



Project: Stetson Ranch Park Equestrian Improvements & Saddletree Ranch Trailhead

List of Topics: Local Volunteer Neighborhood Oversight Committee

- Prop K & VNOC Overview and Objectives
- Updated Project Scope and Schedule
- Questions & Comments

Project Phase: Design
Work Order #: E170214A & E1909093
Locations: Stetson Ranch Equestrian Park - 5455 Glenoaks Blvd, Sylmar
MTG Location: Sylmar Branch Library
LVNOC MTG No.: #3
Date: 2024-08-13
Time: 5:00-7:00 PM

Attendees:

Name		Organization/ Title
Quyên Vo Ramirez	QR	LVNOC Member
Geronimo Bugarin	GB	LVNOC Member
Ivan Bugarin	IB	LVNOC Member
Leon Garcia	LG	LVNOC Member
Omar Lopez	OL	LVNOC Member
Rodrigo Martinez	RM	LVNOC Member
Kurt Cabrera-Miller	KCM	Sylmar Neighborhood Council, President
William Castillo	WC	Member of Public
Theresa Ghezzi	TG	Member of Public
Mary Benson	MB	Member of Public
Cheri Blose	CB	Member of Public
Ernesto Medina	EM	Member of Public
Katie Twohy	KT	Member of Public
Leah Blose	LB	Member of Public
Nick Byassee	NB	Member of Public
Jose Hernandez	JH	CD7
Ohaji Abdallah	OA	City of LA/BOE
Jane Adrian	JA	City of LA/BOE
Joshua Link	JL	City of LA/BOE
Jennifer McDowell	JM	City of LA/BOE
Amy Lin	AL	City of LA/BOE
Yamil Verde	YV	City of LA/RAP

Project Milestones:

01/29/2024	VNOC Meeting No.1
------------	-------------------

03/13/2024	VNOC Meeting No.2
08/13/2024	VNOC Meeting No.3

1. Introductions, Overview & Objectives

Item No.	Subject	Action By
1.1	JM called the meeting to order, announced to all participants that it would be recorded, and stated that City's main objective was to present and receive feedback on the updated scope of work for the improvements at Stetson Ranch Park. Following this, each attendee introduced themselves.	
1.2	<p>JM and AL reviewed the two Prop K projects situated at Stetson Ranch: the Stetson Ranch Equestrian Improvements and the Rim of the Valley Saddletree Ranch Trailhead.</p> <p>Since the last LVNOC meeting, the Stetson Ranch Equestrian Improvements project had received an additional \$2.6 million in funding from Council District 7 and in the City Fiscal Year 2024-25 Budget. JL noted that, previously, this project had been split into two phases with the second phase unfunded. However, with the new funding, the project scope has been combined into one phase.</p>	

2. Updated Scope of Work Review

Item No.	Subject	
2.1	<p>[SLIDE 4]</p> <p>JL shared the following updated scope of work for the Stetson Ranch Equestrian Improvements Project:</p> <ol style="list-style-type: none"> 1. Lighting/Security Cameras and New Overhead Electrical Service 2. Round Pens (3) 3. Arena Lighting 4. Upgraded Outlets for PA System 5. Parking Area Enhancements: Grading, Soil Stabilization, Layout, and Signage 6. Required Parking & Associated Paved Road <ol style="list-style-type: none"> a. (2) ADA Parking Spaces b. (1) EV Charging 7. Trail Grading & Required Drainage Improvements 8. Access Road Erosion Control 9. Updated Irrigation System 10. Decorative Gateway Feature at Entrance 	
2.2	<p>[SLIDE 5]</p> <p>JL highlighted the improvements around the Main Arena:</p> <ul style="list-style-type: none"> - Mentioned adding a segment of paved road up from the parking lot to the main arena and opening up larger access to the main arena from the paved road, closing off the dirt access road from 	

	<p>the south of the main arena to the parking lot. Mentioned capturing water (LID) that comes off pavement.</p> <ul style="list-style-type: none"> - Mentioned moving the gate at the end of the parking lot up to adjacent to the main arena. Mentioned adding boulders to areas where vehicles could get through. - Mentioned requirements for ADA Parking and EV Charging infrastructure (at least availability). - Mentioned pursuing tree shading over bleachers instead of shade structures. Mentioned bleachers, picnic furniture, shade structures as a “bid alternate” to get a cost estimate and option to add, but removed for now because exceeding the project budget. - Equestrian Staging Area #2 (see 2.11 for ROTV) 	
2.3	<p>[SLIDE 6-7] JL mentioned that there would be minimal development around the Round Pens so as not to require a 300 linear foot ramp to the Round Pens.</p>	
2.4	<p>[SLIDE 8-10] JL highlighted the improvements around the parking lot:</p> <ul style="list-style-type: none"> - Parking layout to provide four (4) dedicated equestrian trailer parking spaces in the center and flexible parking layout around the edges to either provide up to 41 parking spaces for cars/trucks or up to 5 parallel parking spaces for equestrian trailers. All equestrian trailer parking spaces meet USDA standards. - Low-lying concrete markers to indicate parking layout for the dedicated equestrian trailer parking spaces in the center - Curb-stops along the edges of the parking area to suggest parking spaces for vehicles while providing flexibility for Equestrian trailers to parallel park if needed - New trees and boulders in dedicated areas to encourage the new efficient parking layout, including two in the center of the parking area; would be designed to maintain the rustic feel of the existing equestrian park - RAP Access Gate for site maintenance (no parking area) - Stormwater management area - Equestrian Staging Area #3 (see 2.10 for ROTV) 	
2.5	<p>[SLIDE 11-12] JL highlighted the addition of an asphalt curb on the access road, in between the equestrian path and vehicle roadway, to provide erosion control for the equestrian path and reduce sediment transfer from the path to the roadway during large rain events.</p>	
2.6	<p>[SLIDE 13] JL highlighted the addition of a decorative gateway feature at the park entrance in the shape of an upside-down horseshoe.</p>	
2.7	<p>[SLIDE 14] JL shared the following updated scope of work for the Rim of the Valley Saddletree Ranch Trailhead:</p> <ol style="list-style-type: none"> 1. Fencing/Barriers <ol style="list-style-type: none"> a. 5-Rail Composite Fencing Surrounding Parking Lot b. Rhino/Barrier Gates and Boulders at Trail Entry Points c. Step Over Barriers (2 total) 2. Hitching Posts (4 total) 	

	<ol style="list-style-type: none"> 3. Mounting Blocks (3 total) 4. Drinking Fountains/Hydration Stations (2 total) 5. Equine Watering Stations (2 total) 6. Water Supply Line Repair & Extension 7. Signage <ol style="list-style-type: none"> a. Directional Trail Signage (4 total) b. Informational Sign with Trail Map (1 total) 	
2.8	<p>[SLIDE 15-16] JL highlighted the design of the two (2) step over barriers: one the base of the concrete path leading to the northeast area of Stetson ranch and one at the rhino gate near the ADA parking and main arena leading to the round pens and Rim of the Valley trail.</p>	
2.9	<p>[SLIDE 17] JL mentioned that the existing post and chain fence would be removed and replaced with a new 5-rail composite fence surrounding the parking lot.</p>	
2.10	<p>[SLIDE 18-19] JL highlighted the amenities included in Equestrian Staging Area #1, located in the parking lot area at the base of the main road and trail leading up to the arenas:</p> <ul style="list-style-type: none"> - (1) Drinking fountain, (1) horse waterer - (2) hitching posts - (1) mounting block - Bordered by trees and boulders with 7-8' openings between boulders to easily accommodate horses and people while keeping cars out - Trail map 	
2.11	<p>[SLIDE 20] JL highlighted the amenities included in Equestrian Staging Area #2, located adjacent to the main arena and just beyond the rhino gate and step over barrier at the top of the new paved road:</p> <ul style="list-style-type: none"> - (1) horse waterer - (1) hitching post - (1) mounting block - Bordered by trees and boulders <p>JL noted the location of an additional drinking fountain nearby, closer to the picnic area.</p>	
2.12	<p>[SLIDE 21] JL highlighted the amenities included in Equestrian Staging Area #3, located adjacent to the round pens:</p> <ul style="list-style-type: none"> - (1) hitching post - (1) mounting block 	
2.13	<p>[SLIDE 22-4] JL showed examples of the type of designs and products currently used by the City for hitching posts, mounting blocks, horse waterers, and drinking fountains. The drinking fountains would have a water bottle filling spout and three levels of fountains, including one low enough to accommodate pets.</p>	

2.14	[SLIDE 25] JL showed examples of signage and trail maps that have been used at other parks.	
2.15	[SLIDE 26] JM reviewed the proposed scope for each of the projects as well as the below items currently on the Bid Alternate list in the case of insufficient funding [SLIDE 27]: <ol style="list-style-type: none"> 1. New Bleachers 2. Picnic Area Furniture 3. Extended/Connected Asphalt Road 4. Shade Structures <ol style="list-style-type: none"> a. Bleachers b. Picnic Area 	
2.16	[SLIDE 28] JM reviewed the overall project schedule and shared the below estimated milestones: <ul style="list-style-type: none"> - Summer 2025: Design Complete - Fall 2025: Construction begins - Summer 2027: Construction ends 	

3. LVNOC / Community Comments and Questions

Item No.	Subject	Action By
3.0	Several LVNOC members and members of the community made comments regarding the proposed location and design of the round pens: <ol style="list-style-type: none"> 1) The existing Dressage Arena (currently proposed to be redesigned for the round pens) is actively being used by the equestrian community and should not be removed. 2) The round pens are suggested to be added to the open area just north of the Dressage Arena and below the Driving Arena. BOE noted that this area is currently sloped and may require a retaining wall to accommodate a flat area for the round pens; also that the quantity of round pens would need to be reduced. The adjacent hitching post and mounting block (Equestrian Staging Area #3) would also be moved to this location. 3) The LVNOC members confirmed that the quantity of round pens can be reduced to two (2). 4) If the round pens include a frame around the entry gate (similar to what is pictured in the slides), that needs to have a vertical clearance of 12 feet. However, the overhead frame may not be required if the gate is permanently installed with sufficient footings. BOE confirmed the intention is for a permanent installation with footings, so the overhead frame should not be necessary. 	BOE to revise design to: 1) move location of round pens to the area above dressage; and 2) reduce the quantity to 2 round pens.
3.1	Members of the community noted that the driving arena is currently not being used because people cannot access the entrance. They requested	BOE will help elevate this request to

	that this be cleared out as part of the project so that they could actively use it again.	RAP maintenance.
3.2	<p>Several LVNOC members and members of the community made comments regarding the proposed design of the parking area:</p> <ul style="list-style-type: none"> - Concerns were raised regarding the ability of large gooseneck trailers to navigate the proposed parking area layout. BOE confirmed the layout was to USDA equestrian standards, however could remove some components to make it more comfortable for users. Suggested to remove lower grouping of trees and boulders in the center of the parking area. It was confirmed that the upper grouping of trees and boulders was fine to remain. - Positive comments regarding the design of the new proposed composite fencing surrounding the parking lot - Positive comments regarding the design of the step over gate. BOE confirmed the gate would be all steel (slightly different from what was pictured); members confirmed an all steel gate is best. 	BOE to remove the lower tree/ boulder area in the center of the parking lot.
3.3	<p>BOE requested feedback regarding the type of lighting desired at the main arena. Several LVNOC members and members of the community made comments regarding the arena lighting:</p> <ul style="list-style-type: none"> - Arena Performance Lighting <ul style="list-style-type: none"> - Brighter lights would make it safer for people riding, however this amount of lighting is not necessary. - If this amount of lighting was needed, members mentioned they could rent lights. BOE noted that it would take a significant amount of the budget to build this level of lighting and would take away from other important scopes of work, therefore, it may not be worthwhile to build if it wouldn't be regularly used. - Adjacent Parking/Pathway lighting <ul style="list-style-type: none"> - Members requested lighting for security and safety purposes. BOE mentioned this might equate to path of travel lighting. - Minimal landscape lighting around new concrete path areas <ul style="list-style-type: none"> - Members showed no interest in this level of lighting. 	BOE to develop lighting design based on feedback.
3.4	LVNOC and community members requested the addition of a water refill station (2" line) for the purpose of watering down arenas before organized events via a water truck.	BOE will discuss with RAP and explore adding a water refill station.
3.5	<p>LVNOC and community members were very pleased with the proposed location of the PA outlet.</p> <p>Community members were pleased to see that the drinking fountains included a level accessible to dogs.</p>	

3.6	<p>LVNOC and community members voiced concerns about the entrance gate to Stetson Ranch Park not being closed at night, recounted some ad-hoc agreements over the years to help close the gate (neighborhood security guard, LAPD, etc.), and discussed the downsides of these situations. Members expressed the desire to elevate this request to RAP Rangers.</p> <p>Members also asked who would be able to see the security camera footage. BOE confirmed that the camera footage would only be available to authorized staff, such as RAP Rangers or LAPD or a third-party security monitoring entity. The footage would not be actively monitored and would be reviewed retroactively if an incident occurs.</p>	<p>BOE will reach out to Geronimo to help facilitate contact with RAP Park Ranger and RAP management.</p>
3.7	<p>Community members had concerns about the current design that requires equestrian show horses to travel over concrete to enter the main arena. They distinguished between urban trail horses, which are used to traversing concrete, and show horses and cited that concrete could be a safety hazard for show horses, especially when wet.</p> <p>BOE suggested keeping open the existing dirt path south of the main arena to the parking lot that was previously proposed to be closed up due to erosion issues. Members concurred and confirmed a 15 foot wide path would be ideal. Members confirmed a removable bollard centered at the path entrance, dividing it to roughly be 8 feet wide on either side, would be sufficient for carts.</p>	<p>Re-open the dirt road south of the main arena to ensure dirt trail access</p>
3.8	<p>BOE asked what width is preferred for the main road/trail leading up to the various arenas. Members said the existing road width is more than enough for a big trailer to turn around at the top.</p>	
3.9	<p>Community members had concerns about the inclusion of picnic furniture and shade structure to the existing concrete pad adjacent to the main arena, citing that it could attract people and activities that could be distracting and dangerous to horses, especially if it were visible to cars driving on the adjacent freeway.</p> <p>JL said the additional trees and shrubs that will be planted around the area should screen it enough to not attract those types of uses; that not including the shade structure could also be helpful. LVNOC members confirmed the picnic furniture is still desired.</p>	<p>Ensure adequate shading/sheltering around the picnic area.</p>
3.10	<p>Some community members had concerns about moving the gate up higher. BOE confirmed that this is the most ideal location for ADA parking, which has to be accessible at all times during park operating hours. BOE confirmed the location of fencing and boulders would be sufficient to secure the area.</p>	
3.11	<p>Community members shared general concerns about the lack of maintenance at Stetson Ranch Park, specifically for the weeds/overgrown vegetation, and expressed concern about adding lights that could be the target of copper wire theft.</p> <p>OA explained the limitations of RAP maintenance and that it was BOE's intention to design the park to be as maintenance-free as possible and good protection against vandalism (including the visual deterrent of</p>	<p>BOE will elevate concerns to RAP Maintenance</p>

	<p>security cameras), although that couldn't guarantee theft would not happen.</p> <p>LVNOC Members requested that RAP confirm the scope and frequency (e.g. monthly or quarterly) of their maintenance commitments to Stetson Ranch Park.</p>	
3.12	<p>Community members requested that trail access be maintained during the period of construction. BOE noted that they can require the contractor to maintain trail access as much as possible during.</p>	

4. Vote on Updated Scope of Work

Item No.	Subject	Action By
4.0	<p>BOE provided the below modified scope of work summary based on the LVNOC and community member feedback during the meeting:</p> <p>Stetson Ranch Equestrian Improvements</p> <ol style="list-style-type: none"> 1. Lighting/Security Cameras and New Overhead Electrical Service 2. Round Pens (two; move to open area north) 3. Arena Lighting (medium level for security/safety) 4. Upgraded Outlets for PA System 5. Parking Area Enhancements: Grading, Soil Stabilization, Layout, and Signage (removed lower tree/boulder area) 6. Required Parking <ol style="list-style-type: none"> a. (2) ADA Parking Spaces b. (1) EV Charging Space 7. Trail Grading & Drainage Improvements (keep existing dirt path from main arena to parking area) 8. Access Road Erosion Control 9. Updated Irrigation System 10. Decorative Gateway Feature at Entrance <p>Rim of the Valley Saddletree Ranch Trailhead</p> <ol style="list-style-type: none"> 1. Fencing/Barriers Surrounding Parking Lot and Trail 2. Hitching Posts (4) 3. Mounting Blocks (3) 4. Hydration Stations (2) 5. Equine Water Stations (2) 6. Water Supply Line Repair & Extension 7. Informational & Directional Signage <p>Bid Alternates (in order of priority):</p> <ol style="list-style-type: none"> 1. New Bleachers 2. Extended/Connected Asphalt Road 3. Picnic Area Furniture 4. Shade Structures <ol style="list-style-type: none"> a. Bleachers b. Picnic Area 	

4.2	<p>IB introduced a motion to approve the scope of work for Stetson Ranch Equestrian Improvements and Rim of the Valley Saddletree Ranch Trailhead as modified; QVR seconded the motion.</p> <p>Motion was unanimously approved by all LVNOC members present.</p>	
-----	--	--

5. Next Steps

Item No.	Subject	Action By
5.0	BOE said they would be able to give another community presentation (not a formal LVNOC) once the design is updated to reflect the scope modifications approved by the LVNOC.	
5.1	<p>Community members noted that there are some key stakeholders who were not able to attend the LVNOC meeting whose feedback would be important. BOE noted that their feedback would be helpful and that we can continue to take comments on the proposed scope of work through the next community meeting. However, BOE noted that we cannot guarantee all comments voiced could be incorporated given the advanced level of design that we anticipate being at soon, especially if others are to request significant design changes.</p> <p>In addition to posting online, BOE will circulate a copy of the meeting minutes and slide deck to everyone on the sign-in sheet for those materials to be shared with others as well.</p>	BOE will circulate a copy of the meeting minutes and slide deck to everyone on the sign-in sheet.

Next Meeting: TBD

Attachments: [Referendum Ordinance K, 1996](#)

Google Meet [Recording Link](#)

[Stetson Ranch LVNOC Presentation #3](#)

Stetson Ranch LVNOC #3 [Sign In Sheet](#)

Distribution: Those present

Prepared by: Jennifer McDowell

Date: 2024-8-21

Unless notified otherwise, this Meeting Record shall be considered an accurate recording of discussions. Please address any corrections, omissions, or amendments within 7 days of receipt of the Meeting Record.