

Parks and Recreation Commission



SPECIAL MEETING MINUTES

Date: 5/27/2026
Time: 6:30 p.m.
Locations: Teleconference and
Belle Haven Community Campus, Flex Classroom
100 Terminal Ave., Menlo Park, CA 94025

A. Call To Order

Chair Lee called the meeting to order at 6:39 p.m.

B. Roll Call

Present: Chunyu, Grass, Lee, Van Buren
Absent: Dawkins, Patel, Sherman
Staff: Library and Community Services (LCS) Director Nick Szegda, Management Analyst Ashley Dixon, Library and Community Services Manager Natalya Jones, Library and Community Services Supervisor Tricia Mullan, Library and Community Services Supervisor Rondell Howard, Recreation Coordinator Da'Shawn Williams, Recreation Coordinator Mayra Monje, Nutrition Services Coordinator Tony Ng, Librarian I Ella Hadrovic, Library Assistant II Sari Benitez

C. Presentations and Proclamations

C1. Youth Advisory Committee project updates (Attachment)

Youth Advisory Committee (YAC) members Arnav Dharshan, Ayda Diril, Edward Ai, Erin Mak, Lauren Zhuang, Lulu Maxcy, Naomi Grant, Qasim Damji, Sania Natarajan, and Siboney Lynch made the presentation. Unable to be present was committee member Aaron Ko.

The Commission received clarification on YAC's marketing ideas, YAC projects, recreation program interests, community event work, and their collaboration with the Environmental Quality Commission.

C2. Belle Haven Community Campus and Kelly Field updates ([Attachment](#))

LCS Manager Jones, LCS Supervisor Howard, Recreation Coordinators Monje, Williams, and Nutrition Services Coordinator Ng made the presentation.

The Commission discussed senior transportation, community praise for the senior nutrition program's food, food deliveries at Menlo Park Senior Center, and language programming.

The Commission received clarification on program decision-making.

D. Study Session

- D1. Parks and Recreation Commission update and report out on completed self-guided park tours (Staff Report PRC-2026-014)

Chair Lee reported out on Karl E. Clark Park.

Commissioner Chunyu reported out on Jack W. Lyle Park and Sharon Park.

E. Regular Business

- E1. Approve minutes from the April 22, 2026 meeting (Attachment)

ACTION: Motion and second (Grass/ Chunyu), to approve the minutes from the April 22, 2026 meeting, passed 4-0-3 (Dawkins, Patel, Sherman absent).

- E2. Select new Parks and Recreation Commission Chair and Vice Chair (Staff Report PRC-2026-015)

ACTION: Motion and second (Lee/ Chunyu), to select Vice Chair Grass as Chair and Commissioner Van Buren as Vice Chair for the Parks and Recreation Commission, passed 4-0-3 (Dawkins, Patel, Sherman absent).

- E3. Form an ad hoc subcommittee to prepare a draft report out to City Council on 2025-26 work plan progress (Staff Report PRC-2026-016)

ACTION: Motion and second (Grass/ Lee), to form an ad hoc subcommittee comprised of Chair Grass and Vice Chair Van Buren, the scope of which shall be to review the approved 2025-26 work plan, review the 2024-25 work plan report out presentation, review and compile PRC accomplishments from the 2025-26 work year, prepare a draft report out and present it to the PRC for review and possible approval at the June 24, 2026 PRC meeting, and to finalize the 2025-26 work plan report out presentation, passed 4-0-3 (Dawkins, Patel, Sherman absent).

F. Informational Items

- F1. Library and Community Services Department updates and statistics (Staff Report PRC-2026-017)

- F2. Tentative agenda calendar (Attachment)

By acclamation, the Commission made the following changes to the tentative agenda calendar:

- Invite Public Works to present on the Capital Improvement Plan process
- Move Parks and Recreation Facility Masterplan to July

G. Commissioner Reports

- G1. Individual Commissioner reports

H. Adjournment

Vice Chair Van Buren reported out on their appreciation for Chair Lee's thoughtful feedback and LCS Supervisor Mullan's guidance while he was a new commissioner.

I. Adjournment

Chair Lee adjourned the meeting at 8:55 p.m.

Management Analyst Ashley Dixon

YAC

Menlo Park Youth Advisory Committee

Parks and Recreation Commission and City
Council Presentation

Menlo Park



What is YAC?

- Group of Menlo Park Youth
- Goals:
 - Provide youth perspective to Menlo Park government
 - Bridge generational gap and create intergenerational dialogue
 - Encourage youth participation in Menlo Park events
 - Assist and volunteer at city events
- Mission Statement:
 - Striving to create a positive change in our community

Work Plan

Work Plan 2025-26

Name, Youth Advisory Committee Member
9/24/2025 to 5/27/2026



1. Attendance and Participation

Goal		
Attendance and Participation.		
Task	Performance metric	Target
Meeting attendance	Attends at least 75% of meetings, missing no more than three YAC meetings.	100%
Participation during presentation	Participates during presentations, asking questions and providing feedback to presenters. Must share either a question or a comment during at least two different presentations.	100%
Volunteering at City-sponsored events	Volunteers for at least one City-sponsored event.	100%
Dressed appropriately for all meetings	Follows the dress code at all meetings and arrives in Business Casual for all presentation meetings.	100%
Responds to Whatsapp enquiries in a timely manner	Responds to all messages before their assigned deadlines.	100%
Courtesy towards other YAC members	All interactions demonstrate teamwork and professionalism.	100%

2. Completes Assigned Work

Goal		
Homework		
Task	Performance metric	Target
Completes YAC mid-year reflection	Writes and submits mid-year reflection ahead of the submission deadline.	100%
Completes YAC end-of-year reflection	Writes and submits end-of-year reflection ahead of the submission deadline.	100%
Completes notes for each presentation	Fills out and submits thoughtful notes for each presentation.	100%
Contributes to the group Council and Commission presentations	Actively participates in the presentation creation process and contributes to the slides.	100%

Work Plan – Name, Job title

Shows up having read emails, slack messages, and prepared to work each meeting	Remains up-to-date on all YAC communications and can contribute each meeting.	100%
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2. Attendance

Goal		
Homework		
Task	Performance metric	Target
9/24/2025	Attended meeting and participated in the discussion.	100%
10/8/2025	Attended meeting and participated in the discussion.	100%
10/22/2025	Attended meeting and participated in the discussion.	100%
11/12/2025	Attended meeting and participated in the discussion.	100%
12/3/2025	Attended meeting and participated in the discussion.	100%
12/10/2025	Attended meeting and participated in the discussion.	100%
1/14/2026	Attended meeting and participated in the discussion.	100%
1/28/2026	Attended meeting and participated in the discussion.	100%
2/11/2026	Attended meeting and participated in the discussion.	100%
2/25/2026	Attended meeting and participated in the discussion.	100%
3/11/2026	Attended meeting and participated in the discussion.	100%
3/25/2026	Attended meeting and participated in the discussion.	100%
4/22/2026	Attended meeting and participated in the discussion.	100%
5/13/2026	Attended meeting and participated in the discussion.	100%
5/27/2026	Attended meeting and participated in the discussion.	100%

Work Plan – Name, Job title

Appendix A

1. Youth Advisory Committee Documents

I am familiar with City and department policies and procedures and will adhere to them in the course of my work, including but not limited to the following.

Policy / procedure	Description
YAC Volunteer Sign-Up Sheet	This document contains the schedule of volunteer opportunities for the YAC year.
YAC Presenter Etiquette	This document outlines what is expected from YAC members when we have a presenter at the meeting.
YAC Dress Code	This document contains the YAC Dress Code.
YAC Assignment Sign-Up Sheet	This document outlines what is expected from each YAC member when they are working on their portion of the YAC Presentation Report.
YAC Commission Meeting Sign-Up Sheet	This document contains the Commission schedule for the YAC year.
YAC Presentation Notes Formatting Guide	This document outlines what is expected from each YAC member when they are working on their presentation notes during meetings.
YAC Report Instructions	This document outlines what is expected from each YAC member when they are working on their portion of the Presentation Report.
YAC Disciplinary Procedures Guide	This document lays out the YAC disciplinary procedures and consequences.
YAC 2025-2026 Calendar	This document contains the 2025-2026 calendar.
YAC Advisor Contact Information	This document contains contact information for the YAC Advisors.

2. Systems and work tools

I am competent with City and department technological systems and will use them in the course of my work, including but not limited to the following.

System	Description	Usage
Whatsapp	This is the primary form of communication between YAC Members and Advisors.	As needed.
YAC Digital Binder	This binder, found on Whatsapp, contains all the relevant YAC documents.	As needed.
YAC Physical Binder	This binder, which is brought to all YAC meetings, contains all the relevant YAC documents.	As needed.

YAC Meetings

- Work on project
- Host presentations
- Productive discussions
- Brainstorm outreach strategy



City Service

What We've Done:

- Volunteering at city events
- Helping make a positive impact on the Menlo Park Community
- Events include:
 - Halloween Hoopla
 - Light Up the Season
 - Photos with Santa
 - Egg Hunt

HALLOWEEN HOOPLA



LIGHT UP THE SEASON



PHOTOS WITH SANTA



EGG HUNT



YAC ATTACK

- Hosted by CPRS
- Interacted with YAC Committees across the Bay Area
- Participated in interactive workshops
- Led informal discussions
- Heard from local leaders through a panel
- Raffle prizes, snacks and more!



What can YAC do?

- Participating in Futures Commission projects
- Working more closely with our city
- Focusing on youth input in AI policy



YAC Project

Menlo Park

YAC



Library and Community Services

- Inform the public of library resources
 - Social media advertising
- Expand library youth resources
 - College prep resources
- Study rooms

Environmental Quality Commission



- Solarpunk project
 - Sustainability journal?
 - Community art installation?
- Sustainability drives
- Repair and reuse fair
- Youth climate ambassadors
- Social media
- EV subsidies

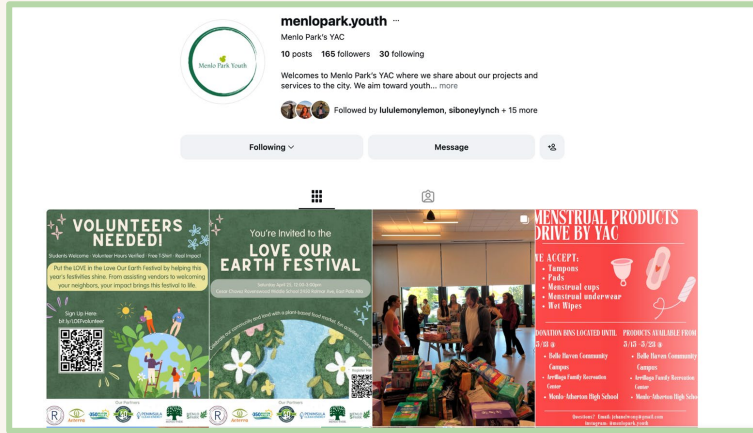
YAC EQC Partnership

Menlo Park



YAC

Social Media



- Promoting the EQC and their initiatives on our social media
- Making EQC projects more teen focused and friendly

Volunteering



- Partnering with the EQC by taking role in events
 - Love Our Earth Festival
- Providing EQC with suggestions from a youth perspective

Next YAC season...



Sustainability Panel

- “Green Careers” Panel
 - Speaker panel aimed to inform the youth of career opportunities in Environmental Science fields

Community Art Project

- Solarpunk: Collaborative Sustainable Art Project
 - Inspired by solarpunk project
 - Community mural
 - Sustainable art installation
 - Group sustainable crafting

AI Policy

- Work with the Menlo Park Library to develop an official AI policy
- Reach out to Menlo Park youth through surveys and interviews to collect ideas and understand multiple perspectives

Thank You!
Questions?

Menlo Park

YAC



BELLE HAVEN
COMMUNITY CAMPUS

100 Terminal Ave



CITY OF
MENLO PARK

HOW DOES BELLE HAVEN COMMUNITY CAMPUS SUPPORT THE COMMUNITY?



Belle Haven Community Campus (BHCC) is a vibrant community hub that brings people together and creates opportunities.

We proudly offer programs tailored to the needs of children, teens, adults, seniors, and families within our diverse community.

As BHCC expands, we remain committed to supporting and empowering the community through inclusive programs, accessible resources, and meaningful connections and community collaboration.

HOW DOES BELLE HAVEN COMMUNITY CAMPUS SUPPORT THE COMMUNITY?



- Greater access to local resources
 - Canda College
 - Nuestra Casita
 - LifeMoves
- Hub for community organizations
 - Belle Haven Neighborhood Association
 - Belle Haven Action
 - Belle Haven Empowered
- Emergency Preparedness
 - Emergency evacuation chairs
 - Evacuation drills
 - Active cooling station
 - Members of staff are on city-wide safety committee
- Campus Improvements
 - Parking lot expansion
 - ADA Compliant doors
 - Event hall floor leveled

BHCC is dedicated to strengthening the community and creating a space where everyone feels supported, connected, and inspired.

HOW DOES BHYC SUPPORT THE COMMUNITY?



By providing safe, affordable access to youth programs in a welcoming, inclusive environment that:

- Facilitates learning
- Promotes growth
- Supports healthy, age-appropriate development
- Offers a structured environment

Where children of all backgrounds and abilities feel:

- Supported
- Valued
- And empowered

HOW DOES BHYC SUPPORT THE COMMUNITY?



BHYC is a safe space where youth build, strengthen, and develop important life skills in a nurturing environment. Our engaging programs and activities, create opportunities that support growth in areas such as:

- Academic enrichment
- Social and emotional development
- Health and wellness
- Innovation and creativity

Our goal is to be a trusted community resource that supports not only youth, but also the families we serve, helping children thrive both inside and outside the classroom.

▪ **After School Program
(August – June)**

- 1st year accepting TK students
- 80% full for 26-27 school year
- Soccer Shots
- Spring & Winter Break
- Food Exploration with Chef Tony
- Generational Programming (egg hunt, arts & craft, Bingo, Served lunch)

▪ **Summer Program (June – August)**

- Beechwood summer after school
- Live in peace SOS partnership
- Partnership with Menlo Swim
- SOS Summer program served lunch daily
- College campus tours
- Nutrition workshops with Chef Tony

▪ **Year Round Programming**

- 100% enrollment since opening
- Library Story Time
- Escorting to recreation classes
- Parent workshops

HOW DOES MPSC SUPPORT THE COMMUNITY?



By providing services that promote health, well-being, and improve overall quality of life for seniors.

We do this through providing:

- Healthy, nutritious, affordable meals
- Meaningful social interactions
- Emotional support
- Community connection
- Support
- A welcoming environment



MPSC connects seniors with important services that help maintain independence, purpose, and a sense of community belonging.

HOW DOES MPSC SUPPORT THE COMMUNITY?



MPSC is thoughtfully designed around the interests and needs of seniors. We offer channels for feedback, keep the activities engaging, and select activities that encourage:

- Active lifestyles
- Social engagement
- Lifelong learning
- Community involvement

...which are essential to quality of life.

Our goal is to ensure that all Menlo Park seniors feel empowered, included, and part of a vibrant Belle Haven community.



MPSC PROGRAM HIGHLIGHTS

Free Programming

- 1,360 seniors enrolled
- Writing memoir class that transformed into a digital biography class
- Creative workshops
 - Knitting
 - Ceramics
 - Let's get creative art class
- Zumba Gold
- Recycled art class (Creative ideas for seniors)
- Introduced seniors to technology
 - Virtual Reality in partnership with Live in Peace
 - Tech discovery class
- Water Aerobics class provided by Menlo Swim
- Brown Bag food distribution (4,700 distributed annually)
- 12,750 shuttle rides annually

Events

- Senior Resource fair
- Pool & domino tournaments
- Walk-a-thon
- Fieldtrips
- Special events
 - Dia De Los Muertos
 - Winter Wonderland
 - Latin Heritage
 - Black History Month
- Special Guests
 - Elvis
 - Dolores Huerta
 - Beechwood Students
 - Housing Development
 - St. Patrick's Day
 - Mah Jong games in honor of



MPSC PROGRAM HIGHLIGHTS

Lunch Service

- Daily average of 60 seniors
- Variety of meals catered to the community
- Monthly menu on city website
- Special diet accommodations upon request
- Since opening averaging 11,000 meals annually
- Special Lunches
 - MLK Fish Fry
 - Valentine's Day (Surf & Turf)
 - Chinese New Year
 - St. Patrick's Day



HOW DOES OHCC SUPPORT THE COMMUNITY?



OHCC is a vital resource for the community which offers an inclusive and welcoming space where residents can connect, grow, and thrive. Through access to essential resources, educational programs, and community-based opportunities, the OHCC is committed to supporting individuals and families of all backgrounds.

OHCC empowers locals to develop new skills, build meaningful relationships, and strengthen their connection to the community. Our goal is to promote engagement, encourage personal growth, and create a strong sense of belonging for everyone who walks through our doors.

■ Classes/Programs

- CLUB 678
- Foundation for College Education Workshops
- New Classes
 - Boxing
 - Ceramics
 - Basketball
 - Chess
 - Watercolor
 - Crochet
 - Youth technology

■ Drop ins

- Introduced Lady's drop in basketball (Tuesdays & Saturday)
- Fitness center 500+ visits per month

■ Community Events & Meetings

- Resource Fair
- Photos with Santa
- Trunk or Treat
- Cocoa at the Campus
- Lion dance
- Council Meetings
- Commission Meetings
- Neighborhood Organization meetings
- Jobtrain Career Fair
- Housing Resource Fair
- San Matro County Voting

■ Rentals

- Girl's middle school Basketball & Volleyball
- Club volleyball
- AAU Basketball program
- Accommodating funeral repasts
- Large Events

KELLY FIELD UPDATES



BELLE HAVEN POOL

Menlo Swim and Sport will continue to provide Aquatic services to the Belle Haven community. Thorough partnerships with Menlo Swim and Sport, community members will have the ability to participate in:

- Swim lessons for youth
- Lifeguard training for the community
- Community Events at the pool (Pumpkin Splash, 4th of July, etc.)
- Swim exercise classes for seniors
- SwimFit Pass for Residents
- Swim Camps for youth
- Open swim times

WHAT TO LOOK FORWARD TO AT BELLE HAVEN COMMUNITY CAMPUS



The Belle Haven community can look forward to expanded programs and opportunities for all ages, including:

- Expanded class selections
- Cultural and community events
- Senior field trips and social outings
- Dedicated TK and Kindergarten programming

These programs are designed to strengthen community connections, promote engagement, and provide inclusive opportunities that support the needs and interests of the community.



A C A S E F O R R E N O V A T I O N

Karl E. Clark Park

Aging amenities at our District 1 neighborhood park

A one-acre neighborhood park in Belle Haven

1 acre

Single-acre neighborhood park

2018

Dedicated MLK Day, Jan. 15

313 Market Pl.

Across from the Boys & Girls Club



CURRENT AMENITIES

- A fenced playground — 2 playground structures
- Swing set (2 belt + 1 toddler bucket)
- Small open grass field for free play
- Paved walking paths, ADA accessible
- One picnic table & one drinking fountain
- Trash & recycling receptacles
- Shade trees throughout the site
- SamTrans bus stop at park edge

From Market Place Park to Karl E. Clark Park

THE NAMESAKE

Karl E. Clark (1916 – 2017)

Belle Haven resident, WWII Navy hero, and longtime community leader. As a steward aboard the *USS Aaron Ward* in 1945, he single-handedly put out fires and rescued shipmates after a kamikaze attack near Okinawa. Because of his race, his actions were not formally recognized until 2012 — 67 years later — when he received the Navy and Marine Corps Commendation Medal.

After the Navy, he settled in Belle Haven, delivered mail by bicycle for 21 years, helped start the local Boys & Girls Club, and mentored generations of neighborhood children.

Policy exception: City normally waits 5 years after death to rename. The Council moved within 10 months.

THE RENAMING

March 2017

Karl Clark passes away at age 100.

April 2017

Cecilia Taylor and Julie Shanson approach the City to propose the rename.

June 28, 2017

Parks & Recreation Commission opens public discussion.

Oct. 25, 2017

Commission votes unanimously — backed by a 115-signature petition and a letter from Rep. Anna Eshoo.

Nov. 14, 2017

Menlo Park City Council unanimously approves the renaming.

Jan. 15, 2018

Park dedicated on MLK Day with a partial renovation: fencing, walkways, furnishings, irrigation, planting, lighting.

Two play structures, both showing their age



Toddler play structure with single yellow slide



Play structure large purple slide and monkey handles



Swing set 2 belt, 2 infant — chipped paint over rust



Yellow merry go round with dual purple wave spinners

ASSESSMENT

Worn and outdated equipment

- Paint chipping on virtually every metal surface
- Designs predate modern inclusive-play guidelines
- Limited play variety — no climbing wall, music, or sensory elements
- No shade structure over either playground surface

Furnishings and landscape need attention



Worn benches

Powder-coat finish has flaked across seating surfaces, exposing bare metal and oxidation.



Limited furnishings

One picnic table and one drinking fountain serve the entire park. No restroom at this location.



Broken irrigation

The irrigation system floods the area outside the playground, leaving bare soil and washed-out turf next to high-traffic walkways.



Overgrown access walkway

Weed and overgrown hedges crowd the side-entry walkway. This area often has trash and household items dumped here.

Dog waste: Pet waste is a persistent issue across the lawn and walkways. A local resident installed a dog waste bag station at their own expense to help — but the park has no city-provided station.

What renovation should include

01 New playground equipment

Replace existing structures with modern, inclusive equipment. Components for ages 2–5 and 5–12, sensory play, ADA ground-level activities, and a climbing wall element are absent today.

02 Refreshed site furnishings

Consider adding additional picnic tables for group use. The existing furnishings are defaced frequently and have graffiti and other stickers and marks on them.

03 Landscape repair and trash service

Re-sod and repair irrigation around worn lawn zones. Prune or replace overgrown hedges along entries. Have the contractor pickup litter and remove dumped items at the rear walkway.

04 Playground fence & access repair

Repaint and re-seal the tube-steel fencing around the large play area. Replace or repair self-closing gate latches so the enclosure reliably keeps dogs out of the play surface.

Pet waste management: Install city-funded dog waste bag stations and signage at both park entrances



T H E A S K

Modernize Karl E. Clark Park

Karl E. Clark Park was dedicated in 2018 with a partial refresh. Eight years on, the playgrounds, benches, and landscape need investment.