PARKS AND RECREATION COMMISSION AGENDA REPORT

MEETING DATE: AUGUST 27, 2015 **ITEM NUMBER: 9e**

SUBJECT: **REPLACEMENT OF THE EXISTING WATER TOWER ENCLOSURE AT THE ORANGE COUNTY MODEL ENGINEERS SITE**

DATE: **AUGUST 6, 2015**

FROM: **PUBLIC SERVICES DEPARTMENT/ENGINEERING DIVISION**

PRESENTATION BY: **BART MEJIA, PARKS PROJECT MANAGER**

FOR FURTHER INFORMATION CONTACT: **BART MEJIA, PARKS PROJECT MANAGER, 714.754.5291**

RECOMMENDATION

Review the proposed replacement of a water tower enclosure in Fairview Park by the Orange County Model Engineers (OCME) and provide comments.

BACKGROUND

The Fairview Park Master Plan (Attachment 1) was originally approved in March of 1998 and was revised in February of 2001, and once again in November of 2002. The Master Plan provides a framework for future park improvements which can be constructed in an orderly and consistent manner while providing written information and graphic presentations which document the materials gathered, as well as illustrating the policies to be implemented.

ANALYSIS

In 1988, the City entered into a licensing agreement with OCME for the installation, operation and maintenance of the model railroad facility at Fairview Park. The term of the 1988 agreement was for twenty five (25) years and expired in September of 2013. The agreement was renewed in September of 2013 for an additional five (5) years.

The Orange County Model Engineers, Inc. is a 501(c) (3) non-profit organization which operates a 7-1/2" gauge railroad over a 5-mile layout of track, a train station, restroom, and 20,000 sq. ft. maintenance yard at Fairview Park. The club offers free train rides to the public every third weekend of the month. A total of 21,296 people rode the trains in 2012. Funding for OCME operations and activities at the railroad is made available through membership dues, private and corporate donations, in kind services, and volunteer labor. OCME members donate over 10,000 hours annually to the operation and maintenance of the facility.

The existing water tower located west of the Fairview Channel Bridge is a fully functional element that is used to replenish steam locomotives prior to starting the uphill climb. Its enclosure has been vandalized a number of times where the roof has been taken off and the wood slats have been broken. OCME Board Members have requested approval to replace the existing water tower enclosure with a metal tank shell (Attachment 2).

Per Council Policy 500-11 (Attachment 3), all requests to review projects associated with the Fairview Park Master Plan must be submitted to the Public Services Department and then submitted to various City departments for comment. The Public Services Department has reviewed the request and finds that it is consistent with the Master Plan because it is an existing facility that is being replaced. Your input is being requested as it relates to its consistency with the Fairview Park Master Plan and to recommend any refinements to the proposed work, including the aesthetic appearance of this above-ground structure.

ALTERNATIVES CONSIDERED:

No alternatives were considered for this item.

FISCAL REVIEW:

There is no fiscal impact for the installation and maintenance of this item as it will be completed by OCME.

LEGAL REVIEW:

There is no legal review required for this item.

CONCLUSION

Staff requests your review and comments for the replacement of the existing water tower enclosure, including refinements to the proposed project.

Attachments:
1. Fairview Park Master Plan
2. Project Photos
3. Council Policy 500-11

ERNESTO MUNOZ
Public Services Director

FARIBA FAZELI
City Engineer

BART MEJIA
Parks Project Manager

ATTACHMENT 1

MASTER PLAN

Approved by City Council March 1998
Revised February 2001
Revised again November 2002

FAIRVIEW PARK
CITY OF COSTA MESA

DAVID EVANS AND ASSOCIATES INC.
23282 Mill Creek Drive, Suite 225
Laguna Hills California 92653-1684
Phone: 949 588 5050

April 22, 2003

ATTACHMENT 2

WATER TOWER

EXISTING WATER TOWER

PROPOSED WATER TANK

CITY OF COSTA MESA, CALIFORNIA
COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
IMPLEMENTATION PROCEDURES FOR THE FAIRVIEW PARK MASTER PLAN	500-11	7-17-2000 REV. 1/21/03	1 OF 4

BACKGROUND

The City Council approved the Fairview Park Master Plan in December 1997. In February 1998, City Council, recognizing the unique qualities of the park, directed staff to prepare a policy for implementing the Master Plan.

PURPOSE

The purpose of this policy is to establish a process for review and approval of the elements of the Fairview Park Master Plan, as well as any amendments to the Plan that may be proposed. It is the intent of this Policy to ensure both thorough and expeditious review of Fairview Park projects. For this reason, time limits have been included for staff and committee review.

PROCEDURE

The intent of the following procedure is to build upon the existing Municipal Code Sections which relate to processing for master plans but which are silent on how to implement a complicated and phased project such as Fairview Park. Costa Mesa Municipal Code (CMMC) Sections 13-28(f) and 13-29(f) describe the process for new master plans, minor amendments to master plans, and substantial amendments to master plans. In addition to these requirements, the following procedure shall be followed for implementation of and amendment to the Fairview Park Master Plan.

A. City Council Review

Due to the increased workload on staff, the Parks and Recreation Commission, the Planning Commission, and the City Council associated with the processing of Fairview Park Master Plan amendments, the City Council shall review all applications prior to staff initiating the review process.

All proposals shall initially be submitted to the Public Services Department. The Public Services Department shall submit the proposals to the City Council which shall review the applications for amendment of the Fairview Park Master Plan and direct staff to either proceed with processing the application or to return all materials to the applicant.

B. Lead Department

The Public Services Department is the lead department for processing phases, projects or plans. The Parks Project Manager and the Fairview Park Plan Administrator shall oversee and coordinate all activities related to implementation of the Fairview Park Master Plan and upon direction from the City Council shall process proposals as per the following procedure:

C. Processing

1. All Projects

All proposals shall be submitted to or originate from the Public Services Department. Upon direction from the City Council to proceed with processing a proposal, the Public Services Department shall present the proposal in writing to the Development Services Department, Engineering and Transportation Services Divisions, Police Department and Fire Prevention Division who shall determine whether the proposal is:

a. consistent with the Master Plan;

b. generally consistent but has minor amendments; or

c. inconsistent with the Master Plan.

These Departments shall recommend refinements to the project, if necessary, to meet code requirements, mitigation measures or other requirements. All recommendations shall be returned to Public Services within 7 days.

2. Projects Consistent with the Master Plan

Projects consistent with the Master Plan might include but not be limited to: restoration plans for the habitat areas, construction of trails, installation of utilities, construction of the bridge over Placentia Avenue, installation of the botanical garden, construction of picnic and restroom facilities, etc.

a. Projects shall be submitted to various City departments as described in Section 13.11.

b. All projects shall be forwarded to the Parks and Recreation Commission for comments regarding consistency with the Master Plan and refining the scope of work. Review of each project shall be limited to one Commission meeting. The Public Services Department shall consider the Commission's comments and make refinements to the project, if deemed necessary.

c. The Fairview Park Citizens' Advisory Committee shall be restructured as an ad hoc committee. The City Council may call upon the committee's expertise when reviewing plans, specifications, ideas, and changes to Fairview Park, on an as needed basis.

d. Consultant contracts and budget requests shall be approved in accordance with purchasing policy. Project plans do not require Council approval.

e. The Public Services Department is responsible for monitoring compliance with all mitigation measures approved as part of the Master Plan. The mitigation monitoring reports shall be kept up to date at least annually and made available for public review.

f. If conflicts arise between staff and the Parks and Recreation Commission, the issue shall be clarified by City Council.

3. Projects with Minor Amendments to the Master Plan

a. Projects shall be submitted to various City departments as described in section C.1.

b. Minor changes in a master plan are defined in CMMC section 13-28(f). Projects which may involve minor amendments shall be forwarded to the Planning Division for initial review for compliance with provisions of section 13-28(f). Plans and the findings of the various City departments shall be forwarded to the Parks and Recreation Commission for comments regarding whether the changes requested are actually minor as defined by Code and for refining the scope of work, if necessary. Review of each project shall be limited to one Commission meeting. The Public Services Department shall consider the Commission's comments and make refinements to the project, if necessary.

c. Requirements described in sections 2(c), (d), and (e) above also apply.

4. Projects Inconsistent with the Master Plan

a. Projects shall be submitted to various City departments as described in Section 13.1.

b. Substantial amendments to a master plan are described in CMMC Section 13-28(f) and normally require only Planning Commission review and approval. However, amendments to the Fairview Park Master Plan shall first be forwarded to the Parks and Recreation Commission (one meeting) for review and recommendation. The Planning Commission shall consider these recommendations and forward its recommendations to City Council for final action.

c. Requirements described in sections 2(c), (d), and (e) above also apply.

5. Request for Changes to the Fairview Park Master Plan

Staff and members of the public may, from time to time, request changes, additions, or deletions to the Fairview Park Master Plan. These requests must be submitted to the City's Parks Project Manager or Fairview Park Plan Administrator in writing, along with supporting evidence to substantiate the request(s). A map showing the proposed change should accompany the request(s). The item shall then be agendized for the next available Parks and Recreation Commission meeting for review prior to staff initiating the formal review process. The Parks and Recreation Commission shall review the request for amendment to the Fairview Park Master Plan, along with staff's recommendation, and direct staff to either proceed with processing the request in accordance with section 4 (above) or to deny the request(s) and return all material to the applicant.

Requests for a particular change, addition, or deletion will be addressed no more than once in a twelve (12) month period.

D. <u>Annual Report</u>

In December of each year, the Public Services Department shall send an annual report to the Parks and Recreation Commission describing the progress that has been made on implementation of the Fairview Park Master Plan. The report shall also describe efforts to be undertaken for the next year.