth Abell, Commissioner Christine Hernandez, and Commissioner Tim Hogan

Absent: None.

Staff Present: Vanessa Johnson, Community Services and Recreation Director; Tuan Pham, Assistant City Engineer; Bill Drinnin, Police Commander; and Tammy Huynh, Senior Administrative Assistant.

SALUTE TO THE FLAG: Chair Gray led all those present in the salute to the flag.

INVOCATION: Commissioner Hernandez led all those present in the Invocation.

1. ORAL COMMUNICATIONS – None.

2. APPROVAL OF MINUTES

2.1 Meeting Minutes – January 9, 2024

Motion was made by Chair Gray, and seconded by Commissioner Hogan, to approve the minutes from the January 9, 2024, Parks and Recreation Commission Meeting. Motion carried 5-0, with the following vote:

AYES: ABELL, HERNANDEZ, HOGAN, LOSTAUNAU, GRAY
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE

3. UNFINISHED BUSINESS

3.1 Park Check List Reports and Assignments

Commissioner Hernandez reported that she has received feedback from community members that they do not feel safe at Sigler Park. Additionally, she has heard from other community members that there is one particular group that monopolizes the tennis courts at Tony Lam Park, making it difficult for others to use the courts.

Vice Chair Lostaunau reported on non-working drinking fountains at the parks. Tuan Pham responded that the parts have already been ordered to repair those drinking fountains and that staff is waiting for the parts to complete the repairs.

Commissioner Hernandez asked how frequently the lights along Hoover Trail are checked. Tuan Pham responded that the trail lights are checked on a regular basis.

Commissioner Hogan reported that he spoke to tennis players at Bolsa Chica Park, and they informed him that they don't like playing tennis at Tony Lam Park due to the presence of gambling. Although Commissioner Hogan didn't witness gambling when he visited the park, he wanted to share the players' concerns with staff. Commander Bill Drinnin mentioned that the Police Department does get gambling-related calls, but the gambling stops upon police arrival. He recommended that the community keep reporting gambling incidents to the police.

Commissioner Hogan reported a burned hole in the playground mat at Oasis Park. Tuan Pham confirmed that staff has ordered rubber material to repair the hole.

Vice Chair Lostaunau inquired about Margie L. Rice Park as one of the Earth Day Event locations; she expressed her concern about the erosion on the hill and the accumulation of junk at the park and inquired about OCTA's timeline to complete their work. Tuan Pham mentioned that there is a list of items that they still need the Contractor to work on, and Vanessa Johnson mentioned that the park was strategically chosen to host the Earth Day Event to incentivize OCTA to complete their work before the Earth Day event date.

Commissioner Hogan reported that the squirrels at Margie L. Rice Park have tunneled underneath the mat causing the loss of support underneath some areas on the mat. He asked about the possibility of feeding contraceptives on the squirrels. Tuan Pham responded that staff can look into that.

Commissioner Hernandez asked to be assigned to Mendez Tribute Monument Park.

Commissioner Abell inquired about a direct phone number to reach a Homeless Liaison Officer. It was recommended to call the Police Non-Emergency line and ask to be transferred to their line.

3.2 Project Updates

Tuan Pham gave a presentation on upcoming projects such as the playground renovations, pickleball courts, and the community garden project.

Commissioner Hogan asked if signage promoting the City App could be added to the new playgrounds as part of the playground projects. Vanessa Johnson clarified that standard playground signs do not include information about the city app, which would require separate signage as it is not part of the typical installation like age range indicators for playgrounds.

Commissioner Hernandez inquired about the typical time frame for park installations. Staff responded with the standard time frame but mentioned sometimes there can be delays.

4. NEW BUSINESS

4.1 Discussion regarding making a recommendation to the Traffic Commission to install timed parking restrictions “green curb” adjacent to Margie L. Rice Park located at 6060 Hefley Street

Vanessa Johnson presented the staff report to the Commission. Commissioner Hogan raised a new concern about potential parking issues on Hefley Street near Margie L. Rice Park due to new proposed homes in the area. He expressed his concern that the residents’ cars might occupy the parking spaces, limiting access for visitors to the park.

Vice Chair Lostaunau inquired about staff’s concerns related to implementing green curbs in front of the park. Vanessa Johnson explained that from staff’s perspective, it sets a precedence that would trickle down to all parks, and enforcement would be a challenge for the Police Department. Staff is also concerned about restricting access for two hours, especially for events like birthday parties. Vanessa Johnson emphasized the importance of encouraging positive park activities.

Discussion ensued regarding the green curb option. Police Commander Bill Drinnin recommended that if the commission is passionate about adding green curbs, the commission should take this item to the Traffic Commission.

Vice Chair Lostaunau mentioned that she believes green curbs would benefit the community and make the park a safer place by preventing vehicles such as RVs and Vans from parking at the park overnight.

Commissioner Hernandez mentioned that this item may be more of a Traffic Commission discussion and added that limiting parking to two or four hours could unintentionally affect others such as renters who rely on parking in these areas as their only option. Commissioner Hernandez emphasized considering these community members’ needs as well and suggested further research or tabling this item to ensure alignment with what the Parks and Recreation’s duties are.

Commissioner Abell mentioned the option of parking permits.

Vice Chair Lostaunau proposed tabling the item to the next meeting to gather feedback from the residents near Margie L. Rice Park to ensure the community’s best interests and

to prevent unintended consequences. Vanessa Johnson supported the idea, emphasizing the importance of a thoughtful discussion.

Staff mentioned that the item will be tabled and added to the next meeting's agenda to allow the commissioners time to gather more information.

4.2 Review of Approved Parks and Recreation Facilities Master Plan

Vanessa Johnson presented the commission with the Parks and Recreation Facilities Master Plan.

Commissioner Hogan mentioned he was impressed with the Master Plan.

4.3 Establishment of a process for placement of agenda items

Commissioners discussed the item and different options for placement of agenda items. Three different options were discussed.

The first option – If a commissioner wishes to place an item on a future commission agenda for consideration, they should mention this request during the designated “Items for Commissioners” portion of the commission meeting. Following the commissioner’s request, the Chair will weigh in on the proposed agenda item and decide whether it should be agendaized for a future meeting. The Chair would then provide direction to staff.

The second option - Commissioner Hernandez commented she likes that process overall, however, since there is a gap in between meetings, having an additional process to add an item to the agenda would be helpful. She suggested a two-week deadline before agenda distribution. Staff agreed that could work and they could work with the Chair to determine if an item should go on the agenda or not.

The third option - Commissioner Lostaunau inquired about involving two commissioners and not just the Chair, similar to Council Meetings. Staff mentioned that could work as well and clarified a commissioner would just need to propose the item to be placed on the agenda and it would be seconded by another commissioner.

Vanessa Johnson informed the commission that staff will let the commissioners know if they will need more than two weeks for an item to be placed on an agenda, so it would be on a case-by-case basis. She also mentioned that a Special Meeting can always be called for urgent matters.

Motion was made by Vice Chair Lostaunau, and seconded by Commissioner Hernandez, to approve the three options for adding items to the agenda. Motion carried 5-0, with the following vote:

AYES: ABELL, HERNANDEZ, HOGAN, LOSTAUNAU, GRAY
NOES: NONE

ABSTAIN: NONE
ABSENT: NONE

5. REPORT FROM STAFF

5.1 Upcoming Events

Vanessa Johnson informed the commission about upcoming events and provided the Spring Recreation Newsletter and Recreation Guide and event flyers to the commissioners.

6. ITEMS FROM COMMISSIONERS

Commissioner Hogan inquired about Ethics Training. Staff mentioned she would check with the City Clerk.

Commissioner Hernandez addressed the safety concerns at Sigler Park. She also complimented the conservation garden at Coronet Park and suggested adding it to the website to showcase the garden more.

Commissioners discussed the meeting times. Most commissioners were okay with meeting at 4 p.m. Staff mentioned they can send out an email and commissioners can check their availability.

7. ADJOURNMENT

Meeting was adjourned at 5:05 p.m. The next regular meeting will be held on Tuesday, May 14, 2024.

Respectfully submitted,



Tammy Huynh, Senior Administrative Assistant
Community Services & Recreation