

Parks and Recreation Commission



REGULAR MEETING AGENDA

Date: 6/26/2019

Time: 6:30 p.m.

**Arrillaga Family Gymnastics Center – Multi-Purpose Room
501 Laurel St., Menlo Park, CA 94025**

A. Call To Order

B. Roll Call

C. Pledge of Allegiance

D. 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. 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.

E. Presentations and Proclamations

E1. Gymnastics Program Presentation

E2. Preliminary Findings from the Parks and Recreation Facilities Master Plan Survey and review next steps ([attachment](#))

F. Regular Business

F1. Approve the Parks and Recreation Commission minutes for the meeting of May 22, 2019 ([attachment](#))

G. Reports and Announcements

G1. Commissioner Reports (Jennifer Baskin)

H. Informational Items

H1. Update on Bedwell Bayfront Park Entrance Improvements ([Staff Report # 19-010-PRC](#))

H2. Community Services Director’s update and announcements ([Staff Report # 19-011-PRC](#))

I. Adjournment

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.

For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

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.

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MEMORANDUM

Date: 6/26/2019
To: Parks and Recreation Commission
From: Derek Schweigart, Community Services Director
Re: Parks and Recreation Facilities Master Plan Update

To: Parks and Recreation Commissioners

The Parks and Recreation Master Plan serves as a guiding document for the City as it seeks to improve and maintain the parks and recreation facilities in Menlo Park. It is primarily a planning and policy document and not envisioned to approve specific facilities improvement projects or programs. Projects and programs that are advanced under this Plan would need to undergo their own design, environmental review and approval process prior to being implemented.

Over the past year and an half, extensive community input has been gathered through a variety of methods to assess community needs and recreation demand in the City including community workshops, pop-up and intercept activities, focus groups, stakeholder interviews, online surveys and various social media efforts. A significant amount of the community engagement has occurred in the Belle Haven neighborhood to ensure participation from the community, including a study session at the City Council meeting held last April at the Menlo Park Senior Center in Belle Haven.

Based on community input, draft Guidelines and Recommendations were developed and made available for public review and comment. An on-line survey on these two chapters was developed and posted on the project website in English and Spanish. Over 130 surveys were received on these sections, of which 10 were in Spanish. General Comments included Improvements to the Belle Haven Campus, additional picnic areas, off leash dog areas, public art, equitable fees and park distribution and improved bike and pedestrian access.

The presentation this evening will include an overview of the survey results and preliminary findings that will inform the master plan document. The Commission and the public will have the opportunity to further weigh in on the draft guidelines and recommendations and for the Commission to ask questions.

In addition to the meeting this evening, the following are key dates for the Parks and Recreation Facilities Master Plan Update:

- July 24, 2019 at 6:30 p.m. - Parks and Recreation Commission meeting (location TBA) to review and provide feedback on the Master Plan recommendations prioritization and implementation strategy.

- August 28, 2019 at 6:30 p.m. - Parks and Recreation Commission meeting will be held at the Arrillaga Family Recreation Center to review and recommend the Parks and Recreation Facilities Master Plan to the City Council.
- September 10, 2019 at 7:00 p.m. - City Council meeting will be held in the Council Chambers with Council receiving an update on the Parks and Recreation Master Plan.
- September 24, 2019 at 7:00 p.m. - City Council meeting will be held in the Council Chambers to review and accept the Parks and Recreation Facilities Master Plan.

Additional resources on the Parks and Recreation Facilities Master Plan Update are available on the City's website at menlopark.org/mymenloparks. The site provides information on the Master Plan process, history and important upcoming dates.

Parks & Recreation Commission



REGULAR MEETING MINUTES **DRAFT**

Date: 5/22/2019
Time: 6:30 p.m.
Arrillaga Family Recreation Center
Cypress Room
700 Alma St., Menlo Park, CA 94025

A. Call To Order

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

B. Roll Call

Present: Chair Johnson, Vice Chair Harris, Commissioner Baskin, Commissioner Staley, Commissioner Bryman, and Commissioner Bentley

Absent: Commissioner Payne

Staff: Community Services Director Derek Schweigart and Community Services Assistant Director Adriane Lee Bird

C. Public Comment

There was no public comment.

D. Presentations and Proclamations

D1. Belle Haven Child Development Center Program Presentation

Carmen Lo gave the Commission a presentation on the Belle Haven Child Development Center Program.

D2. Update on the Community Services Department Operational Review and Strategic Plan

Adriane Lee Bird gave the Commission an update on the Community Services Department Operational Review and Strategic Plan.

E. Regular Business

E1. Approve the Parks and Recreation Commission minutes for the meeting of April 24, 2019 ([attachment](#))

ACTION: Motion and second (Baskin/Johnson) to accept the Parks and Recreation Commission meeting minutes of April 24, 2019, passed 4-2-1, Commissioners Staley and Harris abstained; Commissioner Payne absent.

E2. Appoint Parks and Recreation Commission Chair and Vice-Chair

ACTION: Motion and Second (Johnson/Staley) to nominate Vice Chair Harris as Commission Chair, Harris accepted the nomination, there were no other nominations, passed 6-0-1; Commissioner Payne absent. Christopher Harris was declared Chair.

ACTION: Motion and Second (Staley/Johnson) to nominate Commissioner Baskin as Commission Vice Chair, Baskin accepted the nomination, there were no other nominations, passed 6-0-1; Commissioner Payne absent. Jennifer Baskin was declared Vice Chair.

F. Reports and Announcements

F1. Commissioner Reports

Commissioner Staley reported on Flood Park.

G. Informational Items

G1. San Mateo County Final Environmental Impact Report for Flood Park ([attachment](#))

Commissioner Staley reported on the Environmental Impact Report for Flood Park.

G2. Community Services Director's update and announcements ([Staff Report # 19-009-PRC](#))

Derek Schweigart gave the Community Services Director's update and announcements.

H. Adjournment

Chair Harris adjourned the meeting at 8:03 p.m.

Elizabeth Snider, Senior Office Assistant



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 6/26/2019

Staff Report Number: 19-010-PRC

Informational Item: Preliminary Bedwell Bayfront Park Entrance Improvements Plans

Recommendation

This is an informational item and does not require action from the Parks and Recreation Commission.

Policy Issues

Development of preliminary Bedwell Bayfront Park Entrance Improvement plans is consistent with the approved Bedwell Bayfront Park Master Plan. Guiding principles for the development of the master plan include the following General Plan Land Use Element goals, policies, and programs:

- Goal LU-6: Preserve open-space lands for recreation; protect natural resources and air and water quality; and protect and enhance scenic qualities.
- Policy LU-6.6: **Public Bay Access.** Protect and support public access to the Bay for the scenic enjoyment of open water, sloughs, and marshes, including restoration efforts, and completion of the Bay Trail.
- Policy LU-6.7: **Habitat Preservation.** Collaborate with neighboring jurisdictions to preserve and enhance the Bay, shoreline, San Francisquito Creek, and other wildlife habitat and ecologically fragile areas to the maximum extent possible.
- Goal LU-7: Promote the implementation and maintenance of sustainable development, facilities and services to meet the needs of Menlo Park's residents, businesses, workers, and visitors.
- Program LU-7.G: **SAFER Bay Process.** Coordinate with the SAFER Bay process to ensure that the Menlo Park community's objectives for sea level rise/flood protection, ecosystem enhancement, and recreational trails are adequately taken into consideration.

Background

Bedwell Bayfront Park is the City's largest park consisting of 160 acres and the City's only open space on the San Francisco Bay. Originally a sanitary landfill, construction of BBP was completed in 1995. Currently, the park is designed as a passive open space with minimal improvements, including bike/pedestrian trails and restrooms. Users enjoy "passive-recreation" through activities that include hiking, running, bicycling, dog walking, bird watching, kite flying and photography. Staff manage and maintain the park grounds as well as the landfill components, which include a gas and leachate collection system and a flare.

The Bedwell Bayfront Park Master Plan was adopted by the City Council on November 14, 2017. The master plan included recommendations to enhance the park entrance to make it a more pleasant experience and create a sense of arrival. Recommended entrance improvements are conceptually represented by Figure 21 on Page 46 of the master plan (Attachment A).

Specific elements identified for the park entrance included:

- Entrance turnaround: A vehicular turnaround for vehicles that do not wish to enter the park or who arrived after the park has closed.
- Automated entry-control gates: Gates to control park access during park operating hours.
- Gateway sign: New gateway sign to clearly identify the City's and the park's name and increase visibility from all intersection directions. Sign will be constructed to be consistent with the City's branding scheme.
- Landscaping: Native plantings along the entrance roadway to increase visual appeal and provide stormwater management.
- Bay Trail: Existing Bay Trail pathway upgrades to improve pedestrian and bicycle access and circulation.

Additionally, it was recommended to raise the elevation of the entrance road to above the 100-year tidal flood elevation plus an additional 24" to accommodate for sea level rise.

Analysis

The preliminary entrance design (Attachment B) is based on the community input received during the master plan process and was refined based on a review of site constraints and pedestrian, bicycle, and vehicular access requirements. Coordination and outreach discussions were held with multiple public agencies that have unique access requirements or have pending construction projects in the immediate vicinity.

Coordination and Outreach

In an effort to determine the appropriate size of the entrance turnaround feature to accommodate vehicular turning motions, the City worked with West Bay Sanitary District to understand their vehicular access needs related to large truck and trailer combinations that routinely access the Flow Equalization and Resource Recovery Facility located at the rear of Bedwell Bayfront Park. The City also had similar discussions with Menlo Park Municipal Fire District related to emergency fire truck access.

The City is working closely with the County of San Mateo who is the lead agency (in partnership with the City of Menlo Park, Town of Atherton and City of Redwood City) on the Bayfront Canal and Atherton Channel Flood Management project. That project will install two box culverts across the entrance of Bedwell Bayfront Park to divert stormwater flows from Bayfront Canal and Atherton Channel to former salt ponds that are now part of the South Bay Salt Pond Restoration Project (SBSP) and Don Edwards San Francisco Bay National Wildlife Refuge. Due to the nature and location of that project, the City would not pursue any entrance improvements until it is completed. In working with the County, the goal is to ensure that elements of their Bayfront Canal project do not preclude or limit future entrance improvements and to minimize the cost of restoration items that will ultimately be removed by the entrance improvements.

The City has shared the preliminary entrance improvement plans with representatives of the California State Coastal Conservancy (SCC) and U.S. Fish and Wildlife Service (USFW), who are jointly executing the SBSP project. That project will construct a water control structure across the park entrance road that will need to be completed prior to the entrance improvements. Both the SCC and USFW have indicated their support for the entrance improvements and their willingness to continue working with the City in the ongoing development and coordination of the project.

Staff have also shared the plans with Cargill, Inc. who owns the majority of the land that underlies the

project area. Recognizing the positive impacts of the project, Cargill has committed to being a partner in the project development and coordination efforts.

The City is currently working to coordinate a meeting with the San Francisquito Creek Joint Powers Authority (SFCJPA) to discuss the proposed improvement plans and ensure coordination with their SAFER Bay project.

Schedule

A detailed project timeline has not been developed at this point in time, but construction of entrance improvements will be contingent upon the prior completion of the Bayfront Canal and SBSP projects. Based on discussion with representatives of these projects, it is anticipated that both projects will be completed by the first half of 2021, at the earliest.

Construction Impacts

During construction of the entrance improvements, the City will make every effort to maintain public access to Bedwell Bayfront Park at all times and does not anticipate major impacts to park users or the primary recreation facilities. More detailed construction impacts will be determined as design progresses.

Priority Conservation Area Grant

Bedwell Bayfront Park is located within the designated Menlo Park and East Palo Alto Baylands Priority Conservation Area (PCA). Priority Conservation Areas are regionally significant open spaces which have broad agreement for long-term protection and are being pressured by urban development and other factors. They are areas that are noted for their access to Natural Landscapes, Agricultural Lands, Urban Greening, and Regional Recreation.

The PCA Grant program is open to projects that seek to enhance and preserve the noted qualities of areas that are within designated PCAs, including Bedwell Bayfront Park. The City is currently pursuing a \$500,000 grant to assist in the design and construction cost of the entrance improvements.

The City has received a letter of support for our grant application from the County of San Mateo and anticipate receiving similar letters from the California State Coastal Conservancy, U.S. Fish and Wildlife Service, and Cargill, Inc. and will be requesting a letter of support from the San Francisquito Creek Joint Powers Authority.

Impact on City Resources

At this preliminary stage, the total estimated costs for design and construction of the entrance improvements is \$1,500,000. Project funding will be allocated in future budget years as part of the Bedwell Bayfront Park Master Plan Implementation project and may be comprised of development funds, general funds, and grant funds.

Environmental Review

A project specific environmental evaluation has not been initiated at this time. The project scope was included in a preliminary environmental assessment of the Bedwell Bayfront Park Master Plan. The Master Plan preliminary environmental assessment anticipated minimal environmental impacts and concluded that the project may qualify for a Mitigated Negative Declaration. It is reasonable to assume that a project specific environmental assessment would reach similar conclusions. Additionally, the proposed project boundary primarily falls within the footprint of the Bayfront Canal and Atherton Channel Flood Protection project that is currently undergoing an environmental review process. It is anticipated that the project will be

able to utilize substantial portions of that document in a future environmental review.

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. Bedwell Bayfront Park Master Plan – Figure 21 (Page 46)
- B. Bedwell Bayfront Park Entrance Improvements – Preliminary Design

Report prepared by:
Eric Hinkley, Associate Engineer

Report reviewed by:
Chris Lamm, Assistant Public Works Director



Figure 21 Park entrance area enlargement

- Maintenance roads will be provided on the park's perimeter via the Bay Trail and interior via asphalt trail. Maintenance access is required for trash collection, landfill operations, and emergency events.
- The park's entrance will include a turn-around before the automated control arms for vehicles who do not wish to enter the park or who arrive when the park is closed.

3. Trails and Pathways

Trails and pathways includes pedestrian and bicycle circulation. Pedestrian circulation includes trails (paved and

unpaved) in the park's interior and other pathways or sidewalks along the perimeter of the park. Bicycle circulation areas include the Bay Trail, bike parking, and interior bike trails. Figure 22 shows the different trail types included in the master plan.

Bicycle Access

- The Bay Trail will be 10'-0" wide with a 3'-0" wide shoulder on one side of the path (for joggers/pedestrians).
- Access to the park for bicycles is located at the entry to park off of the Bay Trail, shown in Figure 21.



Callander Associates

Landscape Architecture
Urban Design
Land Planning
Park and Recreation Planning
Environmental Planning

2025 Gateway Place, Suite 285
San Jose, CA 95110
T 408.275.0565
F 408.275.8047

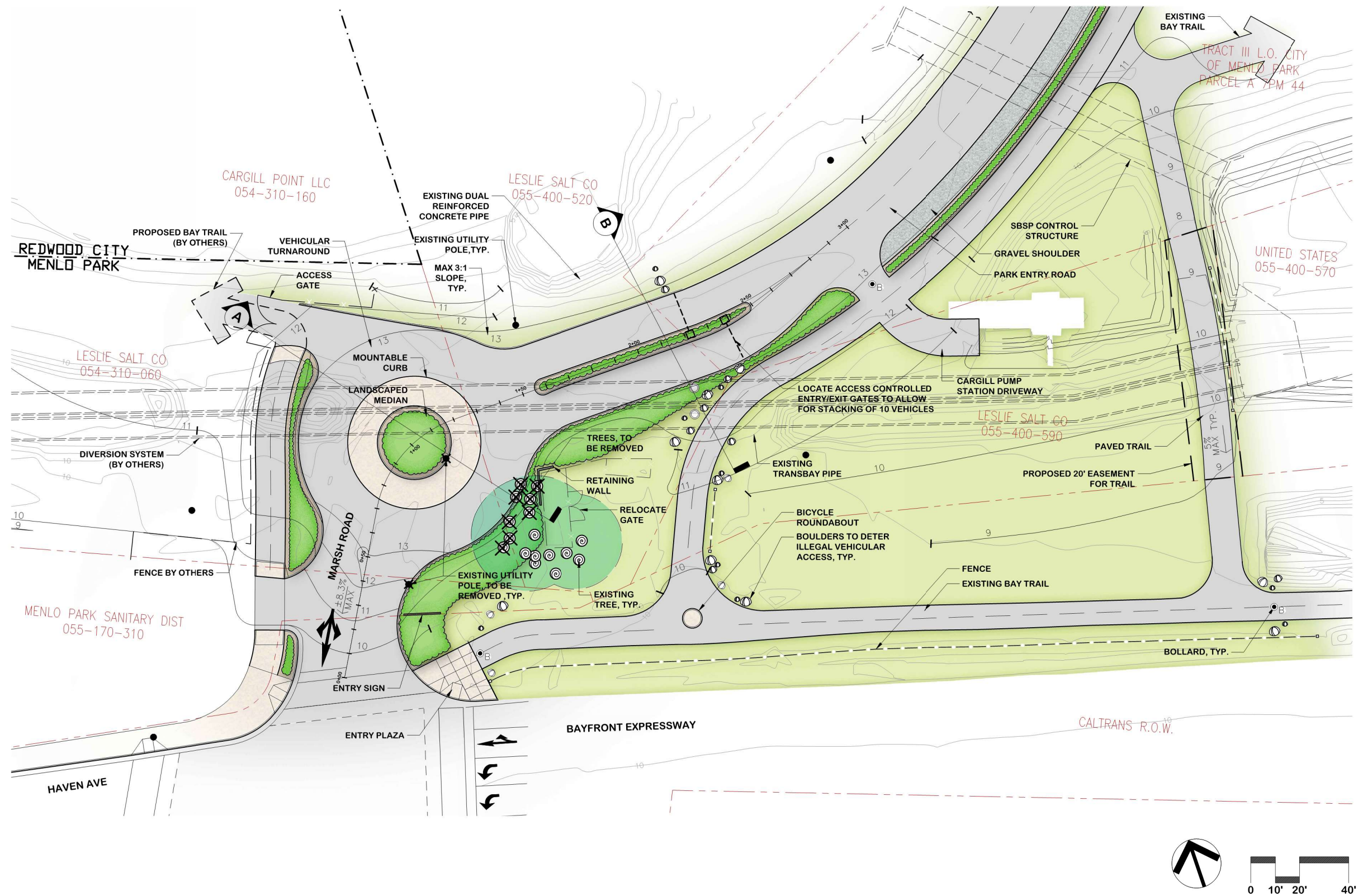
Revisions

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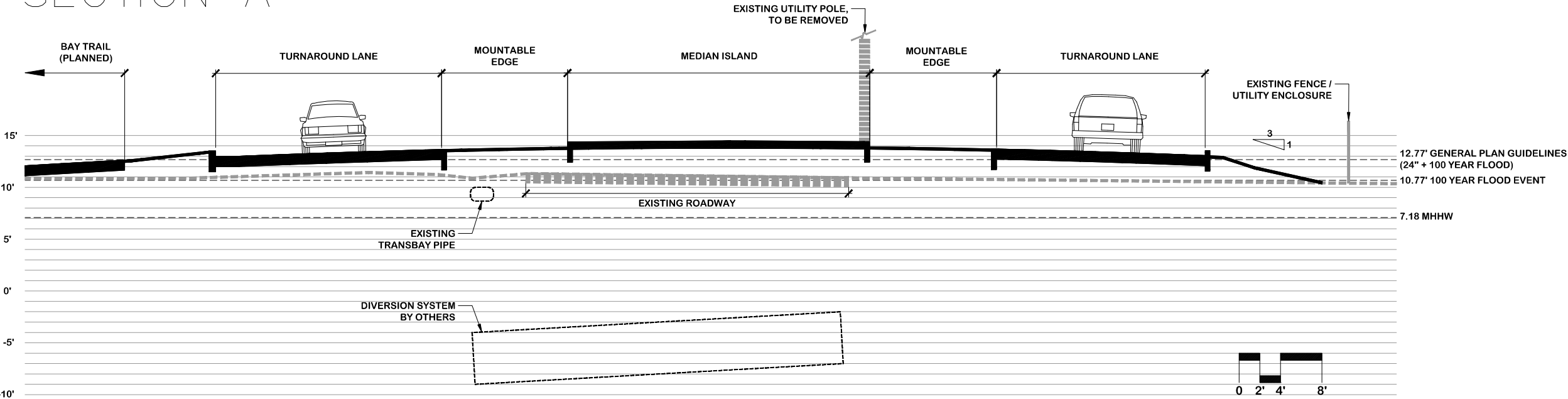
BEDWELL BAYFRONT PARK ENTRY EXHIBIT
BAYFRONT CANAL
Menlo Park, CA

Date 4/9/19
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Project No. 18080
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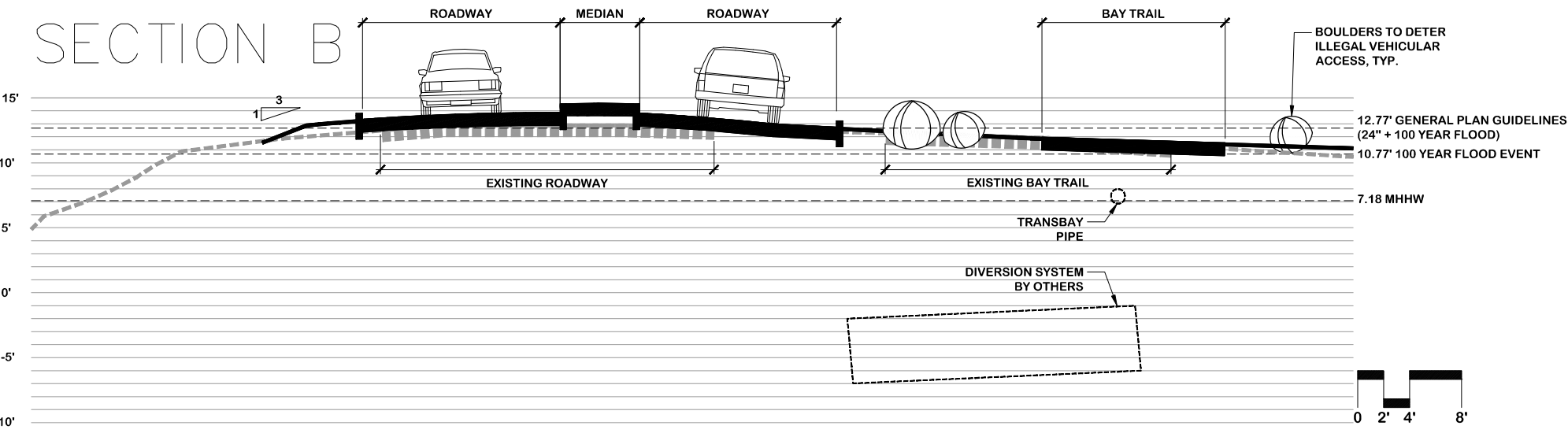
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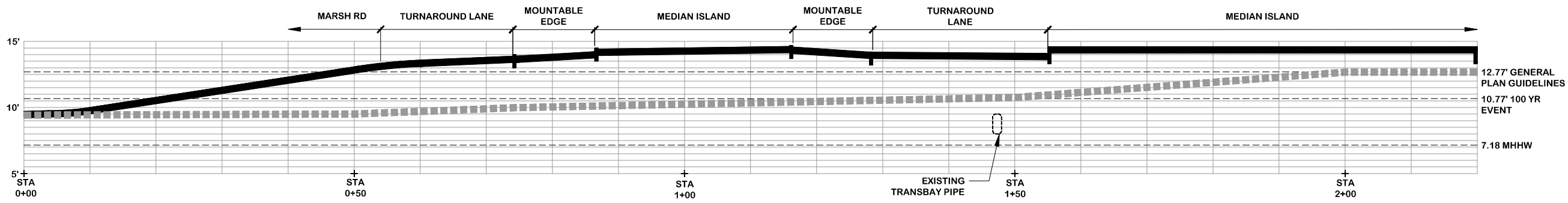
SECTION A



SECTION B



PROFILE



HORIZONTAL: 1" = 8'
VERTICAL: 1" = 4'



Callander Associates

Landscape Architecture
Urban Design
Land Planning
Park and Recreation Planning
Environmental Planning

2025 Gateway Place, Suite 285
San Jose, CA 95110
T 408.275.0665
F 408.275.8047

Revisions

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BEDWELL BAYFRONT PARK ENTRY EXHIBIT
BAYFRONT CANAL
Menlo Park, CA

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| Scale | AS SHOWN |
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Sheet No.
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of 2 of 2



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 6/26/2019

Staff Report Number: 19-011-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

1. Block Party

The 13th annual block party and first summer concert series took place on Wednesday, June 12th. The event included live music, mini golf, a kids' zone, food, and fun. The event was sponsored by the City of Menlo Park and the Chamber of Commerce. There were giant Legos for families to enjoy to reinforce this year's theme of "Connect with your neighbors and build community."

2. Senior Center Celebrations

Menlo Park Senior Center will host its annual Juneteenth celebration with a mouth-watering BBQ along with toe-tapping live jazz by Menlo Park's very own local, Jym Marks Quartet. The event is held on Friday, June 21st at noon. Juneteenth celebration is held to commemorate the emancipation from slavery in Texas in 1865. Tickets are being sold for this event.

3. Summer Camps

The City of Menlo Park operates three full day summer camps. Two are on the Burgess Campus and one is located on the Onetta Harris Community Center Campus.

Menlo Madness camps began on Monday, June 17th and offers three age groups: Munchkin Madness (ages 3-4.5), Mini Madness (ages 4.6-6.9) and Menlo Madness (ages 7-12). The camp operates from 8am-4pm. Extended care option is offered from 4:00-6:00 p.m. for an additional fee. Activities such as cooking, creating arts & crafts, and visiting the gymnastics center are part of this camp.

Menlo Palooza is also held on the Burgess Campus and offers an exciting 8 weeks of camp that will begin on Monday, June 24th. Menlo Palooza provides a variety camp that includes swimming, weekly fieldtrips, and visits from weekly special guests to provide enrichment to the program. Children entering Kindergarten thru 5th grade are encouraged to come join the fun.

Camp Menlo is offered in the Belle Haven Community and will operate from June 24th-August 16th. This camp is geared towards children in grades K-5th. Camp Menlo provides weekly swim lessons, cooking and science projects, outdoor activities, fieldtrips and visits from Marine Science Institute, Goodness Snakes, and other special guests based on their weekly themes.

The Summer of Service Program is designed for children in 6th-8th grades. Though the program is housed at the Onetta Harris Community Center, children are transported from the Menlo Children's center to participate in this unique summer camp. The camp mixes community service, team building, and character development into its weekly schedule and activities.

4. Summer Open House and Site Tour

There will be a summer open house and site tour of the Belle Haven Child Development Center on Friday, July 19th at 10am. This will be an opportunity for members of the community as well as those on the waitlist to view the Preschool program. Staff will be available to answer questions and waitlist applications will be accepted. The Child Development Program is currently enrolling for the 2019-20 school year.

5. Community Resource Fair

The Belle Haven Spring Resource Fair was held on Saturday, April 27th in the Ivy Plaza. The fair was an opportunity for local businesses to provide valuable information to members of the community. There were over 30 vendors that came out to share resources with the residents of Belle Haven. With over 500 community members in attendance, everyone enjoyed food and entertainment from local artists including students from Beechwood School, and class from the Onetta Harris Community Center.

Upcoming Events:

June 12 – August 27 – Summer Concert Series, Fremont Park, 6:30-8:30 p.m.

July 4 – Parade and Celebration, Noon – 3 p.m.

July 26 – Menlo Movie Series, Onetta Harris Community Center, 8:30 p.m.

Analysis

Analysis is not required.

Impact on City Resources

There is no change in impact on City resources from these items.

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:

Natalya Jones, Recreation Supervisor