



## **SPECIAL MEETING AGENDA**

**Date:** 12/8/2021

**Time:** 6:30 p.m.

**Special Meeting Location:** [Zoom.us/join](https://zoom.us/join) – ID# 851 2706 1609

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) –Meeting ID# 851 2706 1609
  - Access the meeting real-time via telephone at:  
(669) 900-6833  
Meeting ID# 851 2706 1609  
Press \*9 to raise hand to speak

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)).

### **Special Meeting ([Zoom.us/join](https://zoom.us/join) – ID# 851 2706 1609)**

#### **A. Call To Order**

#### **B. Roll Call**

#### **C. Regular Business**

- C1. Approve the minutes for the joint meeting of the Parks and Recreation Commission and the Library Commission of November 15, 2021 ([Attachment](#))
- C2. Report from the Parks and Recreation Commission work plan subcommittee
- C3. Willow Oaks Park updates ([Staff Report PRC-21-030](#))

**D. Presentations**

- D1. Anticipated timeline and format for City-organized community gatherings and observances

**E. Informational Items**

- E1. Department updates ([Staff Report PRC-21-031](#))  
E2. Parks and Recreation Commission tentative agenda calendar ([Attachment](#))

**F. Commissioner Reports**

- G1. Individual Commissioner reports

**G. 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 by request by emailing the city clerk at [jaherren@menlopark.org](mailto:jaherren@menlopark.org). 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.

Agendas are posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at [menlopark.org/agenda](http://menlopark.org/agenda) and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at [menlopark.org/notifyme](http://menlopark.org/notifyme). Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 12/03/2021)



# Parks and Recreation Commission Library Commission

## SPECIAL JOINT MEETING MINUTES – DRAFT

**Date:** 11/15/2021

**Time:** 6:30 p.m.

**Special Meeting Location:** [Zoom.us/join](https://zoom.us/join) – ID# 840 6370 2195

### A. Call To Order

Library Commission Chair Erhart called the meeting to order at 6:40 p.m.

### B. Roll Call

Library Commission

Present: Cohen, Erhart, Hadrovic, Leep, Singh, Velagapudi

Absent: Lee

Parks and Recreation Commission

Present: Bryman, Diepenbrock, Joshua, Thomas

Absent: Baskin, Brosnan

Staff: Library and Community Services Director Sean Reinhart, Acting Recreation Supervisor Rondell Howard, Assistant Library Services Director Szegda

### C. Regular Business

C1. Approve minutes from the October 18, 2021 Library Commission meeting ([Attachment](#))

**ACTION:** Motion and second (Leep/ Cohen), to approve minutes from the October 18, 2021 Library Commission meeting, passed 5-0 (Hadrovic abstaining, Lee absent).

C2. Approve minutes from the October 27, 2021 Parks and Recreation Commission meeting ([Attachment](#))

**ACTION:** Motion and second (Thomas/ Bryman), to approve minutes from the October 27, 2021 Parks and Recreation Commission meeting, passed 4-0 (Baskin and Brosnan absent).

C3. Cancel the December 22, 2021 regular meeting of the Parks and Recreation Commission and schedule a special meeting of the Parks and Recreation Commission for December 8, 2021

**ACTION:** Motion and second (Thomas/ Diepenbrock), to cancel the December 22, 2021 regular meeting of the Parks and Recreation Commission and schedule a special meeting of the Parks and Recreation Commission for December 8, 2021, passed 4-0 (Baskin and Brosnan absent).

### D. Presentations and Proclamations

D1. Presentation: Menlo Park Community Campus project update

Acting Recreation Supervisor Howard made the presentation.

- Pam Jones commented that programming at the new facility should focus on current neighborhood residents and that it be inclusive and welcoming to those residents.

## **E. Study Session**

- E1. Anticipated timeline and sequence for developing Menlo Park Community Campus programming elements ([Staff Reports LC-2021-029 / PRC-2021-029](#))

Director Reinhart made the presentation.

Staff will explore options for a joint subcommittee focused on the Menlo Park Community Campus (MPCC) project. Commission chairs will both attend the agenda planning meetings for each commission.

## **F. Informational Items**

- F1. Library Commission tentative agenda calendar ([Attachment](#))

**ACTION:** By acclamation, the following items were added to the Library Commission's agenda calendar:

- December – cancel regular meeting, keep agenda planning session with the Parks and Recreation Commission
- February – add Menlo Park Community Campus programming elements from staff report

- F2. Parks and Recreation Commission tentative agenda calendar ([Attachment](#))

Staff to canvas absent members for their availability for the special meeting on December 8, 2021.

**ACTION:** By acclamation, the following items were added to the Parks and Recreation Commission's agenda calendar:

- December – dog users at Willow Oaks
- December – report from work plan subcommittee

## **G. Commissioner Reports**

- G1. Individual Commissioner reports

Library Commission Chair Erhart reported that the MPCC groundbreaking ceremony was successful and well attended and that the Library Commission's work plan had been approved by the City Council.

Commissioner Hadrovic reported on attending the MPCC groundbreaking ceremony, in-person story times are resuming at the libraries beginning November 18, 2021, and welcomed Commissioner Singh to the commission.

Parks and Recreation Commission Chair Thomas reported on looking forward to working with the Library Commission on their mutual goals.

## H. **Adjournment**

Library Commission Chair Erhart adjourned the meeting at 8:37 p.m.

Nick Szegda, Assistant Library Services Director

# Anticipated timeline and sequence for developing Menlo Park Community Campus programming elements

Library Commission - Parks & Recreation Commission

Joint study session  
November 15, 2021

# Background

- + Construction of the Menlo Park Community Campus (MPCC) project has begun
- + The new facility is scheduled to open in 2023
- + Designed to be a complex, multigenerational center that combines a wide range of programs and services under one roof
- + Because of this complexity and the associated workload, developing the facility's various programming elements will require careful planning and sequencing over time.

# A community effort with multiple stakeholders

- + Every Menlo Park resident is a stakeholder in the project's success, especially neighborhood residents
- + City Council, MPCC Subcommittee (Nash, Taylor) and working group
- + Advisory bodies: Library Commission, Parks & Recreation Commission
- + Community groups, individuals, volunteers, external partners



# Programming goals

- + Fulfills the vision of a multigenerational community center that delivers high-quality services and programs that are inclusive for all Menlo Park residents
- + Fosters a sense of belonging, safety, and welcome to all visitors, especially neighborhood residents
- + Inspires creativity, community, learning, discovery, wellness and growth for people of all ages and walks of life

# Programming goals – cont'd

- + Provides traditional programs of a branch library, recreation center, senior center, afterschool care, and swim center
- + Leverages the synergies of a combined multigenerational facility through innovative programs that benefit the community
- + Creates new, high-quality programs that previously were not available but are made possible by the new facility.

# Study session focus

- + Review a draft timeline and sequence for developing the various elements of the programming plan over the next several months
- + Receive feedback from the Library Commission and Parks and Recreation Commission at the outset of the process
- + This study session is NOT focused on developing the programming elements themselves in detail
- + This study session is NOT focused on naming the new facility. The facility naming will be undertaken through a separate engagement process at the direction of the City Council.



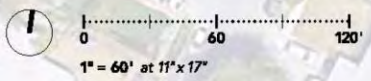


- A Menlo Park Community Campus Building
- B Boardwalk
- C Playground
- D Existing Redwood Trees to Remain
- E Children's Outdoor Courtyard

- F Bicycle Parking
- G Outdoor Dining Terrace
- H Community Terrace & Garden
- I Service Area
- J Pedestrian Pathway

- K Parking Lot
- L Pool Area
- M Samtrans Bus Stop & Layover
- N Fire Access Lane
- O Solar Carports

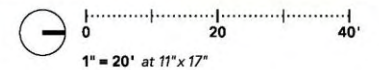
Proposed Site Plan | Context



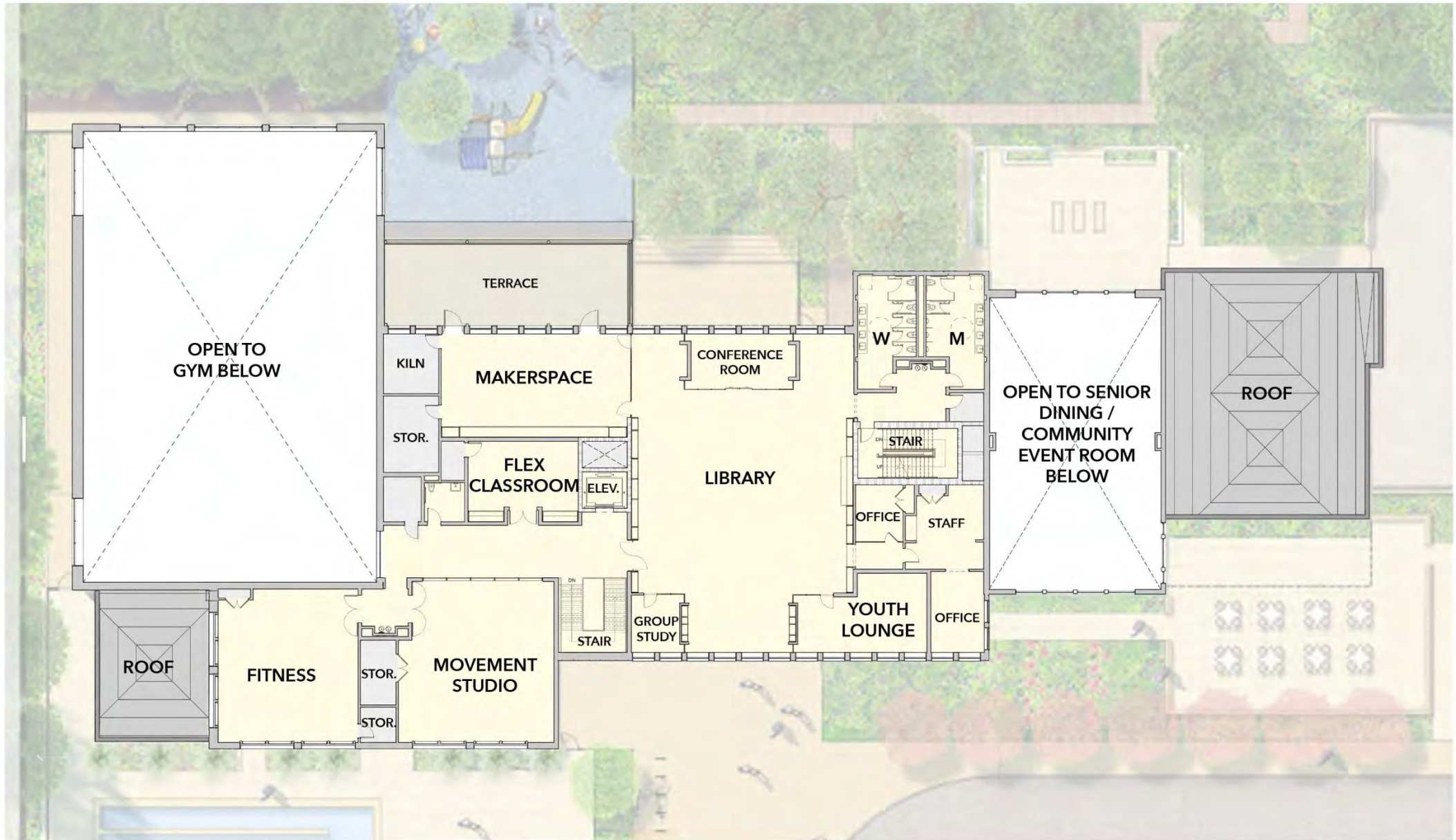




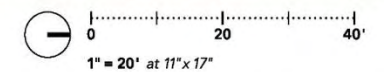
Floor Plan | First Floor



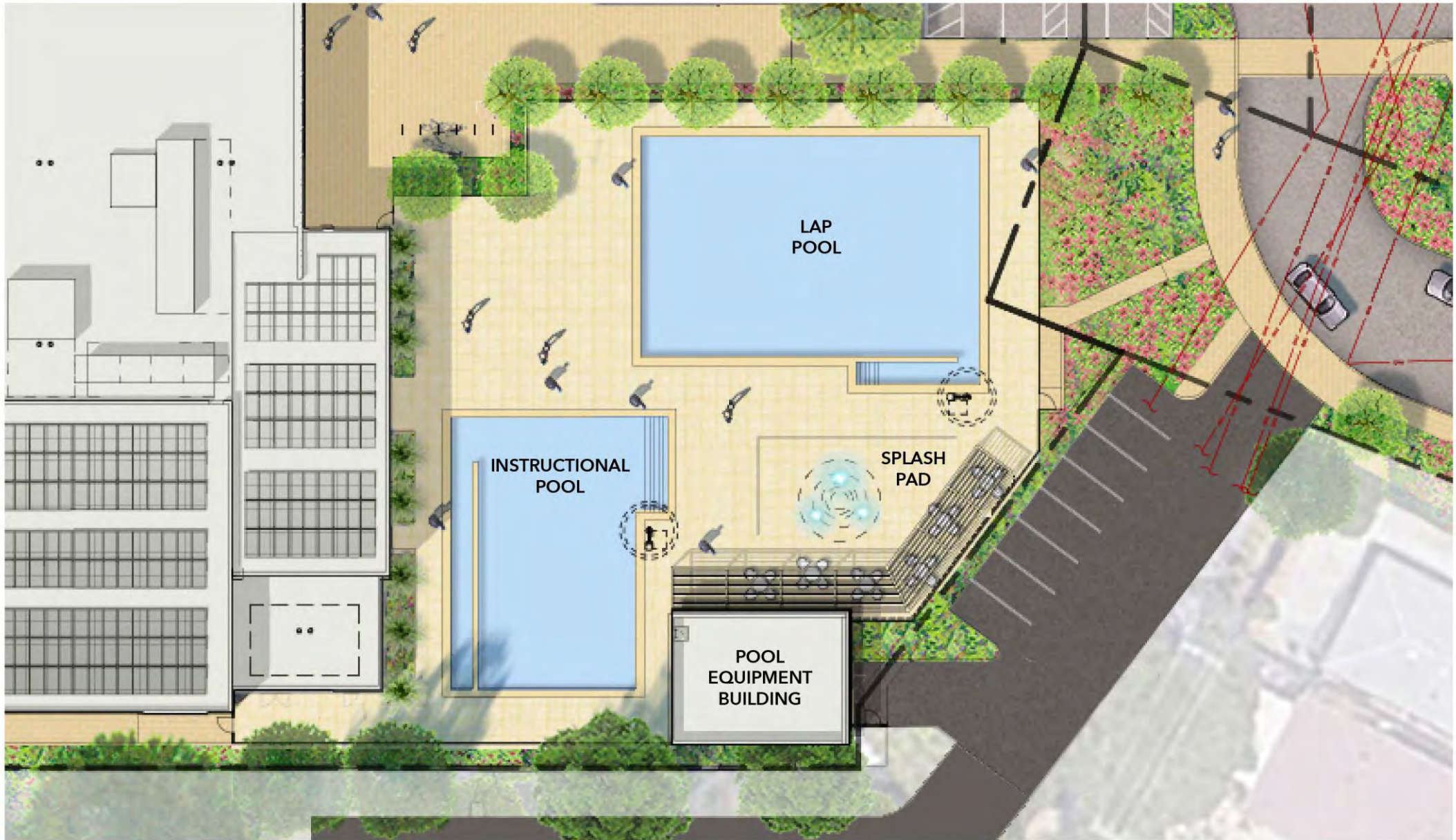




Floor Plan | Second Floor







Plan | Proposed Pool

# Anticipated timeline and sequence – Q1

ANTICIPATED TIMELINE	PROGRAMMING ELEMENTS	OPERATIONAL / ADMINISTRATIVE ELEMENTS
January 2022	<ul style="list-style-type: none"> <li>• Aquatics analysis</li> </ul>	
February 2022	<ul style="list-style-type: none"> <li>• Senior program</li> <li>• Maker space</li> <li>• Library – 2<sup>nd</sup> floor</li> </ul>	<ul style="list-style-type: none"> <li>• Aquatics - direction from Council</li> </ul>
March 2022	<ul style="list-style-type: none"> <li>• Teen space</li> <li>• Fitness center</li> <li>• Gymnasium</li> <li>• Movement studio</li> </ul>	<ul style="list-style-type: none"> <li>• Aquatics plan</li> </ul>



# Anticipated timeline and sequence – Q2

ANTICIPATED TIMELINE	PROGRAMMING ELEMENTS	OPERATIONAL / ADMINISTRATIVE ELEMENTS
April 2022	<ul style="list-style-type: none"><li>• Children's library</li><li>• Afterschool care (youth center)</li></ul>	
May 2022	<ul style="list-style-type: none"><li>• Meeting rooms</li><li>• Dining hall/ kitchen</li></ul>	<ul style="list-style-type: none"><li>• Library material collections plan</li></ul>
June 2022	<ul style="list-style-type: none"><li>• Volunteers</li><li>• External partners</li></ul>	

# Anticipated timeline and sequence – Q3

ANTICIPATED TIMELINE	PROGRAMMING ELEMENTS	OPERATIONAL / ADMINISTRATIVE ELEMENTS
July 2022	<ul style="list-style-type: none"><li>• Community art gallery</li></ul>	<ul style="list-style-type: none"><li>• Reception / service points</li><li>• Registration</li><li>• Payment processing</li></ul>
August 2022		
September 2022	<ul style="list-style-type: none"><li>• Memberships / fees</li><li>• Residents / nonresidents</li></ul>	<ul style="list-style-type: none"><li>• Staffing plan</li><li>• Maintenance plan</li></ul>

# Anticipated timeline and sequence – Q4 to 2023

ANTICIPATED TIMELINE	PROGRAMMING ELEMENTS	OPERATIONAL / ADMINISTRATIVE ELEMENTS
October 2022	<ul style="list-style-type: none"> <li>• Meeting room use policy</li> <li>• Maker space use policy</li> <li>• Fitness center use policy</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency prep/ safety plan</li> <li>• Budget authorization – staff, operations, fees</li> </ul>
November 2022	<ul style="list-style-type: none"> <li>• Facility use guidelines</li> <li>• ADA inclusion policy</li> </ul>	<ul style="list-style-type: none"> <li>• Move-in plan</li> <li>• BH library decommissioning plan</li> </ul>
December 2022		
2023	<ul style="list-style-type: none"> <li>• Grand opening</li> <li>• Facility tours</li> <li>• Event calendar</li> </ul>	<ul style="list-style-type: none"> <li>• Red Cross shelter agreement</li> <li>• LEED/ NZE certification</li> <li>• Cooling center procedure</li> </ul>

# Discussion

Library Commission - Parks and Recreation Commission

Joint study session  
November 15, 2021

# Additional background information

Project website:

[menlopark.org/mpcc](https://menlopark.org/mpcc)

3D virtual flythru (starts at 11:45):

[vimeo.com/539869834](https://vimeo.com/539869834)



## STAFF REPORT

### Parks and Recreation Commission

Meeting Date: 12/8/2021

Staff Report Number: PRC-21-030

Regular Business: Willow Oaks Park updates

### Recommendation

Staff recommends that the Commission review this update on projects related to Willow Oaks Park.

### Policy Issues

As a duly appointed advisory body to the City Council, the Parks and Recreation Commission advises the City Council on matters related to the City's parks and recreation facilities.

### Background

Willow Oaks Park consists of 2.63 acres of City property at 490 Willow Road. The park contains a play structure, tennis courts, paved walking paths, and an enclosed area where off-leash dogs are permitted. The park shares a border with two schools – Willow Oaks School and the Silicon Valley International School. A playing field directly connected to the park (with a baseball field and a large open grassy area in the outfield) is owned by the Ravenswood City School District (RSCD) and is a part of Willow Oaks School. The playing field is programmed by the City during non-school hours under the terms of a MOU signed in 2001. The City's Public Works - Parks Division currently maintains the outfield under the terms of the MOU.

A map showing the respective City-owned and RCSD-owned parcels is included with this report as Attachment C.

### Analysis

Willow Oaks Park was recommended for capital improvements in the 2019 Parks and Recreation Facilities Master Plan Update (Attachment A, pages 88-89). Some recommended improvements have now been approved and scheduled as part of the City's Capital Improvement Program (CIP) (Attachment B, page 5):

- Improvements to the off-leash dog area
- Construction and installation of restrooms
- Replacing and upgrading the play structure
- Constructing a connecting bicycle path through the park to Elm Street

The City's Public Works Department manages CIP projects and gathered community input on the planned improvements. The design phase of the project is nearing completion, and proposed designs will be presented to the Commission and before the public for their input in early 2022. Construction on the park improvements is tentatively scheduled to begin in summer 2022.

### **Impact on City Resources**

There is no impact on City resources.

### **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA Guidelines §§ 15378 and 15061(b)(3)) as it will not result in any direct or indirect physical change in the environment. The construction project will be subject to 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. Hyperlink – Park and Recreation Facilities Master Plan Update:  
[menlopark.org/ArchiveCenter/ViewFile/Item/12107](https://menlopark.org/ArchiveCenter/ViewFile/Item/12107)
- B. Hyperlink –Capital Improvement Plan staff report: [menlopark.org/DocumentCenter/View/25802/F1-20200728-CC-Five-year-capital-improvement-plan-2020-21](https://menlopark.org/DocumentCenter/View/25802/F1-20200728-CC-Five-year-capital-improvement-plan-2020-21)
- C. Map: Ownership of land in and adjacent to Willow Oaks Park

Report prepared by:

Nick Szegda, Assistant Director of Library Services

Reviewed by:

Sean Reinhart, Director of Library and Community Services



Ownership of land in and adjacent to Willow Oaks Park





Aerial view of Willow Oaks Park and neighboring properties





# Library and Community Services



## STAFF REPORT

### Parks & Recreation Commission

Meeting Date: 12/08/2021

Staff Report Number: PRC-21-031

Informational Item: Department updates

1. Tree lighting and food donation drive at Fremont Park. Commissioners are invited to help "light up the season of giving" with an outdoor tree lighting ceremony and donation drive on Friday, December 10 at 5:00 p.m. Join the fun and giving spirit as Mayor Drew Combs lights the big tree in Fremont Park. Bring a non-perishable food item to benefit local families with the help of local nonprofit organization, Samaritan House. After the tree lighting, attendees are encouraged to take a stroll down Santa Cruz Avenue and enjoy the many local businesses and restaurants that downtown Menlo Park has to offer.
2. Arrillaga Family Recreation Center. Activity at the center is increasing as more programs and services come online and more community members return to the facility.
  - Winter/Spring classes are approaching with registration starting in the beginning of December.
  - Staff has formed a new partnership with [Bay Area Friendship Circle](#) to provide adaptive/inclusive programs for Menlo Park children and families.
  - Facility rentals are set to resume in January 2022, subject to change as state and county health orders allow.
  - The facility's kitchen has been updated to meet commercial kitchen standards and will begin preparing daily hot lunches for older adults on December 6.
3. Registration software platform. The City of Menlo Park IT Master Plan identified the need to replace the City's [existing registration software platform](#) with a new platform that leverages recent advancements in technology and is more responsive to current and future needs. A team of subject matter experts from multiple City departments is evaluating potential new platforms with the goal of completing a system migration and launching the new platform by mid-2022.
4. In-person storytime returns to Main Library and Belle Haven Branch. [Family storytimes](#) are now held in-person and are led by skilled and experienced library staff. The sessions feature songs, finger plays and other proven techniques to instill a love of reading and learning in young children and improve literacy outcomes later in life. Sessions are free to the public and are held in a welcoming and safe environment at the Main Library and Belle haven Branch. Storytimes also are provided at the Menlo Children's Center, Belle Haven Child Development Center, and Belle Haven Youth Center (afterschool care).
5. Child care spaces are available (for now). [Menlo Children's Center](#) provides licensed weekday child care and preschool education to children ages 18 months through 5 years old. Located on the Burgess Park campus, the center is operated by the City of Menlo Park and a professional team of dedicated, diverse and positive role models who provide a safe and caring environment that promotes self-expression and social development. The center also provides quality (and fun) child care for school-aged children during the afterschool hours. The center is historically in very high demand on the strength of its high quality of care and convenient location. Spaces are available now, and are expected to fill up in the new year.

Report prepared by:

Sean Reinhart, Director of Library and Community Services

**City of Menlo Park - Parks and Recreation Commission  
2020-21 Tentative Agenda Schedule  
December 8, 2021**

*Meetings are held virtually via videoconference at 6:30pm on the fourth Wednesday of the month unless otherwise specified*

MEETING DATE	PROPOSED AGENDA TOPICS
September 22, 2021	<ul style="list-style-type: none"> <li>• Elect new Commission Chair</li> <li>• Holiday observances and special events (presentation)</li> <li>• Parks and Recreation Commission work plan subcommittee</li> <li>• Updated facility use guidelines</li> </ul>
October 27, 2021	<ul style="list-style-type: none"> <li>• MPCC programming – background information</li> <li>• Parks and Recreation Commission work plan subcommittee</li> <li>• Department updates</li> </ul>
November 15, 2021 Special joint meeting with Library Commission at Belle Haven Branch Library	<ul style="list-style-type: none"> <li>• Timeline and sequence for developing Menlo Park Community Campus programming elements</li> </ul>
<del>November 24, 2021</del> Cancelled	<ul style="list-style-type: none"> <li>• <i>Cancelled – attend November 15 joint meeting with Library Commission instead</i></li> </ul>
<del>December 22, 2021</del> <b>December 8, 2021</b> Special meeting	<ul style="list-style-type: none"> <li>• Report out from Commission work plan subcommittee</li> <li>• Willow Oaks Park updates</li> <li>• Anticipated timeline and format for City-organized community gatherings and observances</li> </ul>
January 26, 2022	<ul style="list-style-type: none"> <li>• Pickleball pilot program review</li> <li>• Aquatics program comparative data</li> <li>• Approve field users for 2022-2023</li> </ul>
February 23, 2022	<ul style="list-style-type: none"> <li>• 6-month review – program reactivation</li> <li>• MPCC programming elements: Senior space, maker space</li> </ul>
March 23, 2022	<ul style="list-style-type: none"> <li>• MPCC programming elements: Fitness center, gymnasium, movement studio</li> </ul>
Unscheduled future items (tentative)	<ul style="list-style-type: none"> <li>• <i>Presentation: New public park on Facebook property</i></li> <li>• <i>Inclusion Programs/Classes update</i></li> <li>• <i>DEI initiative update</i></li> <li>• <i>Nealon Park update</i></li> <li>• <i>Parks and Recreation Facilities Master Plan update</i></li> <li>• <i>Parks tour locations</i></li> </ul>