

# Parks and Recreation Commission



## REGULAR MEETING MINUTES – DRAFT

**Date:** 10/28/2020  
**Time:** 6:30 p.m.  
**Regular Meeting Location:** Zoom.us/join – ID# 911 6597 4358

### A. Call To Order

Chair Baskin called the meeting to order at 6:33 p.m.

### B. Roll Call

Present: Baskin, Bryman (arrived at 6:43 p.m.), Diepenbrock, Harris, Johnson, Payne, Staley

Absent: None

Staff: Library and Community Services Director Sean Reinhart, Assistant Community Services Director Adriane Lee Bird

### C. Public Comment

- Jim Carson spoke in opposition of the pickleball pilot program only being offered at Kelly Park.
- David Yoshida spoke in opposition of the pickleball pilot program only being offered at Kelly Park.
- Carol Dressler spoke in opposition of the pickleball pilot program only being offered at Kelly Park.
- JD Tappe spoke in opposition of the pickleball pilot program only being offered at Kelly Park.
- Billy Chow spoke in opposition of the pickleball pilot program only being offered at Kelly Park.
- Monica Williams spoke in opposition of the pickleball pilot program only being offered at Kelly Park.
- Amy Harris spoke in opposition of the pickleball pilot program only being offered at Kelly Park.
- Alicia Falsetto spoke in opposition of the pickleball pilot program only being offered at Kelly Park.

### D. Presentations

#### D1. Review commission/committee policies and procedures, roles and responsibilities

City Clerk Judi Herren made the presentation ([Attachment](#)).

#### D2. Youth Advisory Committee update

Recreation Coordinator Allan Bruce made the presentation ([Attachment](#)).

#### D3. Flood Park presentation

Director of San Mateo County Parks Department Nicholas Calderon made the presentation ([Attachment](#)).

### E. Regular Business

#### E1. Approve the Parks and Recreation Commission minutes for the meeting of September 23, 2020 ([Attachment](#))

**ACTION:** Motion and second (Bryman/Johnson) to accept the Parks and Recreation Commission meeting minutes of September 23, 2020 with a change of the word inclusive to inclusion on item E1, passed 7-0-0.

E2. Review/Update: Parks and Recreation Commission agenda calendar ([Attachment](#))

Assistant Community Services Director Adriane Lee Bird and the Parks and Recreation Commission reviewed and updated the commission agenda.

**F. Reports and Announcements**

F1. Commissioner reports (Marc Bryman)

Commissioner Bryman reported on concerns of the pickleball pilot program. This item will be placed on a future agenda.

F2. Menlo Park Community Campus project update ([Staff Report #20-009-PRC](#))

Library and Community Services Director Sean Reinhart gave the Menlo Park Community Campus project update.

F3. Update on Tier 1 projects from the Parks and Recreation facilities master plan ([Attachment](#))

Assistant Community Services Director Adriane Lee Bird gave the update on the Tier 1 projects from the Park and Recreation facilities master plan.

F4. Library and Community Services department updates ([Staff Report #20-010-PRC](#))

Library and Community Services Director Sean Reinhart gave the Library and Community Services department updates.

Chair Baskin adjourned the meeting at 8:46 p.m.

Linda Munguia, Senior Office Assistant

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

Teleconference meeting: All members of the Parks and Recreation Commission, city staff, applicants, and members of the public will be participating by teleconference. To promote social distancing while allowing essential governmental functions to continue, the Governor has temporarily waived portions of the open meetings act and rules pertaining to teleconference meetings. This meeting is conducted in compliance with the Governor Executive Order N-25-20 issued March 12, 2020, and supplemental Executive Order N- 29-20 issued March 17, 2020.

- How to participate in the meeting
  - Access the meeting real-time online at:  
[Zoom.us/join](https://zoom.us/join) – Regular Meeting ID 911 6597 4358
  - Access the regular meeting real-time via telephone (listen only mode)  
at: (669) 900-6833  
Regular Meeting ID 911 6597 4358

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website [www.menlopark.org](http://www.menlopark.org). The instructions for logging on to the Zoom webinar and/or the access code is subject to change. If you have difficulty accessing the Zoom webinar, please check the latest online edition of the posted agenda for updated information ([menlopark.org/agenda](http://menlopark.org/agenda)).



# COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-19-0004



# AGENDA

- What is an advisory body
- Workplan
- Scope of authority
- Roles and responsibilities of the chair
- Questions

## WHAT IS AN ADVISORY BODY

- What is “advisory in nature”?
- How can advisory bodies assist in achieving City Council priorities
  - hearing public testimony on the City Council’s behalf
    - e.g., through public comment at meetings
  - study referred matters and return recommendations and advice to the City Council
  - forwarding recommendations to the City Council for its consideration
    - e.g., through the advisory body workplan or workplan amendments that better align with city council priorities

# WORKPLAN

- City Council workplan
  - Lays foundation for the work to be conducted through the year
- Advisory body workplan
  - Supports the priorities set by the City Council
- Workplan process
  - Develop workplan
  - Approve workplan
  - Formally present to City Council
  - Report out quarterly



## SCOPE OF AUTHORITY

- Clarity on scope of authority
  - Not involved in the administration or operation of City departments
- The staff liaisons role
  - Provide a schedule of meetings
  - Advise the advisory body on directions and priorities of the City Council
  - Informing the advisory body of events, activities, policies, programs, etc. occurring within the scope of the City Council approved workplan
  - Ensure that agenda items approved by the advisory body are brought forth in a timely manner
  - Take action minutes



# ROLES AND RESPONSIBILITIES OF THE CHAIR

- Presiding officer
- Allow for adequate public participation
- Refrain members from conversations with the public
  - Hold members comments/questions until the close of public comment/public hearing
  - Must halt conversations between members and public
    - Either verbal or written
- In the absence of the chair, the vice chair shall act as the presiding officer



**THANK YOU FOR YOUR SERVICE  
TO THE MENLO PARK  
COMMUNITY**

# QUESTIONS





# YOUTH ADVISORY COMMITTEE

Update for Parks and Recreation Commission



# AGENDA

- About Youth Advisory Committee
- Overview
- Timeline
- Our Team
- Project Ideas
- Questions





# ABOUT YAC





## ABOUT YOUTH ADVISORY COMMITTEE

- The Menlo Park Youth Advisory Committee (YAC) exists as a citizens' group to advise and respond in all matters related to the needs of youth in Menlo Park.
- Group is compiled of teens currently enrolled in high school and who are also Menlo Park residents.
- The YAC's purpose is to engage the future leaders of Menlo Park by encouraging youth to take an active leadership role in the community.
- The YAC will advise the Parks and Recreation Commission and City staff on activities, events and programs to meet the needs of youth and teens in the community.
- This committee will meet the 3<sup>rd</sup> Thursday of every month from 6:00 p.m. to 7:30 p.m. via Zoom starting in November, with the hopes of in-person meetings in the future.





# OVERVIEW



## OVERVIEW

- The idea of the Youth Advisory Committee (YAC) was brought forth to our CSD Executives in late 2019 by two students from Menlo School.
- Allan Bruce, *Recreation Coordinator* and Gina Feil, *Librarian II* are chairing the committee.
- Interviews took place on Wednesday, October 21, 2020.
- We had a total of seven applicants apply, six interviewed and one declined.
- First meeting is scheduled for Thursday, November 19, 2020 via Zoom.
- Each meeting, we will have a representative from different City departments explaining their role and department operations.





# TIMELINE



## TIMELINE

### YOUTH ADVISORY COMMITTEE TIMELINE

Interview Dates: October 21, 4:00-6:30 p.m.

Meeting Dates	Time	Location	Notes:
Thursday, November 19, 2020	6:00 - 7:30 p.m.	Zoom	Intro/Goals/Projects
Thursday, December 17, 2020	6:00 - 7:30 p.m.	Zoom	Vision
Thursday, January 21, 2021	6:00 - 7:30 p.m.	Zoom	CS Project Plan
Thursday, February 18, 2021	6:00 - 7:30 p.m.	Zoom	Planning for 2021 Year
Thursday, March 18, 2021	6:00 - 7:30 p.m.	Zoom	
Thursday, April 15, 2021	6:00 - 7:30 p.m.	Zoom	
Thursday, May 20, 2021	6:00 - 7:30 p.m.	Zoom	Board Elections

**Events:**

2-3 events for the year, community service project, presentation at YAC event, participate in City programs and events.



# OUR TEAM





## OUR TEAM



The 2020-2021 Youth Advisory Committee consists of:

- **Annika Bai**, Sophomore: *Tide Academy*
  - **Ana Chung**, Sophomore: *Menlo-Atherton High School*
  - **Alex Feinstein**, Freshmen: *Sacred Heart Prep*
  - **Annika Kaval**, Sophomore: *Menlo-Atherton High School*
  - **Adam Paczuski**, Sophomore: *Menlo-Atherton High School*
  - **Elisabeth Westermann**, Senior: *Menlo School*
- 
- Chairs: **Allan Bruce & Gina Feil**, *City of Menlo Park*
  - The Committee will continue with rolling applications, in hopes of creating a committee that represents all of Menlo Park. A second interview session is scheduled on December 2.





# PROJECT IDEAS



## PROJECT IDEAS

- Pen Pals to Seniors
- Mental Health Awareness Event
- Social Media Ambassadors
- Vision for Menlo Park Community Campus
- Community Event for Teens
- Civic Engagement





**THANK YOU!**



County of San Mateo

# REVISED FLOOD PARK LANDSCAPE PLAN 2020

**Menlo Park**

**Parks and Recreation Commission**

**October 28, 2020**





# EXISTING CONDITIONS





# COMMUNITY OUTREACH

## Re:imagine FLOODPARK Centro de San Mateo

As we reimagine various options for Flood Park it is important to understand your priorities and overarching goals. Please take a few minutes to provide your opinion on what you think has greatest importance.

Please circle the following:  
1 = Most Important  
5 = Least Important

### OVERARCHING PARK GOALS

- 1 2 3 4 5 Reflect unique setting of Flood Park 21
- 1 2 3 4 5 Provide donor opportunities (plaques, bricks, benches, art, etc.) 14
- 1 2 3 4 5 Provide educational elements (plant signage, rainwater harvesting, demonstration gardens) 33
- 1 2 3 4 5 Buffer existing neighbors 15
- 1 2 3 4 5 Enhance entry/views into park at Bay Road 23
- 1 2 3 4 5 Preserve existing adobe building 19
- 1 2 3 4 5 Preserve existing trees 35
- 1 2 3 4 5 Incorporate sustainable landscape practices (minimize water use; use native plants) 36
- 1 2 3 4 5 Promote healthy lifestyle (walkability, bike amenities, community gardens) 40
- 1 2 3 4 5 Expand types of uses in spaces 36
- 1 2 3 4 5 Expand range of users groups 31
- 1 2 3 4 5 Accommodate dogs 7
- 1 2 3 4 5 Incorporate innovative technology in site amenities 23
- 1 2 3 4 5 Create community gathering space 38
- 1 2 3 4 5 Add indoor programs 33



## WHAT POTENTIAL PARK PROGRAMS WOULD YOU LIKE? ¿QUÉ PROGRAMAS EN EL PARQUE LE GUSTARÍA VER?





# 2015 LANDSCAPE PLAN

## LEGEND

- 1 Promenade
- 2 Focal Element
- 3 Gathering Plazas (2)
- 4 Shade/Market Structure
- 5 Group Picnic/Event Space
- 6 Demonstration Garden
- 7 Play Area (All Abilities)
- 8 Adventure Play
- 9 Basketball
- 10 Bocce
- 11 Gathering Meadow
- 12 Pump Track
- 13 Sand Volleyball
- 14 Tennis
- 15 Picnic
- 16 Trail with Exercise Station
- 17 Ballfield
- 18 Soccer/Lacrosse Field
- 19 Drop-Off/Turnaround/Parking
- 20 Restrooms (3)





# 2015 LANDSCAPE PLAN REVISIONS





# REVISED LANDSCAPE PLAN 2020

## LEGEND

- 1 Promenade
- 2 Focal Element
- 3 Gathering Plazas (2)
- 4 Preserved Park
- 5 Administrative Office
- 6 Group Picnic / Event Space (7)
- 7 Demonstration Garden
- 8 Play Area (All Abilities)
- 9 Adventure Play
- 10 Basketball
- 11 Amphitheater
- 12 Pump Track
- 13 Sand Volleyball
- 14 Tennis
- 15 Trail w Exercise Station
- 16 Ballfield / Soccer / Lacrosse
- 17 Soccer/ Lacrosse Field
- 18 Drop-off
- 19 Restrooms (3)
- 20 Large Reservable Picnic Area





# TREE DISPOSITION PLAN





# GROUP PICNIC AREAS

## Reservable Picnic Areas





# PASSIVE USES

## Trails and Demonstration Garden





# PLAY AREAS

## Play Area (All Abilities) and Adventure Play





# ORGANIZED SPORTS

Baseball, Lacrosse, and Soccer





# RECREATIONAL SPORTS

**Basketball, Pump Track, Sand Volleyball, and Tennis**





# PROJECT IMPACT AND MITIGATION

## Noise Levels



**PERMIT REQUIRED**



# PROJECT IMPACT AND MITIGATION

## Peak User Demand

Table 6 Projected Peak Use of Flood County Park under Landscape Plan

Landscape Plan Element	Weekend Summer		Weekday Summer		Weekend Assumptions	Weekday Assumptions
	Daily Capacity	Peak Capacity	Daily Capacity	Peak Capacity		
Preserved park administrative office/shade/market structure	200	75	N/A	N/A	event/day	N/A
Play area universal (2-5)	<del>4560</del>	<del>1520</del>	30	<del>1015</del>	4 cycles/day	2 cycles/day
Play area universal (5-12)	<del>85120</del>	<del>3040</del>	60	<del>2030</del>	4 cycles, 1 parent/2 kids	4 cycles, 1 parent/2 kids
Adventure play	<del>20</del>	<del>35</del>	<del>40</del>	<del>20</del>	<del>2 cycles/day</del>	<del>2 cycles/day</del>
Event/large group reservation area	<del>164200</del>	<del>164200</del>	N/A	N/A	<del>82% occupancy rate 1 event</del>	N/A
Small group picnic	<del>476120</del>	<del>476120</del>	N/A	N/A	<del>78 areas, 15 people/area, 1 cycle/day</del>	N/A
Drop-in picnic area	<del>24</del>	<del>24</del>	<del>24</del>	<del>24</del>	<del>20% primary use, 6 people per site at 4 picnic areas</del>	<del>20% primary use, 6 people per site at 4 picnic areas</del>
Tennis courts	<del>6448</del>	16	32	16	<del>2 courts, 8 playing, 8 waiting, 4 cycles/day 10 playing, 10 waiting, 3 cycles/day</del>	<del>2 courts, 8 playing, 8 waiting, 2 cycles/day 10 playing, 10 waiting, 1 cycle/day</del>
Basketball	60	20	10	10	<del>10 playing, 10 waiting, 3 cycles/day 2 courts, 6 playing, 1 cycle/day</del>	<del>10 playing, 10 waiting, 1 cycle/day N/A</del>
Sand volleyball	12	12	<del>48N/A</del>	<del>24N/A</del>	<del>2 courts, 12 playing, 1 cycle/day Ancillary use</del>	<del>2 courts, 12 players, 12 spectators, 2 cycles/day</del>
Pump track	60	<del>2030</del>	40	20	N/A	N/A
Multi-use field/Ballfield	225	75	60	60	30 players, 45 spectators, 3 cycles/day	30 players, 30 parents, 1 cycle/day
Soccer/lacrosse field	225	75	60	60	30 players, 45 spectators, 3 cycles/day	30 players, 30 parents, 1 cycle/day
Demonstration garden/adventure play/other passive uses <sup>1</sup>	<del>N/A20</del>	<del>N/A15</del>	<del>N/A10</del>	<del>N/A10</del>	N/A	N/A
<b>Total</b>	<b><del>1,6403,430</del></b>	<b><del>1,002733</del></b>	<b><del>364243</del></b>	<b><del>244241</del></b>		

<sup>1</sup> Use of demonstration garden, adventure play area, amphitheater, and other passive uses assumed to be auxiliary to other recreational elements and would not generate new users.



# REVISED LANDSCAPE PLAN 2020

November 2020

San Mateo County  
Board of Supervisors  
Presentation



2021

Design Phase and  
Community Meetings



Spring 2022

Begin  
Construction

## LEGEND

- 1 Promenade
- 2 Focal Element
- 3 Gathering Plazas (2)
- 4 Preserved Park
- 5 Administrative Office
- 6 Group Picnic / Event Space (7)
- 7 Demonstration Garden
- 8 Play Area (All Abilities)
- 9 Adventure Play
- 10 Basketball
- 11 Amphitheater
- 12 Pump Track
- 13 Sand Volleyball
- 14 Tennis
- 15 Trail w Exercise Station
- 16 Ballfield / Soccer / Lacrosse
- 17 Soccer/ Lacrosse Field
- 18 Drop-off
- 19 Restrooms (3)
- 20 Large Reservable Picnic Area







County of San Mateo

# Q & A

Thank You!

