



PARKS & RECREATION COMMISSION MEETING

**Council Chambers
200 H Street
Antioch, CA 94509**

**Thursday
January 18, 2018
7:00 p.m.**

AGENDA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. PUBLIC COMMENTS

Residents are given the opportunity to address the Commission on Park and Recreation issues not on the regular agenda.

V. APPROVAL OF MINUTES

Recommended Action:

1. Motion to approve annotated agenda minutes of the Parks and Recreation Commission meeting of November 16, 2017.

VI. BUSINESS

1. Appointment of Commission Chair for 2018
2. Appointment of Commission Vice-Chair for 2018
3. Adopt a 2018 Meeting Schedule
4. Resolution of Local Support for the TDA Article 3 Pedestrian/ Bicycle Project Grant Application for Pedestrian Improvements at Antioch Middle School (P.W. 124-1)
5. Black Diamond Ranch Unit 4 Determination of the Dedication of Land or Payment of Park in Lieu Fees and Approve Resolution
6. Oakley Knolls Subdivision Determination of the Dedication of Land or Payment of Park in Lieu Fees and Approve Resolution

The meetings are accessible to those with disabilities. Auxiliary aides will be made available for persons with hearing or vision disabilities upon request in advance at (925) 779-7078 or TDD (925) 779-7081. Agenda and related writings provided to Commission members are available for viewing by the public during normal office hours at the Antioch Community Center, located at 4703 Lone Tree Way, Antioch, CA 94531, as well as at the Committee meeting. Individuals may view the agenda and related writings on the City of Antioch website: www.ci.antioch.ca.us

VII. COMMUNICATIONS (Announcements and Correspondence)

1. Staff Communication
2. Commission Communication

VIII. ADJOURNMENT

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PARKS & RECREATION COMMISSION MEETING

Council Chambers
200 H Street
Antioch, CA 94509

Thursday
November 16, 2017
7:00 p.m.

ANNOTATED AGENDA

I. CALL TO ORDER

Call to Order by Chair McClelland at 7:06 pm

II. PLEDGE OF ALLEGIANCE

Chair McClelland led the Pledge of Allegiance

II. ROLL CALL

Commissioners Present: J. Farr, K. Farr, Foster, Kelly, Knight, McClelland

Commissioners Absent: Soliz

Staff Present: Nancy Kaiser, Parks and Recreation Director

Mike Bechtholdt, Deputy Public Works Director

IV. PUBLIC COMMENTS

Residents are given the opportunity to address the Commission on Park and Recreation issues not on the regular agenda.

There were no public comments

V. APPROVAL OF MINUTES

Recommended Action:

1. Motion to approve annotated agenda minutes of the Parks and Recreation Commission meeting of July 20, 2017.

Motion to Approve Minutes for Meeting of July 20, 2017 4 Yes / 0 No
1 absent
2 abstain

2. Motion to approve annotated agenda minutes of the Parks and Recreation Commission meeting of August 17, 2017.

Motion to Approve Minutes for Meeting of August 17, 2017 6 Yes / 0 No
1 absent

The meetings are accessible to those with disabilities. Auxiliary aides will be made available for persons with hearing or vision disabilities upon request in advance at (925) 779-7078 or TDD (925) 779-7081. Agenda and related writings provided to Commission members are available for viewing by the public during normal office hours at the Antioch Community Center, located at 4703 Lone Tree Way, Antioch, CA 94531, as well as at the Committee meeting. Individuals may view the agenda and related writings on the City of Antioch website: www.ci.antioch.ca.us

3. Motion to approve annotated agenda minutes of the Parks and Recreation Commission meeting of September 21, 2017.

Motion to Approve Minutes for Meeting of September 21, 2017 6 Yes / 0 No
1 absent

VI. BUSINESS

1. Resolution recommending acceptance of In Lieu Fees to meet the park land obligation of the Wildflower Station project (Assessor's Parcel Number 051-140-002).

Motion to Approve the Resolution recommending acceptance of in-lieu fees to meet the parkland obligation of the Wildflower Station Project (Assessor Parcel Number 051-140-002)

2. Verbal Report Regarding Modification of Park Rules and Regulations

Staff reported that the City Attorney approved the administrative process for creating a ban on smoking in parks per the Antioch Municipal Ordinance. Recreation and Public Works will develop an implementation plan for the 2018 park use season.

VII. COMMUNICATIONS (Announcements and Correspondence)

1. Staff

Staff provided verbal updates on programs and projects; Disc Golf Demo Day, Halloween Rocks, Jr. Warriors, Senior Center activities; Playground repairs, fence repairs, drinking fountain repairs, tree maintenance and aerating turf Rain controllers for irrigation are being checked.

2. Commission Communication

Commissioners reported on community and civic meetings and activities such as the "C" Street Neighborhood Picnic, Citizens Police Academy, and the Delta Signage Community Meeting.

VIII. ADJOURNMENT

The meeting adjourned at 7:45pm



**STAFF REPORT TO THE
PARKS AND RECREATION COMMISSION**

DATE: Regular Meeting of January 18, 2017
TO: Parks and Recreation Commission
SUBMITTED BY: Nancy Kaiser, Parks and Recreation Director *Nancy Kaiser*
SUBJECT: **APPOINTMENT OF COMMISSION CHAIR FOR 2018**

RECOMMENDED ACTION

It is recommended that the Parks and Recreation Commission appoint a Chairperson for 2018.

DISCUSSION

The Commission Chairperson oversees the meetings throughout the year, and may occasionally represent the Commission and City at official functions.



**STAFF REPORT TO THE
PARKS AND RECREATION COMMISSION**

DATE: Regular Meeting of January 18, 2018
TO: Parks and Recreation Commission
SUBMITTED BY: Nancy Kaiser, Parks and Recreation Director *Nancy Kaiser*
SUBJECT: **APPOINTMENT OF COMMISSION VICE-CHAIR FOR 2018**

RECOMMENDED ACTION

It is recommended that the Parks and Recreation Commission appoint a Vice-Chairperson for 2018.

DISCUSSION

The Commission Vice-Chairperson acts in the absence of the Chairperson, and may occasionally represent the Commission and City at official functions.



**STAFF REPORT TO THE
PARKS AND RECREATION COMMISSION**

DATE: Regular Meeting of January 18, 2018

TO: Parks and Recreation Commission

SUBMITTED BY: Nancy Kaiser, Parks and Recreation Director *Nancy Kaiser*

SUBJECT: **ADOPT A 2018 MEETING SCHEDULE**

RECOMMENDED ACTION

It is recommended that the Parks and Recreation Commission adopt a meeting schedule for 2018; the third Thursday of each month in the Council Chambers at 7:00pm.

DISCUSSION

The Parks and Recreation Commission meets regularly on the third Thursday of each month in the Council Chambers at 7:00pm. There may be special meetings or functions occasionally during the year. The Commission may choose to follow the example of City Council and implement a summer break, and a year-end holiday break. If the Commission follows a City Council schedule, that would allow for ten regular meetings in 2018.

Last year, the Commission held two meetings in parks; the May meeting was at the Antioch Water Park and the July meeting was at Prosserville Park. The Commission may wish to continue having meetings in parks to meet with residents in the community and neighborhoods.

In 2017, The Parks and Recreation Commission held nine regular meetings. The Commission did have a summer meeting break and a year-end holiday break. The June and December meetings were cancelled. The October 2017 meeting was cancelled due to a lack of agenda items.

Adopting a meeting schedule at the beginning of the calendar year will aid staff and commissioners with planning and scheduling items for discussion and approval.



STAFF REPORT TO THE PARKS AND RECREATION COMMISSION

DATE: Regular Meeting of January 18, 2018

TO: Parks and Recreation Commission

SUBMITTED BY: Lynne Filson, Assistant City Engineer

SUBJECT: Resolution of Local Support for the TDA Article 3 Pedestrian/
Bicycle Project Grant Application for Pedestrian Improvements at
Antioch Middle School (P.W. 124-1)

RECOMMENDED ACTION

It is recommended that the Parks and Recreation Commission, as the Pedestrian and Bicycle Advisory Committee (PBAC) for the City of Antioch, adopt the attached Resolution of Local Support for the Transportation Development Act (TDA) Article 3 Pedestrian/Bicycle Project Funds application for Pedestrian Improvements at Antioch Middle School.

DISCUSSION

The Metropolitan Transportation Commission (MTC) requested that, in addition to the City Council resolution of support, the project sponsor submit documentation of review, discussion and support by the City PBAC with the application for federal funding for this project.

On January 23, 2018, the City Council agenda will include a recommendation from staff to adopt a resolution of support to submit an application requesting an allocation of the Transportation Development Act (TDA) Article 3 Pedestrian/Bicycle Project Funds to install bike and ped improvement on D Street in front of Antioch Middle School. The improvements will consist of an enhanced crosswalk, signing and striping, and curb ramps.

These improvements were recommended in a Complete Streets Safety Assessment conducted by ITS Berkeley Tech Transfer Program in 2017. The scope of the study was to review the pedestrian and bicycle facilities around 4 schools in the City, one of them being Antioch Middle School. The goal of the study was to identify improvements that would increase pedestrian and bicycle access and safety.

ATTACHMENTS

A: Resolution
B: Map

RESOLUTION NO. 2018/**
RESOLUTION OF THE CITY PARKS AND RECREATION COMMISSION
OF THE CITY OF ANTIOCH, ACTING AS THE CITY OF ANTIOCH PEDESTRIAN AND BICYCLE
ADVISORY COMMITTEE, IN SUPPORT OF THE
REQUEST TO THE METROPOLITAN TRANSPORTATION COMMISSION (MTC) FOR THE
ALLOCATION OF FISCAL YEAR 17/18 TRANSPORTATION DEVELOPMENT ACT (TDA)
ARTICLE 3 PEDESTRIAN/BICYCLE PROJECT FUNDING (P.W. 124-1)

WHEREAS, on August 11, 2015, the Antioch City Council appointed the Parks and Recreation Commission as the Pedestrian and Bicycle Advisory Committee (PBAC) for the City of Antioch; and

WHEREAS, at a noticed meeting of the Parks and Recreation Commission on January 18, 2018, the Commission, acting as the PBAC, reviewed, discussed, and supported the application for Fiscal Year 17/18 Transportation Development Act Article 3 funding consisting of:

- Enhanced crosswalk, signing and striping, and curb ramps on D Street in front of Antioch Middle School; And;

WHEREAS, the City of Antioch desires to submit a request to MTC for the allocation of TDA Article 3 funds to support the projects described in Attachment B to this resolution, which are for the exclusive benefit and/or use of pedestrians and/or bicyclists;

NOW, THEREFORE, BE IT RESOLVED, that the project was reviewed on January 19, 2018, by the Parks and Recreation Commission, the designated PBAC for the City of Antioch and the designated representative, Lynne Filson, Assistant City Engineer II, is familiar with the bicycle and pedestrian needs of the City of Antioch; and furthermore, be it

RESOLVED, that a certified copy of this resolution and its attachments, and any accompanying supporting materials shall be forwarded to the congestion management agency, countywide transportation planning agency, or county association of governments, as the case may be, of Contra Costa County for submission to MTC as part of the countywide coordinated TDA Article 3 claim.

* * * * *

I HEREBY CERTIFY that the foregoing resolution was passed and adopted by the Parks and Recreation Commission of the City of Antioch, acting as the City's PBAC, at a regular meeting thereof held on the 19th day of January, 2018 by the following vote:

AYES:

NOES:

ABSENT:

NANCY KAISER
CLERK TO THE PARKS AND
RECREATION COMMISSION



Upgrade school crossing signing and legends

Upgrade ADA Ramps for N/S crossing

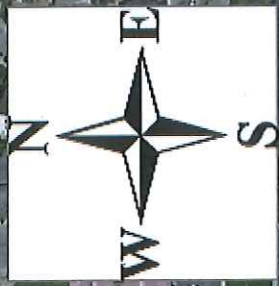
Install RRFB or other enhanced crossing improvements at existing crosswalk

Antioch Middle School

W 17th Street

W 18th Street

D Street





STAFF REPORT TO THE PARKS AND RECREATION COMMISSION

DATE: Regular Meeting of January 18, 2018

TO: Parks and Recreation Commission

SUBMITTED BY: Alexis Morris, Planning Manager

SUBJECT: Black Diamond Ranch Unit 4 Determination of the Dedication of Land or Payment of Park in Lieu Fees

RECOMMENDED ACTION

It is recommended that the Parks and Recreation Commission forward to the Planning Commission a determination that the project is subject to payment of \$13,500 of park land dedication in-lieu fees.

BACKGROUND

The applicant proposes to create 9 new single-family residential lots within the existing Black Diamond Ranch project. The new lots would front to the exist Countryside Way and Torgensen Court roadways and would be adjacent to existing homes.

The Subdivision Ordinance (Section 9-4.1002) requires the dedication of land for the development of parks or the payment of in-lieu fees for all new subdivisions creating five or more lots. The Code requires that the Parks and Recreation Commission forward a determination of the needed land dedication or fees to the Planning Commission for consideration with the proposed subdivision map.

The Code includes a formula for determining the required land dedication and the corresponding in-lieu fee. The City strives to provide 5.0 acres of land for each 1,000 persons. The number of persons per dwelling unit is established in the code and is shown in the following table along with corresponding land dedication and in-lieu fee requirements.

Unit Category	Average Persons/Unit	Land Dedication/Unit	In-lieu Fees/Unit
Single-family, detached	3.0	0.015 acres	\$ 1,500
Single-family, attached	2.2	0.011 acres	\$1,100
Duplexes	1.9	.0095 acres	\$950
Multi-family	1.9	.0095 acres	\$950
Mobile homes			\$950

This project would ordinarily require a dedication of 0.135 acres (5,880 square feet) of land. However, Section 9-4.1005(B) states that subdivisions creating 50 parcels or less must pay the in-lieu fees. The project dedication and payment requirements are described in the following table:

	Persons	Land Dedication	In-lieu Fees
Per Unit	3.0 persons	0.015 acres	\$ 1,500
Project Total	27 persons	0.135 acres	\$13,500

In general, when determining whether land should be dedicated, the Parks and Recreation Commission is directed to consider the General Plan; any applicable adopted Specific Plan; the topography, geography, access, and location of land in the subdivision available for dedication; the size and shape of the subdivision and the land available for dedication; the feasibility of dedication; the compatibility of dedication with the General Plan and/or Specific Plan; and the availability of previously acquired park property. As stated above, the very small size of the subdivision requires payment of fees rather than land dedication.

It should be noted that the Black Diamond Ranch project is essentially built out and that there is no substantial benefit or logical location to require a park site of 5,880 square feet.

In summary, staff recommends that the Parks and Recreation Commission adopt the attached resolution, thereby recommending to the Planning Commission a determination that the project is subject to payment of \$13,500 of park land dedication in-lieu fees.

ATTACHMENTS

- A. Parks and Recreation Commission Resolution 2018-____
- B. Black Diamond Ranch Unit 4 Tentative Subdivision Map

ATTACHMENT A

RESOLUTION NO. 2018/**

RESOLUTION OF THE CITY PARKS AND RECREATION COMMISSION OF THE CITY OF ANTIOCH RECOMMENDING ACCEPTANCE OF IN LIEU FEES TO MEET THE PARK LAND OBLIGATION OF THE BLACK DIAMOND RANCH UNIT 4 PROJECT (Parcel A of Subdivision 9370)

WHEREAS, the City of Antioch has received an application for the Black Diamond Ranch Unit 4 project (Project), a subdivision that includes 9 single-family dwellings; and

WHEREAS, the City requires that subdivisions that include residential development shall dedicate land or pay in lieu fees; and

WHEREAS, the park obligation for the Black Diamond Ranch project has been calculated as 0.135 acres based on the requirements of the City of Antioch Municipal Code; and

WHEREAS, the configuration of proposed lots and the existing surrounding neighborhood do not allow for the inclusion of parks consistent with the City's adopted standards; and

WHEREAS, the total calculated park land obligation for the Project is less than the minimum park size as established by the City for purposes of park land dedication.

NOW, THEREFORE, BE IT RESOLVED, that the Park and Recreation Commission does recommend that the Black Diamond Ranch Unit 4 project project meet its park land dedication requirements through the payment of in lieu fees; and

BE IT FURTHER RESOLVED, that the Park and Recreation Commission does recommend that in lieu fees in the amount of \$13,500 be paid to the City of Antioch to meet the Project's park land dedication obligation.

* * * * *

I HEREBY CERTIFY that the foregoing resolution was passed and adopted by the Parks and Recreation Commission of the City of Antioch, acting as the City's PBAC, at a regular meeting thereof held on the 18th day of January, 2018 by the following vote:

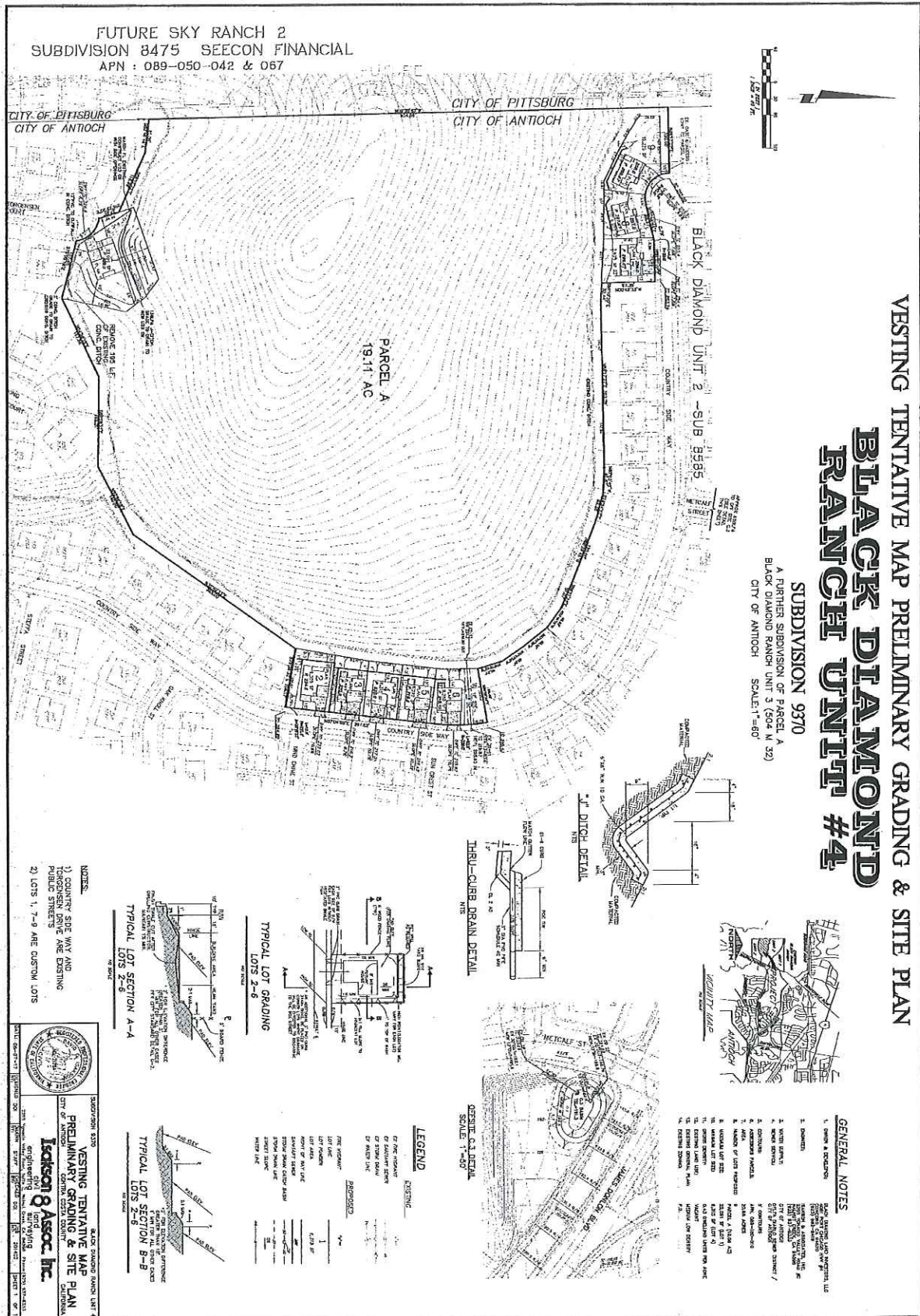
AYES:

NOES:

ABSENT:

**NANCY KAISER
CLERK TO THE PARKS AND
RECREATION COMMISSION**

Attachment B Black Diamond Ranch Unit 4 Tentative Subdivision Map





STAFF REPORT TO THE PARKS AND RECREATION COMMISSION

DATE: Regular Meeting of January 15, 2018

TO: Parks and Recreation Commission

SUBMITTED BY: Forrest Ebbs, Community Development Director

SUBJECT: Oakley Knolls Subdivision Determination of the Dedication of Land or Payment of Park in Lieu Fees

RECOMMENDED ACTION

It is recommended that the Parks and Recreation Commission forward to the Planning Commission a determination that the project is subject to payment of \$42,000 of park land dedication in-lieu fees.

BACKGROUND

The applicant proposes a new residential subdivision (Oakley Knolls) that would create 28 new single-family residential lots on an existing undeveloped parcel on the north side of Oakley Road, south of the terminus of Honeynut Street. The project also includes parcels for storm water treatment and a 7,665 square-foot private park.

The Subdivision Ordinance (Section 9-4.1002) requires the dedication of land for the development of parks or the payment of in-lieu fees for all new subdivisions creating five or more lots. The Code requires that the Parks and Recreation Commission forward a determination of the needed land dedication or fees to the Planning Commission for consideration with the proposed subdivision map.

The Code includes a formula for determining the required land dedication and the corresponding in-lieu fee. The City strives to provide 5.0 acres of land for each 1,000 persons. The number of persons per dwelling unit is determined by the code and is shown in the following table along with corresponding land dedication and in-lieu fee requirements.

Unit Category	Average Persons/Unit	Land Dedication/Unit	In-lieu Fees/Unit
Single-family, detached	3.0	0.015 acres	\$ 1,500
Single-family, attached	2.2	0.011 acres	\$1,100
Duplexes	1.9	.0095 acres	\$950
Multi-family	1.9	.0095 acres	\$950
Mobile homes			\$950

This project would ordinarily require a dedication of 0.42 acres (18,295 square feet) of land. However, Section 9-4.1005(B) states that subdivisions creating 50 parcels or less must pay the

in-lieu fees. The project dedication and payment requirements are described in the following table:

	Persons	Land Dedication	In-lieu Fees
Per Unit	3.0 persons	0.015 acres	\$ 1,500
Project Total	84 persons	0.42 acres	\$42,000

In general when determining whether land should be dedicated, the Parks and Recreation Commission is directed to consider the General Plan; any applicable adopted Specific Plan; the topography, geography, access, and location of land in the subdivision available for dedication; the size and shape of the subdivision and the land available for dedication; the feasibility of dedication; the compatibility of dedication with the General Plan and/or Specific Plan; and the availability of previously acquired park property. As stated above, the relatively small size of the subdivision requires payment of fees rather than land dedication.

It should be noted that the applicant has proposed a 7,665 square-foot private park within the new subdivision. This park is intended to offset the diminished yard setbacks that are proposed as part of the Planned Development. Under certain circumstances, a private park facility may be used as a credit against fees owed. However, the Code does not offer credit for private parks less than two acres in size.

In summary, staff recommends that the Parks and Recreation Commission forward to the Planning Commission a determination that the project is subject to payment of \$42,000 of park land dedication in-lieu fees.

ATTACHMENTS

- A. Parks and Recreation Commission Resolution 2018-____
- B. Project Site Plan

ATTACHMENT A

RESOLUTION NO. 2018/**

RESOLUTION OF THE CITY PARKS AND RECREATION COMMISSION OF THE CITY OF ANTIOCH RECOMMENDING ACCEPTANCE OF IN LIEU FEES TO MEET THE PARK LAND OBLIGATION OF THE OAKLEY KNOLLS PROJECT

WHEREAS, the City of Antioch has received an application for the Oakley Knolls project (Project), a subdivision that includes 9 single-family dwellings; and

WHEREAS, the City requires that subdivisions that include residential development shall dedicate land or pay in lieu fees; and

WHEREAS, the park obligation for the Oakley Knolls project has been calculated as 0.42 acres based on the requirements of the City of Antioch Municipal Code; and

WHEREAS, the configuration of proposed lots and the existing surrounding neighborhood do not allow for the inclusion of parks consistent with the City's adopted standards; and

WHEREAS, the total calculated park land obligation for the Project is less than the minimum park size as established by the City for purposes of park land dedication.

NOW, THEREFORE, BE IT RESOLVED, that the Park and Recreation Commission does recommend that the Black Diamond Ranch Unit 4 project meet its park land dedication requirements through the payment of in lieu fees; and

BE IT FURTHER RESOLVED, that the Park and Recreation Commission does recommend that in lieu fees in the amount of \$42,000 be paid to the City of Antioch to meet the Project's park land dedication obligation.

* * * * *

I HEREBY CERTIFY that the foregoing resolution was passed and adopted by the Parks and Recreation Commission of the City of Antioch, acting as the City's PBAC, at a regular meeting thereof held on the 18th day of January, 2018 by the following vote:

AYES:

NOES:

ABSENT:

**NANCY KAISER
CLERK TO THE PARKS AND
RECREATION COMMISSION**

18 Land Development Review Board, DVC 236423 DVC 071 P, 11/10/19 5:15 P, A-W-C&D-C 12.07, 23.17 242 JA P

