

# Parks & Recreation Commission



## REGULAR MEETING MINUTES

**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

These minutes were approved at the Parks and Recreation Commission meeting of June 28, 2017.