

Parks & Recreation Commission



REGULAR MEETING AGENDA

Date: 6/28/2017
Time: 6:30 p.m.
**Senior Center
Ballroom**
110 Terminal Ave., Menlo Park, CA 94025

A. Call To Order

B. Roll Call

C. Public Comment

Under "Public Comment," the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under Public Comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

D. Presentations and Proclamations

D1. Presentation of Community Services Department Sponsorship Program

E. Study Session

E1. Consider a request to rename Market Place Park after Mr. Carl Clark, Menlo Park resident and WWII veteran ([Staff Report #17-017-PRC](#))

F. Regular Session

F1. Accept Commission minutes for the meeting of May 24, 2017 ([attachment](#))

F2. Select Commissioner for the Parks and Recreation Facilities Master Plan Update consultant review committee

F3. Discuss and prepare for City parks and facilities tour scheduled for July meeting

G. Reports and Announcements

G1. Commissioner Reports (Laura Lane and Marianne Palefsky)

G2. Community Services Director's update and announcements ([Staff Report #17-018-PRC](#))

H. Adjournment

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at www.menlopark.org and can receive e-mail notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 6/22/17)

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available for inspection at the City Clerk's Office, 701 Laurel St., Menlo Park, CA 94025 during regular business hours.

Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 6/28/2017

Staff Report Number: 17-017-PRC

Study Session: Consider a request to rename Market Place Park after Mr. Carl Clark, Menlo Park resident and WWII veteran

Recommendation

Staff recommends that the Commission review and consider a request to rename Market Place Park (313 Market Place, Menlo Park) after Mr. Carl Clark, Menlo Park resident and WWII veteran and provide staff feedback and general direction on possible next steps.

Policy Issues

City Council Policy #CC-86, dated February 25, 1986, provides guidance on the naming and/or changing the name of facilities which is included as Attachment A.

This request does represent a deviation from existing City policy which states "...The City will modify existing names only with the greatest reluctance and only to commemorate a person or persons who have made major, overriding contributions to the City and whose distinctions are as yet unrecognized." The policy also states the naming will recognize a deceased person no sooner than five years after that person's death.

The City Council has made exceptions to the policy in the past. In October 2004, the City Council waived the policy by naming the Burgess Park Little League field in honor of Tom Harrison, former Chair of the Park and Recreation Commission. In September 2008, the policy was waived by changing the name of Bayfront Park to Bedwell-Bayfront Park in honor of Michael Bedwell, former City Manager from 1964 to 1991. On April 5, 2011, Council approved a recommendation to rename a number of Burgess Campus facilities including the Arrillaga Family Recreation Center, Arrillaga Family Gymnasium and Arrillaga Family Gymnastics Center, honoring John Arrillaga for his generous donations and leadership.

Background

On April 3, 2017, City staff and the Commission received communication from residents Julie Shanson and Cecilia Taylor, representing the Belle Haven Action group, requesting to name or rename the park by the Boys and Girls Club on Market and Hamilton Streets which we understand now as Market Place Park that the City owns and operates. The name was unclear at the time since there wasn't a park sign at the time. The group requested that the City consider naming the park after Mr. Carl Clark, a long time Belle Haven resident and decorated WWII veteran. Links to stories concerning Mr. Clark and his obituary can be found in the Huffington Post, Almanac and Boston Globe and are included as Attachments B, C and D.

Per Council policy, the Parks and Recreation Commission is responsible for considering and recommending naming of facilities to the City Council after receiving input from the community. In the last several years, the Commission has requested and received from the Council waivers of the naming policy in order to name the

new Arrillaga facilities after the John Arrillaga family, due to the major donations from Mr. Arrillaga that allowed the City to build them.

The last time the Commission considered the City's Facility Naming Policy was at their meeting on January 22, 2014 when it considered the inclusion of a monuments and memorial policy in response to the high interest for memorial plaques in City parks by the community. The current policy does not specifically address monuments and memorials in City parks and facilities except for the encouraging the donation of memorial benches. The Commission agreed to maintain the City's current moratorium on all plaques and stones in City parks siting concerns that such a practice would lead to a cemetery-like feeling and negatively impact the park's character. Instead, when requests are made by a member of the public, it is recommended that the member consider a donation of a tree planting or memorial bench in the park.

Analysis

The City policy on naming and/or changing the name of facilities is an important guide on whether to consider a name change to Market Place Park. The request is a deviation from current City policy and would require Council to waive the policy to make this exception. In particular, the policy states "the naming will recognize a deceased person no sooner than five years after that person's death." The Commission has recommended to Council exceptions to the policy in the past which we already mentioned in the report.

In consideration of the request, City staff suggests the following questions to help guide the Commission's discussion on the topic:

1. What other relevant information is needed to help guide the Commission's discussion?
2. What are the important policy considerations related to this request?
3. Does the request warrant an exception to the current policy? If so, what information supports the exception? If not, what other recommendations would the Commission offer?
4. Based on the Commission's discussion, what next steps if any does the Commission recommend?

Impact on City Resources

There is no direct impact to City resources by the recommendation in this report.

Environmental Review

Subject of report does not represent a project under the California Environmental Quality Act.

Public Notice

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. City Council Policy #CC-86 naming and/or changing name of facilities
- B. Huffington Post Article Dated January 18, 2012 http://www.huffingtonpost.com/2012/01/18/carl-clark-black-navy-vet-awarded-medal-66-years-later_n_1212188.html
- C. Almanac Article Dated August 2, 2016 <https://www.almanacnews.com/news/2016/08/02/a-war-hero->

turns-100

D. Boston Globe Obituary Article March 30, 2017

<https://www.bostonglobe.com/metro/obituaries/2017/03/29/carl-clark-wwii-hero-recognized-decades-later-dies/SVrJUGWBXzECsbnxSMmDkO/story.html>

Report prepared by:

Derek Schweigart

Assistant Community Services Director

City of Menlo Park

City Council Policy

Department City Council	Page 1 of 1	Effective Date February 25, 1986
Subject Naming and/or Changing the Name of Facilities	Approved by	Procedure # CC-86-
	Department Head	
	City Manager	

PURPOSE AND SCOPE

From time to time the City has the opportunity to name a new facility, or is requested to change the name of a previously designated park, playground, building or other unit under the City's jurisdiction.

In order to formalize the City's consideration of these requests, and to provide better guidelines to the public, the City does hereby adopt the following policy guidelines for the naming of facilities.

1. It shall be the policy of the City not to change the name of any existing recreation and park facility, particularly one whose name has City or national significance, unless there is the most extraordinary circumstances of City or National interest and no other new facility can so be designated.
2. The existing place names within Menlo Park shall be deemed to have historic significance to the City. The City will modify existing names only with the greatest reluctance and only to commemorate a person or persons who have made major, overriding contributions to the City and whose distinctions are as yet unrecognized.
3. The Park and Recreation Commission, after considering inputs from the community, will recommend to the City Council names for new parks, playgrounds, athletic fields, paths, tennis courts, flower beds, buildings and miscellaneous facilities. The naming will recognize:
A deceased person (no sooner than five years after death, ethnic or other national or community groups not yet honored in some fashion, who have made significant contributions to the City and/or the Park and Recreation and have not been previously honored in a meaningful way by the City.
4. It shall be the policy of the City generally to encourage plaques commemorating donations including tree memorials, horticultural collections or plant materials.
5. Where appropriate to the facility, the City encourages the donation of memorial benches.
6. At those facilities having recreation buildings, the City from time to time may authorize placing of a memorial plaque inside a building when that facility is closely identified with a person or group, but the policy of the City is to retain the historic name of the facility.
7. For other than naming a new facility, it is the policy of the City to take no action until at least six months from the receipt of a suggested name change or the adoption of these policies.

(Council took a look at this policy again on Jan. 27, 1998 with no changes)

Parks & Recreation Commission



REGULAR MEETING MINUTES - DRAFT

Date: 5/24/2017
Time: 6:30 p.m.
Arrillaga Family Recreation Center
Cypress Room
700 Alma St., Menlo Park, CA 94025

A. Call To Order

Chair Harris called the meeting to order at 6:35 p.m.

B. Roll Call

Present: Chair Harris, Vice Chair Stanwood, Commissioners Baskin, Johnson, Lane, Palefsky and Shenk
Absent: None
Staff: Recreation Supervisor Todd Zeo

C. Public Comment

There was no public comment

D. Presentations and Proclamations

- D1. Overview of proposed 2017-18 Community Services Department Budget
([Staff Report #17-013-PRC](#))

Todd Zeo gave an overview of the proposed 2017-18 Community Services Department Budget.

E. Regular Business

- E1. Accept Commission minutes for the meeting of April 26, 2017 ([attachment](#))

ACTION: Motion and Second (Stanwood/Johnson) to accept the Parks and Recreation Commission meeting minutes of April 26, 2017 passes unanimously

- E2. Select Commission Chair and Vice-Chair for the term May 2017 – May 2018

ACTION: Motion and Second (Lane/Palefsky) to nominate Vice Chair Stanwood as Commission Chair, Stanwood accepted the nomination, there were no other nominations, passes unanimously. Tucker Stanwood was declared Chair.

Chair Stanwood assumed the chair and acknowledged outgoing Chair Harris and thanked him for his work as chair during his term then opened the floor for nominations for Vice Chair of the Parks and Recreation Commission.

ACTION: Motion and Second (Palefsky/Harris) to nominate Commissioner Johnson as Commission Vice Chair, Johnson accepted the nomination, there were no other nominations, passes unanimously. Jennifer Johnson was declared Vice Chair.

- E3. Review and approve preliminary plans for Willow Oaks Park Improvements - Restroom and Dog Park Renovation ([Staff Report #17-014-PRC](#))

Steve Sutherland, Principal of SSA Landscape Architects, reviewed the preliminary plans for Willow Oaks Park Improvements – Restroom and Dog Park Renovation with the Commission. Senior Civil Engineer Michael Zimmermann was also present to respond to Commission questions.

Public Comments

- John Gemmell spoke in regards to the Willow Oaks Park Improvements
- Claire Burks spoke in support of the Willow Oaks Park Improvements

ACTION: Motion and Second (Johnson/Palefsky) to approve option 2 of the Dog Park Renovations with the addition of shade and an increase in the width of the granite path, passes (6-0-1; Commissioner Lane abstaining)

ACTION: Motion and Second (Baskin/Harris) to approve the roof shape of the restroom as Option 1 (pitch roof shape), to approve the roof material as metal, to approve the surface materials for walls as horizontal siding, to approve the color of the restroom as Option 2 (light grey) and to approve the floor plans of options 1 and 2 passes unanimously

- E4. Review and approve a recommendation to City Council to accept the draft Belle Haven Pool Audit and Master Plan and the preferred site plan option ([Staff Report #17-015-PRC](#))

Jeff Katz and Matt Kingdon with JKA Architecture and Stephen Crocker with Water Technology Inc. reviewed the draft Belle Haven Pool Audit and Master Plan with the Commission. Senior Civil Engineer Michael Zimmermann was also present to respond to Commission questions.

Public Comments

- Claire Burks spoke in support of Option 2 of the Belle Haven Pool Master Plan
- Meredith Meeks spoke in support of Option 2 of the Belle Haven Pool Master Plan
- Maricruz Alvarado spoke in support of Option 2 of the Belle Haven Pool Master Plan

ACTION: Motion and Second (Johnson/Harris) to recommend Option 2 of the Belle Haven Pool Audit and Master Plan to City Council passes unanimously

F. Reports and Announcements

- F1. Commissioner Report (Marianne Palefsky on Bedwell Bayfront Master Plan)

Commissioner Palefsky gave the Commissioner Report on the Bedwell Bayfront Park Master Plan.

F2. Community Services Director's update and announcements ([Staff Report # 17-016-PRC](#))

Todd Zeo gave the Community Services Director's update and announcements.

G. Adjournment

Chair Stanwood adjourned the meeting at 9:14 p.m.

Minutes prepared by Linda Munguia, Senior Office Assistant



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 6/28/2017

Staff Report Number: 17-018-PRC

Informational Item: Community Services Director's update and announcements

Recommendation

Staff recommends that the Commission receive the Community Services Director's update and announcements.

Policy Issues

City policies are not affected.

Background

I. Menlo Madness Summer Day Camps

The Menlo Madness Camps started on June 19 at the Arrillaga Family Recreation Center. Menlo Madness offers three exciting camps, Munchkin Madness for campers ages 3-4.5, Mini Madness for campers ages 4.6-6 and Menlo Madness for campers ages 7-12 years old as well as a teen Counselor in Training program for young adults ages 13-15. Camper's days will be filled with exciting games, fun arts and crafts, sports, gymnastics, special events, swimming, cooking, science experiments, multicultural activities, weekly field trips and much more. Campers will have the chance to explore Menlo Park, learn new skills, try new things, develop friendships and have an awesome summer. Madness Camps are offered on a weekly basis through August 11th and the Counselor in Training program is offered in two, 4 week sessions also through August 11th.

II. 2017 Summer Concert Series presented by Facebook

On Wednesday, June 14, 2017, The Sun Kings, a Beatles Tribute Band, drew a large crowd to Fremont Park for the kick off the annual Summer Concert Series. Since their first concert with us in 2007, The Sun Kings have delighted our community each year with a fabulous collection of Beatles tunes that represent a nostalgic era of music. Full of passion, energy, humor, and professionalism The Sun Kings offer more than great music, but a venue for families to come together and see remarkable talent. Fremont Park will host a total of eight concerts this summer from 6:30-8:00 pm offering a variety of upbeat music ranging from classic rock, jazz, Cajun to dance. Fremont Park will not be the only place hosting live music this summer as the Summer Concert Series will move to Kelly Park to host live Latin, Reggae and Salsa music on Tuesdays starting August 15 from 6:00-8:00 pm.

III. Cultural Diversity Celebrated on Juneteenth at Senior Center

The annual Juneteenth Celebration at Menlo Park Senior Center, held on Thursday, June 15th, was a day of festivities, dancing, great southern food, and live toe-tapping music by Felton Brookter, a local senior musician. This event is held each year as a part of the Senior Center's Building Bridges

activities, where staff bring different cultures together for better understanding and tolerance. 75 people enjoyed this popular event.

IV. Childcare Summer Camps

The Childcare Division has several summer camp programs available to children ages 5-14. These camps are located in both the Belle Haven and the Burgess Park areas. The camps are led by part time staff and supervised by permanent staff from the Community Services Department. The camps run from June 26-August 18, providing 8 weeks of fun filled activities for the residents of Menlo Park.

The Belle Haven Pre K summer camp is in its 1st summer. The camp operates from 730am-4pm and provides care for 4-5 year old children entering Kindergarten. The camp is housed in the Onetta Harris Community Center. There are 24 children in this summer camp and is a great transition from preschool to prepare these young children for a full day of Kindergarten. Children will have weekly special guests such as Ben the Juggler, a visit from Wild Life Associates, as well as a small carnival.

Camp Menlo is housed in the Belle Haven Youth Center and is for children in grades K-6th. It is a full day program with activities that include weekly fieldtrips, swim lessons, sports and fitness and caters to the Belle Haven neighborhood. The camp provides morning and afternoon snacks for the children and an occasional barbecue or cooking project serves as lunch. Otherwise, parents provide lunch for the children.

Menlo Palooza is a full day camp held at Menlo Children's Center. This camp has morning activities that are based upon weekly themes such as Hocus Pocus and Safari Jungle. In the afternoon, campers participate in traditional camp games, art activities, and cooking projects. The camp visits the local parks, swimming pool, and some of the downtown restaurants for weekly fieldtrips. Though MCC has had a summer camp for many years, Menlo Palooza turns 5 this summer and hosting our very own summer fiesta.

Summer of Service (S.O.S.) is our service camp for children in Middle School. This camp combines service, teamwork, and fun all in one. SOS campers have weekly tours to local colleges, weekly service activities such as Glide Memorial, Ecumenical Hunger Program and even a visit to read to our seniors at the Menlo Park Senior Center. These campers are rewarded for their hard work through weekly fieldtrips but are also required to share their reflections with each other.

V. Bedwell Bayfront Park Open House

On June 17 the City hosted the second open house event at Bedwell Bayfront Park and had a good attendance despite the hot weather. Results from the first open house and the conceptual plan alternatives were shared with the community and we received a lot of good feedback. For those that were not able to attend the June 17 event will be able to visit the project webpage <http://menlopark.org/bedwellbayfrontplan> and have the opportunity to view the graphic materials presented by clicking on the "Open House 2 Documents" to the right of this page. People can still share their ideas for improving the park plan by taking the [online survey](#). The survey will close July 10. The planning team will be compiling the input received and preparing a preferred park plan to be presented to the community October 25. Please check back for further updates.

VI. Seniors Get Prepared for Emergencies

Thanks to a collaboration between Menlo Park Senior Center and the Center for Independence of Individuals with Disabilities, an emergency preparedness event for seniors and individuals with disabilities was held at Menlo Park Senior Center on Tuesday, June 6th from 1:30-4:30. Experts from Menlo Fire, the Office of Emergency Preparedness, and Red Cross were among the many presenters.

Topics included: Earthquake Preparedness, Fire Prevention, Emergency Supplies, and an opportunity to register to receive Alert Messages. This was the first such event held at the Center to benefit the community and close to 100 attended. Translation was provided by Carmen Warmesley, one of the seniors.

VII. New Landscaping at the Onetta Harris Community Center

Visitors to the Onetta Harris Community Center will be welcomed by a newly landscaped entryway. Over the past month, staff has been working to replace the lawn near the front entrance with drought-tolerant plants. In an effort to reduce water consumption and increase plant diversity, the lawn was replaced by four flowering trees and an array of shrubs and perennials. The lawn sprinklers were replaced with a drip system to deliver the right amount of water without overspray or runoff. As the new plants grow, pollinators such as butterflies, honeybees and hummingbirds will be attracted to the brightly colored blooms.

VIII. 4th of July Parade & Celebration

Grab your red, white, and blue and join the Community Services Department for our annual Fourth of July Parade and Celebration! A parade down Santa Cruz Avenue through downtown Menlo Park kicks things off. The parade will begin promptly at 11:45 am on Chestnut Street next to Wells Fargo Bank. Kids are encouraged to decorate their bike or wagon for this fun-filled people parade. The parade concludes at Burgess Park at the corner of Burgess Drive and Alma Street where the celebration will just be getting started. Grab a bite to eat from a great variety of food vendors or put on those dancing shoes to dance along to the music of Pop Fiction. Kids are welcome to enjoy activities such as inflatable jump houses and giant slides, bubble play, carnival games, crafts, face painting, rock walls and MORE! Some activities require a wristband that can be purchased for \$7.00 in advance at the Arrillaga Family Gymnasium Monday through Friday, 7:00 am-5:00 pm until June 30, 2017. Wristbands will also be available for purchase at the start of the parade or at Burgess Park throughout the duration of the celebration. The Fourth of July Parade & Celebration is sponsored by Facebook.

IX. San Mateo County ranked healthiest in the State of California

The Robert Wood Johnson Foundation ranked San Mateo County as the healthiest county in the State of California. The link will take you to a page where you can click on 2017 Rankings and 2017 Key Finds Report. <http://www.countyhealthrankings.org/>

X. City Council Update

At the July 18th the City Council meeting there will be two items of interest. A presentation will be given to update the Council on the Bedwell-Bayfront Park Master Plan Project. As well as a presentation and adoption by Council of the Belle Haven Pool Audit and Master Plan.

Analysis

Analysis is not required.

Impact on City Resources

There is no impact on City resources.

Environmental Review

Environmental review is not required.

Public Notice

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

None

Report prepared by:
Natalie Bonham, Recreation Supervisor