

Notice and Agenda

Regular Meeting of the La Cañada Flintridge Parks and Recreation Commission

Wednesday, September 9, 2026 at 6:00 PM

**City Hall
One Civic Center Drive
La Cañada Flintridge, CA 91011**



**Larry Brown, Chair
Michelle Jaross, Vice-Chair
Claire Plotkin, Commissioner
James Settles, Commissioner
Matt Stoner, Commissioner**

Comments from the Public

The public is encouraged to address the Parks and Recreation Commission on any matter posted on the agenda or on any other matter within its jurisdiction. If you wish to address the Commission, you may do so during the **Comments from the Public** period noted on the agenda. Each person is allowed 3-minutes speaking time.

Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The Commission may direct staff to investigate and/or schedule certain matters for consideration at a future Commission meeting.

Agenda Materials

Copies of staff reports and supporting documentation pertaining to agenda items are available for public viewing and inspection at City Hall, 2nd Floor Lobby Area, during regular business hours, and on the City's website <https://lcf.ca.gov>. For further information regarding agenda items, please contact the Administration Department at (818) 790-8880.

SB 343 – Any writings relating to an agenda item distributed to a majority of the City Council less than 72 hours prior to the meeting will be available for public review in the City Clerk's Office during normal business hours and/or posted on the City's website.

Levine Act - To promote transparency and fairness in government decision-making, the Levine Act imposes contribution prohibitions and disclosure requirements. Specifically, any elected or appointed City officer is prohibited from making or attempting to influence a decision in a proceeding involving a license, permit, or other entitlement for use if the officer received a contribution of more than \$500 within the preceding 12 months from a party or their agent. (Gov. Code § 84308(c)(1).) Additionally, parties to proceedings involving a license, permit, or other entitlement for use pending before any elected or appointed City officer must disclose any campaign contributions exceeding \$500 that they made within the preceding 12 months. (Gov. Code § 84308(e)(1).) For more information please visit: <https://lcf.ca.gov/city-clerk/levine-act/>.

Reasonable Accommodations

In compliance with the Americans with Disabilities Act and Government Code Section 54953(g), the Commission has adopted a "reasonable accommodations" policy to expedite accommodation requests. The policy can also be found on the City's website. Please contact the City Clerk's Office, (818) 790-8880 to make an accommodation request, or to obtain an electronic or printed copy of the policy.

6:00 PM Parks and Recreation Commission Regular Meeting

Preliminary Business

Call to Order

Roll Call

Larry Brown, Chair
Michelle Jaross, Vice-Chair
Claire Plotkin, Commissioner
James Settles, Commissioner
Matt Stoner, Commissioner

Pledge of Allegiance

Comments from the Public - Public Comment cards are in the holder on the wall in the lobby.

Limited to 3 minutes per speaker for items on the Consent Calendar, items not on the Agenda, or any issue within the subject matter jurisdiction of the Commission. Public comment is limited to a maximum of 20 minutes. Speakers not able to speak due to the 20-minute time limit will be provided with the opportunity to speak at the end of the meeting.

If the matter on which you wish to speak is an Agenda item (other than a Consent Calendar item), you will be provided the opportunity to address the Commission when the matter is considered. Please give a completed Public Comment Card to the Clerk prior to the beginning of the item.

Reordering of and Additions to the Agenda

Consent Calendar

Items on the Consent Calendar will be enacted by one motion and roll call vote without individual discussion. If discussion is desired, the item will be removed and considered separately.

- 1) Approval of Minutes of the Parks and Recreation Commission Meetings
 - a) Regular Commission Meeting for July 8, 2026
 - b) Canceled Regular Commission Meeting for August 12, 2026

Other Business

- Permit, Park and Fee Waiver Requests
 - a) Recreational Facility Use Request for Coldwell Banker Pet Adoption Event
 - b) Recreational Facility Use Request for Matt Zieman- La Cañada Boys 7U Baseball
 - c) Recreational Facility Use and Fee Waiver Request for Paul Velten- NFL Flag Foothills Football - Bears - Junior Division

Concluding Business

- Commissioners' Comments
- Staff Comments

Adjournment

Motion to Adjourn

I certify under penalty of perjury that the agenda was posted on the City Hall bulletin board at One Civic Center Drive at least **72 hours** prior to the meeting, in accordance with Government Code Section 54954.2.

Angela Cho, Assistant Director of Administrative Services



Regular Commission Meeting

Call to Order

Chair Stoner called the Regular Meeting to order at 6:08 p.m.

Roll Call

Commissioner Claire Plotkin, Commissioner James Settles, Vice Chair Larry Brown, and Chair Matt Stoner.

Commissioner Michelle Jaross was absent.

Staff Present:

Assistant Director of Administrative Services Angela Cho

Pledge of Allegiance

Led by Chair Stoner.

Comments from the Public - Public Comment cards are in the holder on the wall in the lobby.

None:

Reordering of and Additions to the Agenda: None

Consent Calendar

1) Approval of Minutes of the Parks and Recreation Commission Meetings

a) Regular Commission Meeting for June 10, 2026

A **motion** was made by Vice Chair Brown, seconded by Commissioner Settles, and carried (3-0-1, Commissioner Plotkin abstained, Commissioner Jaross absent) to approve the Regular Commission meeting minutes for June 10, 2026.

Other Business

2) Permit, Parks and Fee Waiver Requests

a) Recreational Facility Use and Fee Waiver Request from La Cañada Congregational Church for Movies in the Park for Fall 2026

Kyle Sears of La Cañada Congregational Church provided a brief description and addressed questions from Chair Stoner.

A **motion** was made by Vice Chair Brown, seconded by Commissioner Plotkin, and carried (4-0, Commissioner Jaross absent) to approve the recreational facility use and fee waiver request from La Cañada Congregational Church for Movies in the Park for Fall 2026.

3) Parks Make Life Better! Celebration of Parks and Recreation Month

Assistant Director of Administrative Services Cho presented a brief description. She discussed the recognition of July as National Parks and Recreation Month and the collaboration with the YMCA for a Spring into Wellness Program. She shared statistics on permits and field reservations, emphasizing the active use of City amenities and addressed questions from Chair Stoner.

4) Nomination and Election of the Parks and Recreation Commission Chair

Assistant Director of Administrative Services Cho provided a brief update.

Chair Stoner explained the process of selecting the Chair and Vice Chair of the Parks and Recreation Commission.

Chair Stoner nominated Vice Chair Brown as Chair.

A **motion** was made by Chair Stoner, seconded by Commissioner Settles, and carried (4-0, Commissioner Jaross absent) to approve the nomination and election of the Parks and Recreation Commission Chair.

5) Nomination and Election of the Parks and Recreation Commission Vice Chair

Commissioner Settles nominated Commissioner Jaross as Vice Chair.

A **motion** was made by Chair Stoner, seconded by Vice Chair Brown, and carried (4-0, Commissioner Jaross absent) to approve the nomination and election of the Parks and Recreation Commission Vice Chair.

6) Nomination and Election of the Parks and Recreation Commission Representative to the Joint Operations Team

Assistant Director of Administrative Services Cho presented a brief description.

Commissioner Plotkin nominated herself as the Parks and Recreation Commission representative to the Joint Operations Team.

A **motion** was made by Chair Stoner, seconded by Vice Chair Brown, and carried (4-0, Commissioner Jaross absent) to approve the nomination and election of the Parks and Recreation Commission representative to the Joint Operations Team.

7) Nomination and Election of the Parks and Recreation Commission Representative to the Cornishon Corridor – Joint Working Group

Assistant Director of Administrative Services Cho presented a brief description and addressed questions from the Commissioners.

Commissioner Plotkin nominated Commissioner Settles as the representative to the Cornishon Corridor – Joint Working Group.

A **motion** was made by Chair Stoner, seconded by Vice Chair Brown, and carried (4-0, Commissioner Jaross absent) to approve the nomination and election of the Parks and Recreation Commission representative to the Cornishon Corridor – Joint Working Group.

Concluding Business

Commissioners' Comments

Chair Stoner asked staff about the Mayor's Discovery Park Ribbon Cutting Event and Assistant Director of Administrative Services Cho provided a brief update.

Staff Comments

Assistant Director of Administrative Services Cho provided an update on Music in the Park, Summer Field Closures, and National Preparedness Month and Community Preparedness Day on September 10, 2026. She noted that the Parks and Recreation Commission will not meet in August.

Adjournment

Chair Stoner adjourned the Regular Parks and Recreation Commission meeting at 6:36 p.m.

Angela Cho, Assistant Director of Administrative Services

Minutes approved by the Parks and Recreation Commission on _____.



REGULAR COMMISSION MEETING CANCELED
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The Regular Meeting of the Parks and Recreation Commission scheduled for Wednesday, August 12, 2026, was canceled.

The next regular meeting will be held on Wednesday, September 9, 2026, at 6:00 p.m. in the City Council Chambers, One Civic Center Drive, La Cañada Flintridge.

Angela Cho, Assistant Director of Administrative Services

Minutes approved by the Parks and Recreation Commission on _____,



Parks and Recreation Commission Agenda Report

Meeting Date: September 9, 2026

Subject: Recreational Facility Use Request for Coldwell Banker Pet Adoption Event

Presenter: Angela Cho, Assistant Director of Administrative Services

Fiscal Impact: This applicant is not requesting a fee waiver.

Background:

Coldwell Banker requests the use of the Memorial Park Gazebo in support of a Pet Adoption Event. Attendance is projected to be about 15 people.

Request:

Facility	Day(s)	Date	Duration
Memorial Park Gazebo	Sunday	October 25, 2026	10:00 AM to 1:00 PM

Staff Analysis:

The staff has evaluated the event, and there are no major concerns with the request.

Attachments:

1. ActiveLCF Permit Application

Permit



City of La Canada Flintridge
Online
City Hall
One Civic Center Drive
La Canada Flintridge, CA 91011

PHONE:(818) 790-8880
FAX:(000) 000-0000
EMAIL:activelcf@lcf.ca.gov

Permit # R887
Status Tentative
Date of Issue Aug 5, 2026 4:12 PM
Expiration Date Nov 3, 2026

Customer Name	Eunice Song - 430	Cell Phone Number	[REDACTED]
Customer Type	General Public	Email Address	[REDACTED]
Mailing Address	[REDACTED] [REDACTED] La Canada Flintridge, CA 91011		
System User	Internet User		

Rental Fee	\$75.00
Discounts	\$0.00
Subtotal	\$75.00
Deposits	\$0.00
Deposit Discounts	\$0.00
Total Permit Fee	\$75.00
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$75.00

Coldwell Banker Pet Adoption		1 resource(s)	1 booking(s)	Subtotal: \$75.00
Booking Summary				
Memorial Park Gazebo Area (LCF Resident - One Time PARK Reservation)			Center: Memorial Park	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX	
Sun, Oct 25, 2026 10:00 AM	Sun, Oct 25, 2026 1:00 PM	15	\$60.00	
Rec Facility Memorial Park Use Fee	\$20.00 / Hour x 3	\$60.00		
Resource level fees			\$15.00	
Recreation Technology Fee	\$15.00 / Each x 1	\$15.00		

Custom Questions	
QUESTION	ANSWER
Applicant is a(n):	Individual, who is a LCF resident
Do you anticipate your request having 30 or more participants?	No
Fee waivers may be granted to residents at the city’s discretion when TWO or MORE of the following conditions have been met: A. Applicant is a non-profit or not-for-profit organization recognized as such by the state of California. B. Applicant agrees to provide in-kind services or perform community service. C. The activity/event for which the permit has been requested is open to the public, free of charge. D. City Sponsored Event	Acknowledged

I fully understand that my participation and use of the City of La Cañada Flintridge recreational facilities exposes me to the risk of personal injury, death, or property damage. I hereby acknowledge I am voluntarily participating in the use of this facility,event, and/or classes and agree to assume any such risks.

I RECOGNIZE THAT SKATEBOARDING AND IN-LINE SKATING ARE DANGEROUS AND CONTAIN RISK OF PERSONAL INJURY, DEATH, DISABILITY, OR PROPERTY DAMAGE OR LOSS (“DAMAGES”). I ASSUME ANY AND ALL RISKS associated with my use of the facility, including, but not limited to, strenuous physical activity or exertion; striking or being struck by objects or persons; falling off/ from trick features; exposure to heat, cold or humidity. Such risk may result in injuries that include, but are not limited to, sprain, strain or tear of muscles or ligaments; fracture or dislocation of joints or bones; head or facial injuries; spinal cord or internal injuries. I am aware that the usual risks, hazards and dangers of incurring damages increase when using ramps, curbs, steps, half pipes, inclines or declines, bowls or any other structure or device. I know that the risks, hazards and dangers include, but are not limited to, uncontrollable boards and bicycles, falling, jumping, landing, performing tricks, colliding with other users, staff, media personnel and spectators. I understand that these risks, hazards and dangers are further increased when other persons, whether or not of the same level of experience or skating, are present at the same time and using the same facilities. ALL SUCH RISKS ARE KNOWN AND ASSUMED BY ME.

I hereby release, discharge, and agree not to sue the City of La Cañada Flintridge, La Cañada Unified School District, and the Community Center of La Cañada Flintridge (hereinafter individually and collectively referred to as “Indemnified Parties)for any injury, death, or damage to or loss of personal property arising out of, or in connection with, my participation in the use of the facility, park, field, event, class, or from whatever the cause, including the active or passive negligence of the Indemnified Parties, or any other participants of the facility, park, field and any events and /or classes taking place at the facility, park, and/or field. The parties to this agreement understand that this document is not intended to release any party from any act or omission of "gross negligence" as that term is used in applicable case law and/or statutory provision. I also understand that I am responsible for any injury or damage that I cause to others during the use of the facility, park, and/or field, and I hereby agree to hold harmless, indemnify and defend the City from any and all claims or liabilities that may arise out of my use of the facility, park, and/or field.

I further agree that no oral representations, statements, or inducements apart from this Release have been made by City or anyone else with regard to the subject matter of this Release. This Release is intended to be construed broadly to the full extent permitted under the laws of the State of California, and if any portion thereof is held by a court of competent jurisdiction to be invalid, the balance shall, notwithstanding, continue in full legal force and effect.

I understand that if I vandalize and/or destroy City property, fees will be assessed for which I will be billed and further admission to the facility, park, and/or field may be denied. In consideration for being permitted to participate in the use of the facility, park, and/or field and any events and /or classes held in the facility, park, and/or field, I hereby agree, for myself, my heirs, administrators, executors, and assigns, that I shall indemnify, defend, and hold harmless the Indemnified Parties from any and all claims, demands actions or suits arising out of or in connection with my use of the facility, park, and/or field and any events and/or classes taking place at the facility, park, and/or field.

I HAVE CAREFULLY READ THIS WAIVER, RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY FOR WHATEVER PERIOD SUCH ACTIVITIES MAY CONTINUE AND SIGN IT ON MY OWN FREE WILL.

Payment Schedules

Original Balance: \$75.00 Current Balance: \$75.00

DUE DATE	AMOUNT DUE	AMOUNT PAID	WITHDRAWAL ADJUSTMENT	BALANCE
Sep 12, 2026	\$75.00	\$0.00	\$0.00	\$75.00



Parks and Recreation Commission Agenda Report

Meeting Date: September 9, 2026

Subject: Recreational Facility Use Request for Matt Zieman- La Cañada Boys 7U Baseball

Presenter: Angela Cho, Assistant Director of Administrative Services

Fiscal Impact: This applicant is not requesting a fee waiver.

Background:

Matt Zieman requests the use of PCR Field. The applicant is requesting to reserve this field for a group of youth to practice baseball during this fall. This field permit request is not associated with LCBSA.

FACILITY	JOINT USE HOURS	REQUESTED DATES
PCR Field	Monday - Friday: 4:45 PM to 11:00 PM Saturday & Sunday: 7:00 AM to 11:00 PM	Wednesdays September 16, 23 and 30 October 7 and 14 4:45 PM - 6:45 PM Sundays September 13, 20 and 27 October 4, 11, 18, and 25 November 1, 8, 15 and 22 December 6 3:00 PM - 5:00 PM

Staff Analysis:

The staff has evaluated the event, and there are no major concerns with the request.

Attachments:

1. ActiveLCF Permit Request

Permit



City of La Canada Flintridge
Online
City Hall
One Civic Center Drive
La Canada Flintridge, CA 91011

PHONE:(818) 790-8880
FAX:(000) 000-0000
EMAIL:activelcf@lcf.ca.gov

Permit # R889
Status Tentative
Date of Issue Aug 10, 2026 7:26 PM
Expiration Date Nov 8, 2026

Customer Name	Matthew Zieman - 822	Work Phone Number	
Customer Type	General Public	Home Phone Number	
Mailing Address		Cell Phone Number	
	La Canada Flintridge, CA 91011	Email Address	
System User	Internet User		

Rental Fee	\$1,715.00
Discounts	\$0.00
Subtotal	\$1,715.00
Deposits	\$0.00
Deposit Discounts	\$0.00
Total Permit Fee	\$1,715.00
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$1,715.00

La Canada Boys 7U baseball

1 resource(s)17 booking(s)Subtotal: \$1,715.00

Booking Summary

PCR Field (LCF Resident - Reoccurring FIELD/COURTS Reservation)

Center: Palm Crest Elementary Field

START DATE/TIME		END DATE/TIME	ATTENDEE	AMT W/O TAX
Sun, Sep 13, 2026 3:00 PM		Sun, Dec 6, 2026 5:00 PM	--	\$1,200.00
Occurs every Sunday effective 09/13/2026 until 12/06/2026 from 3:00 PM to 5:00 PM.				
Sun, Sep 13, 2026 3:00 PM		Sun, Sep 13, 2026 5:00 PM	18	\$100.00
Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		
Sun, Sep 20, 2026 3:00 PM		Sun, Sep 20, 2026 5:00 PM	18	\$100.00
Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		
Sun, Sep 27, 2026 3:00 PM		Sun, Sep 27, 2026 5:00 PM	18	\$100.00
Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		
Sun, Oct 4, 2026 3:00 PM		Sun, Oct 4, 2026 5:00 PM	18	\$100.00
Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		
Sun, Oct 11, 2026 3:00 PM		Sun, Oct 11, 2026 5:00 PM	18	\$100.00
Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		
Sun, Oct 18, 2026 3:00 PM		Sun, Oct 18, 2026 5:00 PM	18	\$100.00
Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		
Sun, Oct 25, 2026 3:00 PM		Sun, Oct 25, 2026 5:00 PM	18	\$100.00

Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		
Sun, Nov 1, 2026 3:00 PM		Sun, Nov 1, 2026 5:00 PM	18	\$100.00
Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		
Sun, Nov 8, 2026 3:00 PM		Sun, Nov 8, 2026 5:00 PM	18	\$100.00
Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		
Sun, Nov 15, 2026 3:00 PM		Sun, Nov 15, 2026 5:00 PM	18	\$100.00
Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		
Sun, Nov 22, 2026 3:00 PM		Sun, Nov 22, 2026 5:00 PM	18	\$100.00
Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		
Sun, Dec 6, 2026 3:00 PM		Sun, Dec 6, 2026 5:00 PM	18	\$100.00
Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		
Wed, Sep 16, 2026 4:45 PM		Wed, Oct 14, 2026 6:45 PM	--	\$500.00
Occurs every Wednesday effective 09/16/2026 until 10/14/2026 from 4:45 PM to 6:45 PM.				
Wed, Sep 16, 2026 4:45 PM		Wed, Sep 16, 2026 6:45 PM	18	\$100.00
Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		
Wed, Sep 23, 2026 4:45 PM		Wed, Sep 23, 2026 6:45 PM	18	\$100.00
Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		
Wed, Sep 30, 2026 4:45 PM		Wed, Sep 30, 2026 6:45 PM	18	\$100.00
Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		
Wed, Oct 7, 2026 4:45 PM		Wed, Oct 7, 2026 6:45 PM	18	\$100.00
Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		
Wed, Oct 14, 2026 4:45 PM		Wed, Oct 14, 2026 6:45 PM	18	\$100.00
Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		
Resource level fees				\$15.00
Recreation Technology Fee	\$15.00 / Each x 1	\$15.00		

Custom Questions	
QUESTION	ANSWER
Applicant is a(n):	Individual, who is a LCF resident
Fee waivers may be granted to residents at the city's discretion when TWO or MORE of the following conditions have been met: A. Applicant is a non-profit or not-for-profit organization recognized as such by the state of California. B. Applicant agrees to provide in-kind services or perform community service. C. The activity/event for which the permit has been requested is open to the public, free of charge. D. City Sponsored Event	Acknowledged
If applying on behalf of the organization, please provide Organizations Tax ID (put N/A if not an organization)	NA
Is this event open to the general public?	No
LCF Residents may qualify for a fee waiver, would you like to be considered for a fee waiver?	No (skip remaining questions)
Organization Name/User Name	Matt Zieman Baseball

Parks/designated recreational facilities may not be used for commercial use/purpose /monetary gains. 5.24.020 Commercial use prohibited. Confirm the request is NOT for commercial use/purpose.	Confirmed (NOT for Commercial Use/Purpose)
Provide a brief description of your event, including the type of activities.	Fall Baseball Practice for the LC 6U Shetland All Stars
Provide the email of the person who will sign the Use Agreement.	
Provide the name of the person who will sign the Use Agreement?	Matt Zieman
Will food be (select all that apply):	No food will be at the event
Will local/outside vendor(s) be utilized for the day of the event (set up/for the entire duration)?	No
Will the event be advertised in LCF?	No
Will you require lights?	No
You must provide a certificate of insurance with minimum general liability limits of \$1,000,000 per occurrence naming the City of La Cañada Flintridge as a certificate holder. How would you provide proof of insurance if your request is processed?	Provide my own proof of liability insurance
Will you provide the necessary documentation/proof via email(Active!cf@lcf.ca.gov) or drop it off at City Hall?	Drop off at City Hall

Waivers and Information

WAIVER NAME	DUE DATE	FOR	SIGNING STATUS
Facility Waiver	Sep 13, 2026	Matthew Zieman	Waiver Signed by: Matthew Zieman on Aug 10, 2026
I agree to abide by all of the rules of the facility.			

Payment Schedules					Original Balance: \$1,715.00	Current Balance: \$1,715.00
DUE DATE	AMOUNT DUE	AMOUNT PAID	WITHDRAWAL ADJUSTMENT	BALANCE		
Sep 18, 2026	\$1,715.00	\$0.00	\$0.00	\$1,715.00		



Parks and Recreation Commission Agenda Report

Meeting Date: September 9, 2026

Subject: Recreational Facility Use and Fee Waiver Request for Paul Velten-
NFL Flag Foothills Football - Bears - Junior Division

Presenter: Angela Cho, Assistant Director of Administrative Services

Fiscal Impact: Any time granted and waived by the Commission would waive \$50 per hour.

Background:

Paul Velten requests the use of PCR Field in support of the NFL Flag Foothills Football - Bears - Junior Division. The applicant hopes to reserve the field so they can continue to improve and develop their abilities through the fall season.

FACILITY	JOINT USE HOURS	REQUESTED DATES
PCR Field	Monday - Friday: 4:45 PM to 11:00 PM Saturday & Sunday: 7:00 AM to 11:00 PM	Mondays and Thursdays September 14 - November 12 5:00 PM - 7:00 PM

Fee Waiver Eligibility:

The applicant's residency status will be verified by City staff prior to issuance of permits. The applicant's fee waiver request is eligible for approval by a majority vote of the Commission under LCF Municipal Code Sections 5.24.035 Fees and Fee Waiver when the applicant meets two (2) or more of the four (4) criteria. The applicant state they meet the following criteria:

- I. (B): The resident applicant agrees to provide in-kind services or perform community service.
- II. (C): The activity/event for which the permit has been requested is open to the public, free of charge.

Attachments:

1. ActiveLCF Permit Request
2. Municipal Code 5.24.035 – Fees and Fee Waiver
3. NFL Flag Foothills Football - FTB
4. Email Confirmation

Permit



City of La Canada Flintridge
Online
City Hall
One Civic Center Drive
La Canada Flintridge, CA 91011

PHONE:(818) 790-8880
FAX:(000) 000-0000
EMAIL:activelcf@lcf.ca.gov

Permit # R892
Status Tentative
Date of Issue Aug 19, 2026 8:58 AM
Expiration Date Nov 17, 2026

Customer Name	Paul Velten - 830	Home Phone Number	
Customer Type	General Public	Cell Phone Number	
Mailing Address		Email Address	
	La Canada Flintridge, CA 91011		
System User	Internet User		

Rental Fee	\$1,815.00
Discounts	\$0.00
Subtotal	\$1,815.00
Deposits	\$0.00
Deposit Discounts	\$0.00
Total Permit Fee	\$1,815.00
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$1,815.00

NFL Flag Foothills Football - Bears - Junior Division

1 resource(s)18 booking(s)Subtotal: \$1,815.00

Booking Summary

PCR Field (LCF Resident - Reoccurring FIELD/COURTS Reservation)

Center: Palm Crest Elementary Field

START DATE/TIME		END DATE/TIME	ATTENDEE	AMT W/O TAX
Mon, Sep 14, 2026 5:00 PM		Thu, Nov 12, 2026 7:00 PM	--	\$1,800.00
Occurs every Monday and Thursday effective 09/14/2026 until 11/12/2026 from 5:00 PM to 7:00 PM.				
Mon, Sep 14, 2026 5:00 PM		Mon, Sep 14, 2026 7:00 PM	20	\$100.00
Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		
Thu, Sep 17, 2026 5:00 PM		Thu, Sep 17, 2026 7:00 PM	20	\$100.00
Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		
Mon, Sep 21, 2026 5:00 PM		Mon, Sep 21, 2026 7:00 PM	20	\$100.00
Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		
Thu, Sep 24, 2026 5:00 PM		Thu, Sep 24, 2026 7:00 PM	20	\$100.00
Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		
Mon, Sep 28, 2026 5:00 PM		Mon, Sep 28, 2026 7:00 PM	20	\$100.00
Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		
Thu, Oct 1, 2026 5:00 PM		Thu, Oct 1, 2026 7:00 PM	20	\$100.00
Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		
Mon, Oct 5, 2026 5:00 PM		Mon, Oct 5, 2026 7:00 PM	20	\$100.00
Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		

Thu, Oct 8, 2026 5:00 PM		Thu, Oct 8, 2026 7:00 PM	20	\$100.00
Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		
Mon, Oct 12, 2026 5:00 PM		Mon, Oct 12, 2026 7:00 PM	20	\$100.00
Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		
Thu, Oct 15, 2026 5:00 PM		Thu, Oct 15, 2026 7:00 PM	20	\$100.00
Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		
Mon, Oct 19, 2026 5:00 PM		Mon, Oct 19, 2026 7:00 PM	20	\$100.00
Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		
Thu, Oct 22, 2026 5:00 PM		Thu, Oct 22, 2026 7:00 PM	20	\$100.00
Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		
Mon, Oct 26, 2026 5:00 PM		Mon, Oct 26, 2026 7:00 PM	20	\$100.00
Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		
Thu, Oct 29, 2026 5:00 PM		Thu, Oct 29, 2026 7:00 PM	20	\$100.00
Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		
Mon, Nov 2, 2026 5:00 PM		Mon, Nov 2, 2026 7:00 PM	20	\$100.00
Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		
Thu, Nov 5, 2026 5:00 PM		Thu, Nov 5, 2026 7:00 PM	20	\$100.00
Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		
Mon, Nov 9, 2026 5:00 PM		Mon, Nov 9, 2026 7:00 PM	20	\$100.00
Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		
Thu, Nov 12, 2026 5:00 PM		Thu, Nov 12, 2026 7:00 PM	20	\$100.00
Rec Facility Courts Use Fee	\$50.00 / Hour x 2	\$100.00		
Resource level fees				\$15.00
Recreation Technology Fee	\$15.00 / Each x 1	\$15.00		

Custom Questions	
QUESTION	ANSWER
Applicant is a(n):	Individual, who is a LCF resident
Fee waivers may be granted to residents at the city’s discretion when TWO or MORE of the following conditions have been met: A. Applicant is a non-profit or not-for-profit organization recognized as such by the state of California. B. Applicant agrees to provide in-kind services or perform community service. C. The activity/event for which the permit has been requested is open to the public, free of charge. D. City Sponsored Event	Acknowledged
If applying on behalf of the organization, please provide Organizations Tax ID (put N/A if not an organization)	N/A
If you selected the "in-kind services", indicate which is to be performed by the requestor(2 to 10 hours, depending on the fee waiver amount).	Open to any volunteering opportunity
Is this event open to the general public?	Yes Free of charge
LCF Residents may qualify for a fee waiver, would you like to be considered for a fee waiver?	Yes (answer remaining questions)
Organization Name/User Name	NFL Flag Foothills Football - Bears - Junior Division

Parks/designated recreational facilities may not be used for commercial use/purpose /monetary gains. 5.24.020 Commercial use prohibited. Confirm the request is NOT for commercial use/purpose.	Confirmed (NOT for Commercial Use/Purpose)
Provide a brief description of your event, including the type of activities.	Flag Football Practice
Provide the email of the person who will sign the Use Agreement.	
Provide the name of the person who will sign the Use Agreement?	
Select at LEAST TWO (2) options that apply:	Applicant agrees to provide in-kind services Activity/event open to public free of charge
Will food be (select all that apply):	No food will be at the event
Will local/outside vendor(s) be utilized for the day of the event (set up/for the entire duration)?	No
Will the event be advertised in LCF?	No
Will you require lights?	No
You must provide a certificate of insurance with minimum general liability limits of \$1,000,000 per occurrence naming the City of La Cañada Flintridge as a certificate holder. How would you provide proof of insurance if your request is processed?	Provide my own proof of liability insurance
Will you provide the necessary documentation/proof via email(ActiveLCF@lcf.ca.gov) or drop it off at City Hall?	Email (activeLCF@lcf.ca.gov)

Waivers and Information

WAIVER NAME	DUE DATE	FOR	SIGNING STATUS
Facility Waiver	Sep 24, 2026	Paul Velten	Waiver Signed by: Paul Velten on Aug 19, 2026

I agree to abide by all of the rules of the facility.

Payment Schedules					Original Balance: \$1,815.00	Current Balance: \$1,815.00
DUE DATE	AMOUNT DUE	AMOUNT PAID	WITHDRAWAL ADJUSTMENT	BALANCE		
Sep 19, 2026	\$1,815.00	\$0.00	\$0.00	\$1,815.00		

§ 5.24.035. Fees and fee waiver.

Each application for a reservation shall be accompanied by a fee in an amount established by resolution of the city council. A resident applicant that is not a club may make an application for a fee waiver to the parks and recreation commission. Fee waivers may be granted to residents at the city's discretion, when two or more of the following conditions have been met:

- A. The resident applicant is a non-profit or not-for-profit organization recognized as such by the state of California.
- B. The resident applicant agrees to provide in-kind services or perform community service.
- C. The activity/event for which the permit has been requested is open to the public, free of charge.
- D. The city council is a partner, co-sponsor, or has formally endorsed the event for which the permit is being requested.

Any determination by the parks and recreation commission shall be final and effective unless appealed to the city manager pursuant to Section [5.24.065](#).

(Ord. 328 § 2, 2002; Ord. 525, 2/18/2025)



Entity Status Letter

Date:

ESL ID:

Why You Received This Letter

According to our records, the following entity information is true and accurate as of the date of this letter.

Entity ID:

Entity Name:

1. The entity is in good standing with the Franchise Tax Board.
2. The entity is **not** in good standing with the Franchise Tax Board.
3. The entity is currently exempt from tax under Revenue and Taxation Code (R&TC) Section 23701
4. We do not have current information about the entity.
5. The entity was administratively dissolved/cancelled on _____ through the Franchise Tax Board Administrative Dissolution process.

Important Information

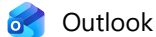
- This information does not necessarily reflect the entity's current legal or administrative status with any other agency of the state of California or other governmental agency or body.
- If the entity's powers, rights, and privileges were suspended or forfeited at any time in the past, or if the entity did business in California at a time when it was not qualified or not registered to do business in California, this information does not reflect the status or voidability of contracts made by the entity in California during the period the entity was suspended or forfeited (R&TC Sections 23304.1, 23304.5, 23305a, 23305.1).
- The entity certificate of revivor may have a time limitation or may limit the functions the revived entity can perform, or both (R&TC Section 23305b).

Connect With Us

Web: **ftb.ca.gov**
Phone: 800-852-5711 from 7 a.m. to 5 p.m. weekdays, except state holidays
916-845-6500 from outside the United States

California

Relay Service: 711 or 800-735-2929 (For persons with hearing or speech impairments)



Re: NFL Flag Foothills Football - Fee Waiver

From Paul Velten <[REDACTED]>

Date Tue 9/1/2026 1:39 PM

To Angela Cho <acho@lcf.ca.gov>

[EXTERNAL EMAIL] This email originated outside of the organization. DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe

Thank you, Angela. Yes, confirm confirming this is all correct.

Paul Velten

m: [REDACTED]

On Tue, Sep 1, 2026 at 1:28 PM Angela Cho <acho@lcf.ca.gov> wrote:

Hi Paul,

I was going over the final agenda report for your NFL Flag Foothills Football field request and wanted to confirm in writing a couple things:

- NFL Flag Foothills Football is **not a club sport**. (Definition of "club" can be found in the [City's Municipal Code here](#)). Club sports are not eligible for fee waivers.
- For fee waiver eligibility, the flag football practice as per this permit **will be free and open to the public.**

Because of these nuances that come from the inaugural request from a new sport, we are being extra careful that the fee waiver is being applied accurately. Additionally, this email will be attached to your permit request to affirm that you agree with the following points listed above.

Thank you working with me on this. New requests always require additional eyes and questions.

Best,



Angela Cho

Assistant Director

Administrative Services

(818) 790-8880 | acho@lcf.ca.gov

One [Civic Center Drive](#)

[La Cañada Flintridge, CA 91011](#)

<https://lcf.ca.gov/>

