

CITY OF COSTA MESA

Department of Public Services/Administration

INTER OFFICE MEMORANDUM

TO: Fairview Park Citizens Advisory Committee Members

FROM: Bart Mejia, Senior Engineer/Parks Project Manager

DATE: November 25, 2013

SUBJECT: PROCESS FOR APPROVING A PRIORITY LIST OF PROPOSED CHANGES FOR FURTHER REVIEW

The Fairview Park Citizens Advisory Committee (FPCAC) was established to evaluate the Fairview Park Master Plan relative to community needs and make Master Plan update recommendations to the Parks and Recreation Commission and City Council for the addition, reduction, elimination, or modification of park uses and master planned elements. To assist the committee, staff prepared a detailed Work Plan which segmented the Master Plan into quadrants and proposed objectives, and included a meeting schedule to help meet the committee's goals.

The first objective was for the FPCAC to review the Fairview Park Master Plan and develop a list of proposed changes. At the July 17, 2013 Fairview Park Citizens Advisory Committee meeting, a roundtable discussion resulted in the formulation of a list of suggested uses, activities and design elements for the Fairview Park Master Plan. This list incorporated member suggestions for a total of thirty-five items (Attachment 1).

The second objective is to evaluate the list of proposed changes to the Master Plan and develop a priority list. As outlined in the approved Work Plan, staff and guest speakers have presented a review of the park's four (4) quadrants covering topics such as site history, geology and soils, hydrology and drainage, archeological, and biological resources, as well as constraints and opportunities. The FPCAC will begin to develop a Priority List of proposed changes per quadrant using a three-step process outlined in the section below for the Northwest Quadrant (Attachment 2):

Step 1 - Selection of Quadrant Specific Items: The Committee will be acting by vote to remove items (Attachment 3) from the List of Proposed Changes to the Master Plan that are not specific or applicable to the Northwest Quadrant. Those items will be removed from further consideration for this quadrant.

Step 2 - Develop a Priority List: The items left for consideration (Attachment 4) will be discussed individually and committee members will be acting by vote to approve each item for further consideration. Staff will utilize the tally of the votes to establish a preliminary Priority List for the quadrant.

Step 3 - Review of Priority Listed Items: At the next Fairview Park Citizens Advisory Committee meeting, staff will have completed the review of each item on the Priority List; provide a concept-level analysis matrix; and will suggest possible applications in the form of bubble diagrams or preliminary concepts. The Committee will be asked to review the remaining items, information matrix, and preliminary concepts for this quadrant and to provide direction to staff.

This procedure will be repeated for the remaining three (3) quadrants. At the conclusion of this phase, staff will compile all the recommendations and prepare a report that will be presented to the Parks and Recreation Commission as per the approved Work Plan.

Attachments:

1. [List of Proposed Changes to the Master Plan 07-17-13](#)
2. [Aerial view of the Northwest Quadrant](#)
3. [Items Not Applicable to the Northwest Quadrant](#)
4. [Quadrant and Non-Quadrant Specific Items List](#)