

# **ATTACHMENT A**

**May 21, 2013 Report to the Recreation  
and Parks Commission**

**(10 Pages)**



PARKS AND NATURAL RESOURCES

**DATE:** MAY 21, 2013  
**TO:** RECREATION AND PARKS COMMISSION  
**FROM:** CHARLES PERETZ, ADMINISTRATOR  
**SUBJECT:** PROPOSAL FOR LOWER ARROYO ARCHERY RANGE  
AND DEAL POINTS FOR NEW AGREEMENT WITH  
PASADENA ROVING ARCHERS

**RECOMMENDATION:**

It is recommended that the Recreation and Parks Commission recommend that the City Council:

1. Find that the actions proposed herein are exempt from environmental review pursuant to the California Environmental Quality Act, pursuant to State CEQA Guidelines Sections 15301 and 15302 (minor alternation, replacement or reconstruction – archery range), Section 15301 (licensing – Pasadena Roving Archers), and 15061(b)(3) (general rule – PMC amendment, rules for archery use and text correction to LAMP);
2. Approve the proposal to reconfigure the Lower Arroyo Seco Archery Range and amend permitted uses;
3. Amend the Pasadena Municipal Code to authorize the City Manager to determine where archery is permitted and promulgate rules for archery activities on public lands consistent with those discussed herein;
4. Approve the development of a new license and operating agreement with the Pasadena Roving Archers (PRA) using the deal points contained in this report; and
5. Approve a correction of language in the Lower Arroyo Master Plan (LAMP) to remove references to 14 targets in the southern archery range.

## **BACKGROUND:**

The Lower Arroyo Seco Archery Range is located on the west side of the Los Angeles County flood control basin between the La Loma Street and Colorado Street bridges. The range is a public facility included in the LAMP, adopted by City Council in 2003 and is divided into northern and southern sections, each with different permitted uses. The Pasadena Roving Archers (PRA) utilize both sections of the range for organized archery activities pursuant to a City-approved use schedule. The southern range is currently open to the public outside of times reserved for PRA use.

The City has reviewed the use of this area to enhance safety and maximize use of this portion of the Arroyo. Items related to the use of this park area and the City's agreement with the PRA have been presented to the Recreation and Parks Commission on multiple occasions, reviewed by an ad hoc subcommittee developed to assess this specific issue and elicited considerable public input. The November 1, 2011 report to the Recreation and Parks Commission and summary of the ad hoc committee meetings are provided as attachments A and B, respectively.

The proposal presented for consideration seeks to: 1) Reconfigure the southern range and amend the permitted use of this area and 2) Establish deal points to be used in the development of a new agreement with PRA. The proposal presented to City Council will include a request to amend the Pasadena Municipal Code to authorize the City Manager, in consultation with appropriate departments, to identify areas where archery is permitted and develop regulations for use of such areas.

### **Range Reconfiguration and Changes in Use**

The northern and southern ranges are divided by the site of the former archery clubhouse building. This facility was located north of the pedestrian bridge that leads from the parking lot to the west side of the Arroyo Seco. The current proposal, illustrated by attachment C, includes dividing the southern range into two areas; a full-time archery area (Area A) and a second area (Area B) where archery will be permitted only on Sundays from 8:00 a.m. - 1:00 p.m. for PRA-sponsored activities. No change in the configuration of the northern archery range is proposed.

Use of all range areas will require that archers display credentials, reflecting completion of a PRA-provided safety training class or competency exam. The City will issue credentials no less than 15 calendar days after completion of the safety training class or competency exam. Credentials shall be valid for a period of 3 years. Renewal will be contingent upon successful completion of the safety training class or competency exam. City park security will provide periodic patrols of all archery range areas and will have citation authority. Persons not displaying credentials while using the range will be subject to citation.

Experienced, visiting archers participating in PRA tournaments and students, under the supervision of instructors certified by USA Archery or other nationally recognized archery organization, will be exempt from this requirement.

*Southern Range - Area A*

Area A will be defined as the portion of the range that encompasses existing targets 1 through 19 as illustrated on attachment C. This area will be designated as a full-time archery area and used exclusively for that purpose during open park hours (dawn to dusk). Area A will be permitted to the PRA during dates and times listed on a bi-annual City approved use schedule. During all PRA activities, PRA shall provide an on-site monitor. When not in use for organized activity permitted by the City, this area will be open for use by the public displaying required credentials. Organized activities not constituting PRA-sponsored events shall be subject to City permit or separate agreement. Persons seeking to offer instruction shall be certified by USA Archery or other nationally recognized archery organization.

The proposal includes a realignment of approximately 150 linear feet of the hiking trail on the eastern border of the range. This realignment is necessary to allow targets 14 and 15, which were removed from use after a land survey determined that they were situated on private property, to be located on public property and accommodate regulation-shooting distances. PRA will have the opportunity to review the footprint, target locations within Area A, and recommend target relocation/area reconfiguration. Reconfiguration of the southern range would also include the relocation of three bow hangers to the west side of the hiking trail.

All targets will be located on public property and situated to minimize encroachment onto private property and enhance safety. The location of specific targets will remain subject to modification should there be an indication that arrows are unreasonably encroaching upon or creating a hazard on adjoining private property. Permanent signage will be used to inform the public of the existence of this full-time archery area and advise park users of the rules associated with this area. A natural barrier consisting of boulders and plantings will be used to provide a range boundary.

*Southern Range - Area B*

Area B, illustrated on attachment C, encompasses existing targets 20-28. This area will be available for use by the PRA on Sundays from 8:00 a.m. until 1:00 p.m. This area will not be available for archery use and will be available for passive recreation at all other times.

Permanent signage will be used to inform the public that this area is used for archery on Sundays between 8:00 a.m. and 1:00 p.m. Targets will be locked at all other times to prevent unauthorized archery activity. The provision of a set day and time for archery activity within Area B minimizes the potential for

confusion regarding authorized uses of this area and may limit City exposure. A natural barrier consisting of boulders and plantings will be used to provide a range boundary.

PRA will provide an on-site monitor as well as temporary signage advising park users of archery activity during permitted Sunday use. Such signage will be prominently displayed so that it is visible to park users that could otherwise access the area from either northern or southern entry points. Points of entry to the path within this area will be temporary closed when archery is permitted.

#### *Northern Range*

The LAMP states that the targets in the northern range will be removed, the number of shooting lanes will be reduced and that this range will be authorized for no more than 13 uses per year. This range is only used in connection with PRA scheduled events and when in use consists of 14 temporary targets. When authorized for PRA use, PRA will be required to provide an on-site monitor and temporary signage.

#### *Target Enclosures and Signage*

A conceptual design exhibit of the proposed enclosures for Southern Range – Area B is included as attachment D. Materials chosen will be durable, appropriate for use in the Lower Arroyo and able to prevent use of the targets outside authorized times. Permanent signage will include directional, regulatory and location map signs. Directional signage will be used along the border of Area A to communicate the eastern boundary of the full time archery area. Regulatory signs will be located at the northern and southern borders of areas A and B and will communicate rules and regulations for the use of these areas. A location map sign will be located proximate to the western terminus of the pedestrian bridge and will provide information about the location and availability of the different range areas. Signage and target enclosure information will be presented to the Design Commission.

#### Correction to Language in the LAMP

Discussions about the configuration and use of the southern archery range have highlighted confusion regarding the number of allowable targets in the southern range. Page 4-9 of the LAMP states that the layout of the southern range shall remain the same and references 14 as the number of targets in the southern range.

The reference to 14 targets describes the number of targets studied for the northern range and its inclusion within the section related to the southern range appears to have been made in error. Section 2.3.4.6.2 of the Arroyo Seco Master Plan Master Environmental Impact Report (MEIR) references 14 targets in the northern range. The MEIR indicates that the southern range shall consist of the same elements as the northern range but does not specify the number of targets.

During the June 2, 2003 City Council meeting, a memorandum from the City Manager regarding a reduction in the space and use of the northern archery range, and map of the northern and southern archery ranges was distributed (Attachment E). The map attached to the memorandum, which includes 28 targets in the southern archery range, represents the map that was attached to the City's agreement with PRA, and represents the existing condition, at the time the LAMP was adopted. Additionally, aerial photographs from 2003 and 2011 (Attachment F) demonstrate that the configuration of the southern archery range has not substantively changed since the adoption of the LAMP.

For these reasons and based on the recollection of staff members involved in the development of the LAMP, it is believed the reference to 14 targets was intended to describe the reduction in targets at the northern range and was erroneously listed as the number of targets in the southern range. It is therefore recommended that the number "14" be deleted from references to the southern range found in the LAMP.

#### Deal Points for License and Operating Agreement with PRA

The deal points listed below are proposed for use in an agreement between the City and PRA. The agreement term is proposed as a one-year agreement with four one-year renewable options at the discretion of the City Manager. The agreement shall govern PRA-sponsored activities in the Lower Arroyo archery range and City-owned facilities. Private, commercial or other organized activities not covered by this agreement are subject to separate permits or fee agreements.

In addition to permitted use of the Lower Arroyo Archery range, the agreement will specify that City-owned facilities, including but not limited to the Rosemont Pavilion, will be provided for archery classes not less than 6 months each year. The City will seek to provide PRA indoor space in excess of 6 months, when feasible.

An assessment of the effectiveness of the new agreement will be presented to the Recreation and Parks Commission approximately 6 months after the agreement is executed.

#### *Agreement Deal Points*

1. Revenue Basis

PRA shall pay to the City a portion of revenues collected pursuant to membership, tournaments, instructional classes (other than safety training classes) and other archery activities conducted by PRA. A maintenance allowance for the costs associated with the purchase and refurbishment bales in Area A, not to exceed \$2,000 annually, may be deducted from the total revenues.

2. Revenue Calculation

Revenue provided to the City will be determined on a quarterly basis. If 66% or more of the PRA membership live, work or attend school in Pasadena (PUSD schools), revenue shall be allocated: 70% to PRA and 30% to the City. If less than 66% of PRA membership live, work or attend school in Pasadena (PUSD schools), revenue shall be allocated: 60% to PRA and 40% to City. Payment will be due within 30 days of the end of each quarter.

3. Provision of Documents

Upon execution of the agreement and thereafter as indicated below, PRA will provide the following documents to the City:

- a. PRA membership roster (including youth/adult designation, names, addresses, zip codes and (if not a Pasadena resident) whether the participant works in Pasadena or attends a PUSD school. This document shall be provided quarterly
- b. Participant activity reports. Such reports shall include the demographic information listed in 3.a. and will be provided on a quarterly basis
- c. List of user fees charged for activities described in deal point 1. This shall be provided annually or more frequently if mid-year changes are proposed.
- d. Financial reports including all revenues and expenses received or incurred as a result of use of the range. This information will be provided quarterly.
- e. Archery range safety inspection certifications and/or other safety reports and PRA rules governing member use of the archery area. This information shall be provided on an annual basis.
- f. Bi-annual use schedule for PRA-sponsored activities in Area A, B and the northern range. This information will be provided prior to January 1 and July 1 of each year.

4. Safety Training Class

PRA shall provide a class on range safety and basic archery instruction ("safety training class") to all interested parties. This class will be offered not less than weekly (weather permitting). PRA will provide City with a list of individuals eligible for credentials along with photographs not less than 2 business days after the class is completed.

5. Safety Training Class Exemptions

Archers with exceptional experience may forgo the safety training class by successfully completing a competency examination. PRA will be responsible for administering such examination.

6. Credential Issuance  
PRA will provide the City with a list of persons completing the safety training class (or examination) and photographs (via jpeg files) not less than 2 working days after completion. The City will be responsible for issuing archery range credentials within 15 days of notification.
7. Storage Container  
PRA will downsize or remove the storage container located adjacent to the practice area upon execution of the agreement and identification of alternate storage location(s) by the City.
8. Vehicular Restriction  
Vehicular access to the west side of the flood control channel will be limited to maintenance activities. To facilitate equipment loading, unloading and event coordination, one parking space in the Lower Arroyo parking lot will be designated for PRA use.
9. Insurance  
Provide liability insurance naming the City as additional insured for an amount not less than \$1,000,000 combined single limit per occurrence for all PRA-sponsored activities on City lands. To the extent possible, PRA shall include as additional insured abutting property owners with respect to PRA's liability arising from PRA events, activities, and programs. In the event the City procures such coverage on behalf of PRA, PRA agrees to reimburse the City for the costs of such coverage/policy.
10. Target Maintenance  
PRA shall be responsible for the maintenance of all permanent targets, bales and other archery facilities.
11. Temporary Targets  
PRA shall be responsible for the installation and removal of all temporary targets. Temporary targets used in the Lower Arroyo archery range shall be removed after each authorized use.
12. Monitor  
PRA shall provide an on-site monitor for all PRA-sponsored activities. Monitors shall be required to have visible identification denoting their role, ensure that range rules are observed and report violations to the Pasadena Police Department.
13. Instruction  
All instructors used in the performance of PRA classes and training activities shall be USA Archery certified or other nationally recognized organization.



14. Liability Waiver

PRA will be responsible for ensuring that individuals participating in PRA authorized activities complete and sign a document releasing the City from liability arising out of the performance of archery activity.

15. Marketing and Outreach

PRA will be responsible for actively marketing its programs to the Pasadena community and providing information about the sport of archery to the general public.

*Northern Range*

1. Authorized Use

Available for PRA-sponsored activities no more than 13 Sundays per year according to City approved use schedules.

2. Notification of Use

Dates of use will be posted on-site and online.

3. Targets

Only temporary targets, to be removed after each use, are permitted.

4. Temporary Signage

PRA shall install temporary signage as approved by the City, prior to Sunday use.

*Southern Range - Area A*

1. Authorized Use

Available for PRA-sponsored activities according to a City approved use schedule.

2. Sighting-In Target

One temporary "sighting in" target located north of target #1 shall be available for use on Sundays only. This target will be removed after each Sunday use.

*Southern Range – Area B*

1. Authorized Use

Available for PRA-sponsored activities on Sundays between 8:00 a.m. and 1:00 p.m.

2. Notification of Use

Permanent signage will indicate that this Area is reserved for archery on Sundays between 8:00 a.m. and 1:00 pm.

3. Temporary Signage / Closure Mechanism

PRA shall install temporary signage as approved by the City, prior to Sunday use. Signage will be prominently displayed so that it is visible to park users that could otherwise access the area from either northern or southern entry points. PRA will temporarily close northern and southern points of entry during times authorized for archery. The temporary closure mechanism will be approved by the City prior to use.

4. Locking Targets

PRA shall be responsible for closing/locking targets after Sunday use.

Once approved by City Council, notification about the approved configuration and use of the archery range will be provided to all adjacent property owners.

**RISK MANAGEMENT REVIEW:**

The City's Claims and Risk Division conducted a risk analysis of the Lower Arroyo range area. This report and recommendation was prepared with the involvement of the City's Claims Coordinator. The City's Claim Coordinator supports these recommendations.

**ENVIRONMENTAL REVIEW:**

The projects described herein are all exempt from further environmental review pursuant to the State CEQA Guidelines, as follows:

- The reconfiguration of the archery range is exempt pursuant to State CEQA Guidelines Sections 15301 and 15302. Those sections exempt minor alterations of existing public structures involving negligible or no expansion of the use, and the replacement or reconstruction of existing structures and facilities where the new structure or facility will be on the same site and have substantially the same purpose and capacity as the original. The reconfiguration described herein maintains the general area as an archery range, and does not expand the number of targets or substantially expand the area to be used for archery.
- The new agreement with the Pasadena Roving Archers is exempt pursuant to State CEQA Guidelines Section 15301. That section exempts the licensing and minor alteration of existing public structures involving negligible or no expansion of the use. The new agreement does not expand the area to be used by the Archers, and limits their hours of use compared to the current condition.
- The proposed amendment to the PMC, rules for archery activities, and correction of the language in the LAMP are exempt pursuant to State CEQA Guidelines Section 15061 (b)(3). This text correction is covered by the general

rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. This correction does not increase the number of allowable targets beyond what currently exists, and indeed makes clear that the current level of use is authorized.

**FISCAL IMPACT:**

The City received \$3,976 from the Pasadena Roving Archers in calendar year 2012. This sum represents 35% of the membership fees collected during 2012. Based on the revenue arrangement proposed in the deal points contained herein, it is anticipated that the execution of this agreement will result in annual revenues of approximately \$10,000 from the Pasadena Roving Archers.

Respectfully submitted,



Charles Peretz, Administrator  
Parks and Natural Resources

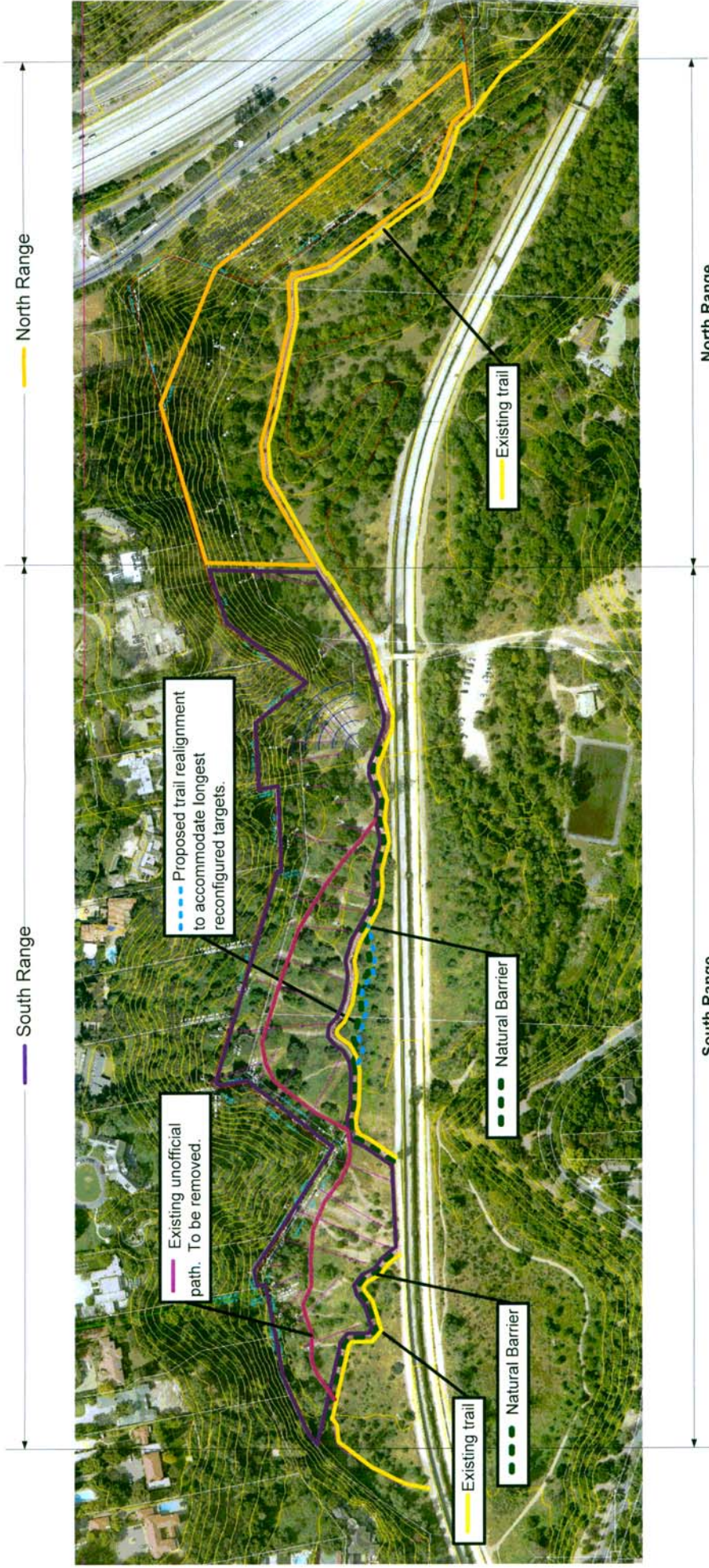
- Attachment A – November 1, 2011 Report to Recreation and Parks Commission
- Attachment B – Summary of Lower Arroyo Ad Hoc Sub-Committee Meetings
- Attachment C – Lower Arroyo Seco Archery Range Reconfiguration Exhibit
- Attachment D – Target Enclosure Elevation Drawing
- Attachment E – City Manager Memorandum dated June 2, 2003
- Attachment F – Aerial Photographs of the Lower Arroyo Archery Range

# **ATTACHMENT B**

**Archery Range Proposal Exhibit**

**(1 Page)**

# Proposal for the Lower Arroyo Seco Archery Range



Reconfiguration Study - Exhibit

NOT TO SCALE

September 10, 2013

# ATTACHMENT C

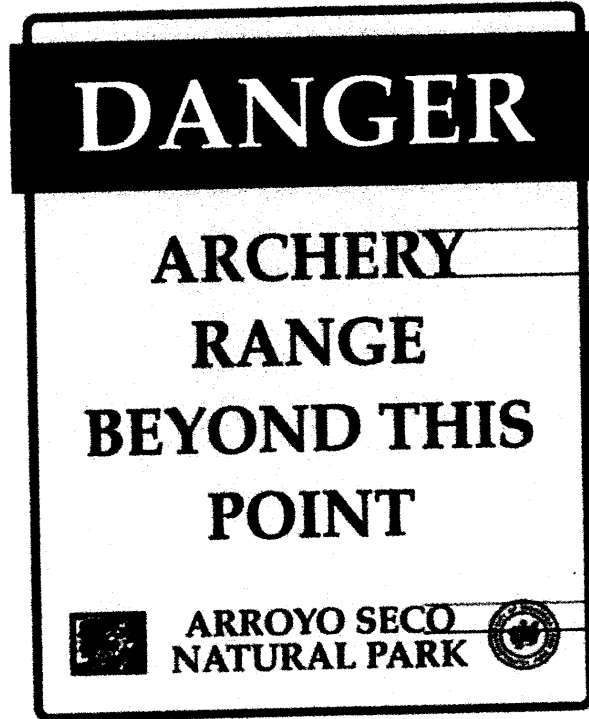
Draft of Directional Sign

(1 Page)

DRAFT DIRECITONAL SIGN

8 in

10 in



1 in

0.625 in

0.375 in

# ATTACHMENT D

Draft of Regulatory Sign

(1 Page)



# DRAFT REGULATORY SIGN

36 in



## CITY OF PASADENA ARCHERY RANGE Rules & Regulations

**RANGE HOURS: Dawn to Dusk**

The following activities are prohibited per PMC \_\_\_\_\_

- ENGAGING IN ACTIVE OR PASSIVE NON-ARCHERY ACTIVITIES
- USE OF CROSSBOW, FLIGHTBOWS OR BROADHEAD ARROWS
- SHOOTING FROM POSITIONS OUTSIDE OF RANGE BOUNDARIES
- USE OF THE RANGE BY PERSONS NOT PROMINENTLY DISPLAYING CITY-ISSUED ARCHERY RANGE CREDENTIALS
- SKY LOADING (KEEP ARROWS POINTED DOWN RANGE)
- COMMERCIAL OR ORGANIZED USE OF THIS FACILITY WITHOUT A CITY PERMIT OR AGREEMENT
- LEAVING TARGETS OR DEBRIS ON THE RANGE AFTER USE

Safety Training Classes offered each Saturday at 8:00am (weather permitting).  
For more information contact Pasadena Roving Archers (626) 577-7252

For Park Maintenance Information (626) 744-4321

Report Violations to the Pasadena Police Department (626) 744-4241

In Case of Emergency 911

Persons using this range do so at their own risk. Archery is an inherently dangerous activity which can result in severe personal injury and even death. The City of Pasadena assumes no responsibility for loss or injury.

42 in

1.4 in

1.4 in

1 in

1 in

0.625 in

0.625 in

0.625 in

# ATTACHMENT E

Natural Barrier Cross Section from LAMP

(1 page)

**Image taken from page 4-11 of the  
Lower Arroyo Seco Mater Plan**

