



“The City with a Heart”

Mike Palmer, Chair
Kris Gonzales, Vice Chair
Michelle Carranza
Lorry Greenberg
Jessica Martinucci
David Nigel
John Seevers
Garrett Toy
Anchal Gigi Prasad, Youth Representative

AGENDA SAN BRUNO PARKS AND RECREATION COMMISSION **Amended Packet Adding Staff Report Item 7c** March 18, 2026 6:30 PM

<p>IN PERSON* MEETING LOCATION</p> <p>Recreation and Aquatic Center 251 City Park Way, San Bruno, CA 94066 Classroom 1</p> <p>*Please turn off all electronic devices before the start of the meeting to prevent disruptions*</p>	<p>Zoom Link: https://sanbruno-ca-gov.zoom.us/j/86430126407</p> <p>Phone Line: 1-669-444-9171 Webinar ID: 864 3012 6407 Webinar Password: 761562</p> <p>*Teleconference broadcasting is offered in the meeting via Zoom as a courtesy to the public. **No public comment accepted via Zoom</p>
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PUBLIC COMMENT: In person attendees who want to provide public comment, will be asked to fill out a speaker card and turn it into Damian Sandholm. Public comment may also be emailed to dsandholm@sanbruno.ca.gov. Comments received via email will not be read aloud during the meeting.

ACCESSIBILITY: In compliance with the Americans with Disabilities Act, individuals requiring special accommodations or modifications to participate in this meeting should contact Damian Sandholm 48 hours prior to the meeting at (650) 616-7180 or via email at dsandholm@sanbruno.ca.gov.

*Any disclosable public writings related to an open session item on a regular meeting agenda and distributed by the City to at least a majority of the Parks and Recreation Commission less than 72 hours prior to that meeting are available for public inspection at the City Clerk’s Office at City Hall located at 567 El Camino Real, San Bruno, California during normal business hours. In addition, the City may also post such documents on the City’s Website at <https://www.sanbruno.ca.gov/AgendaCenter>.

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1. **CALL TO ORDER**
 2. **ROLL CALL:** Chair Mike Palmer, Vice Chair Kris Gonzales, Michelle Carranza, Lorry Greenberg, Jessica Martinucci, David Nigel, John Seevers, Garrett Toy, Anchal Gigi Prasad, Youth Representative
 3. **PLEDGE OF ALLEGIANCE**
 4. **APPROVAL OF THE AGENDA**
 5. **APPROVAL OF MINUTES:** February 18, 2026
 6. **PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA**
Individuals allowed three minutes. It is the Parks and Recreation Commission’s policy to refer in this forum to staff for investigation and/or action where appropriate. The Brown Act prohibits the Parks and Recreation Commission from discussing or acting upon any matter not agendaized pursuant to State Law.

7. NEW CONDUCT OF BUSINESS:

- a. Study Session - Dog Park Conceptual Design Update and Direction
- b. Review Draft Memorial Program Policy and Provide Recommendation
- c. Establish Ad-Hoc Subcommittees: (1) Field Allocation, (2) Concession Use and (3) Commercial Use
- d. Community Recognition Award Nomination 2026

8. REPORT OUT FROM MEMBERS AND SUBCOMMITTEE REPORTS:

9. ITEMS FROM STAFF:

- a. Library Program Presentation
- b. Update on Community Day Event Planning
- c. Park Project Update
- d. Parks and Recreation Commission Work Plan Introduction

10. ADJORNMENT

**The next regular Parks and Recreation Commission Meeting
will be on Wednesday, April 15, 2026.**

POSTING: I declare a copy of this agenda was posted at City Hall, 567 El Camino Real, San Bruno, among other locations in the city limits of San Bruno, on March 12, 2026 by 6:00 p.m.



Damian Sandholm, Community Services Deputy Director



MINUTES

**Parks and Recreation Commission
Meeting
February 18, 2026**

1. **CALL TO ORDER:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:30 p.m.
2. **ROLL CALL:** Commissioners Present: Chair Palmer, Carranza, Greenberg, Martinucci, Nigel, Prasad, Seevers, and Toy. Excused Absence Vice Chair Gonzales. Staff Present: Sandholm, Stabbe, Venezia and Wilson.
3. **PLEDGE OF ALLEGIANCE:** **Commissioner Prasad** led the Pledge of Allegiance.
4. **APPROVAL OF THE AGENDA:** **MSC Martinucci/Carranza.** 8-0.
5. **APPROVAL OF MINUTES:** Minutes from January 21, 2025. **MSC Martinucci/Nigel.** 8-0.
6. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA:** N/A
7. **NEW CONDUCT OF BUSINESS:**
 - a. Establish Subcommittee for Community Recognition Award Nomination Review – **Deputy Director Sandholm** presented the guidelines for the subcommittee. **Chair Palmer** requested that **Commissioners Greenberg, Nigel,** and **Seevers** remain on the subcommittee from the previous year.
8. **REPORT OUT FROM MEMBERS AND SUBCOMMITTEE REPORTS:**

Commissioner Prasad noted that the handle of the little library box at Florida Park was broken and water got the books wet.

Commissioner Greenberg has been very impressed with the Senior Center and was given a blanket and was able to do her taxes there.

Commissioner Carranza suggested that the City Website would benefit if it was easier to see availability for room rentals so the residents can be better informed. She also suggested putting water timers in the showers at the RAC to not waste water.

9. ITEMS FROM STAFF:

- a. Recreation Program Presentation – **Recreation Supervisor Stabbe** presented the success of the aquatics center and their programs such as aerobics, tai-chi, karate, fit trainings and dance classes. **Recreation Supervisor Wilson** presented the special events that were held like Monster Bash, Tree Lighting, and Breakfast with Santa. The facility rentals had been successful and elementary sports were thriving. The RAC Memberships has been growing, and the Silver Sneakers Program has started and was doing well.

Commissioner Greenberg asked what family time at the RAC was, **Recreation Supervisor Wilson** stated it was a designated time for families with young children to enjoy the facility.

- b. Wedding Fair and More Event Update – **Recreation Supervisor Wilson** presented how the RAC would be transformed into different party options to show the full potential of room rentals.
- c. Park Project Update – **Parks Manager Venezia** stated that Forest Lane Park Playground Project has been signed by Gametime. Downtown Beautification is almost complete and mentioned that the Redwood tree outside the RAC has been declining in health and had taken measures to get it healthy again.
- d. Tributes and Memorials Subcommittee Update - **Parks Manager Venezia** stated there were a few tweaks to be made to finalize the program.

- 10. ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 7:28 p.m.



Date: March 18, 2026
From: Dan Venezia, Parks Services Manager
To: Parks and Recreation Commission
Subject: Study Session - Dog Park Conceptual Design Update and Direction

BACKGROUND

In 2006, a school site that included San Bruno's dog park was closed, and the dog park was relocated to Commodore Park. To accommodate the new location, picnic area amenities were removed and a cyclone fence was installed to delineate two areas: one for small dogs and one for large dogs. This was intended as a temporary solution until a long-term plan could be developed.

In 2017, the Parks and Recreation Commission held a public workshop to gather community input on desired dog park improvements, including items such as surfacing, benches, shade, lighting, fencing, and agility features. Unfortunately, the effort ended at that stage and a master plan was not completed. In the FY 2025–26 CIP budget, the conceptual design phase of the Dog Park Master Planning effort was approved. This phase focuses on establishing an early framework for improvements to the existing dog park and/or identifying an alternative site. The conceptual phase includes a structured planning process centered on:

- Technical analysis of the existing site and/or potential alternative sites
- Community outreach to gather resident priorities and feedback
- Conceptual drawings and schematics to illustrate improvement concepts and site opportunities

On January 15, 2026, staff kicked off the Dog Park Master Planning process with the first Public Open House. Approximately 30 residents attended and were encouraged to share input to help inform the early vision for future dog park improvements. Stations were set up to discuss key elements of the dog park and to share information from past outreach efforts. Participants provided feedback through note cards and sticker boards to indicate priorities and preferences. This input will be used to support recommendations in the master plan.

DISCUSSION

Now that the work has advanced to a point where conceptual options and recommended next steps are ready for review, Callander Associates will provide a detailed presentation, including two concept plan options and a summary of the open house findings.

Staff is seeking the Commission's feedback based on Callander's presentation this evening. The feedback received will be used to develop the Dog Park Master Plan, which will then be presented to City Council for consideration and approval.



CITY OF SAN BRUNO

COMMUNITY SERVICES DEPARTMENT

Funding for construction of the future dog park improvements is currently unknown; however, completion of the Master Plan; including a construction cost estimate will better position the City to pursue appropriate funding opportunities in the near term.

FISCAL IMPACT:

Funding for this phase is included in the FY 2025–26 approved CIP budget (conceptual design scope only). Future phases will be considered during the CIP process.

ATTACHMENTS:

1. Presentation
2. Conceptual Plans
3. Outreach Summary



Commodore Dog Park Master Plan Parks and Recreation Commission Meeting

March 18, 2026



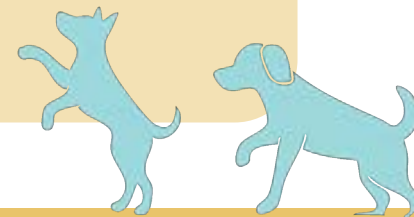
Goals & Objectives

- Revitalize Commodore Dog Park to create a safe, inclusive, and enjoyable environment for dogs and their owners
- Enhance overall site conditions with durable materials
- Improve overall dog park maintainability
- Improve accessibility and circulation throughout the dog park
- Develop a Master Plan that genuinely reflects community needs based on the feedback received

Previous Efforts

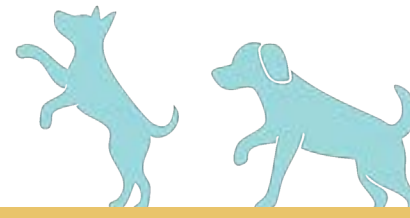
Community input regarding the dog park was received during the September 2017 Parks and Recreation Commission meeting and summarized below.

- Improve safety with secure fencing, gates, and leveled circulation areas
- Provide designated areas for large and small dogs
- Use durable, well-draining surfaces while avoiding tan bark and artificial turf
- Add shaded seating, pet safe tables, drinking fountains, pet waste stations, lighting, and agility features





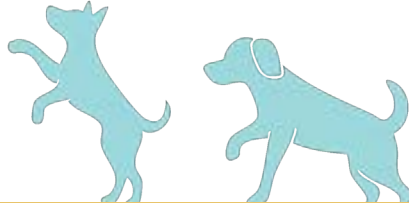
PROJECT TIMELINE







LEGEND	
	Tree Canopy
	Drainage Direction
	Existing Fence
	Pedestrian Route
	Dog Park Opportunities
	Dog Park Constraints

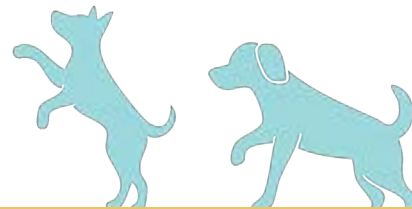




Muddy Area



Tree Roots

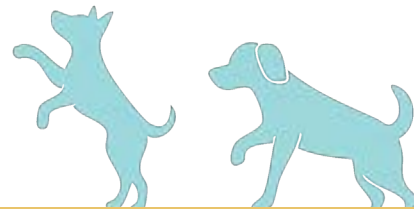




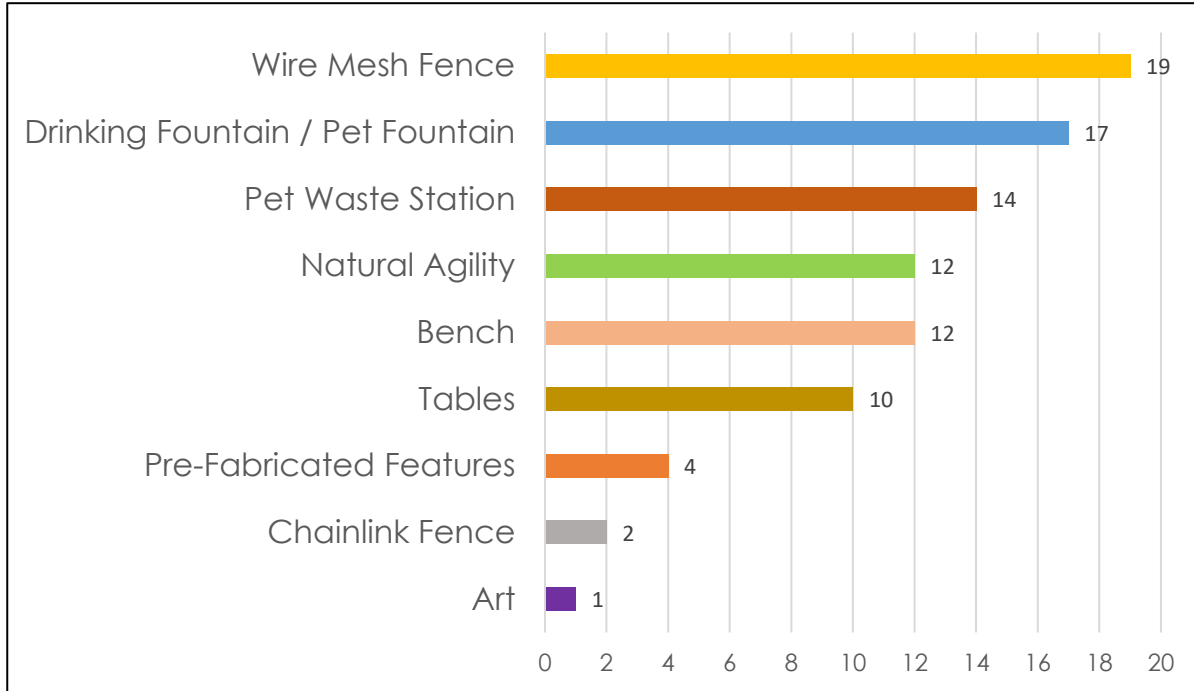
Significant Grade Change 



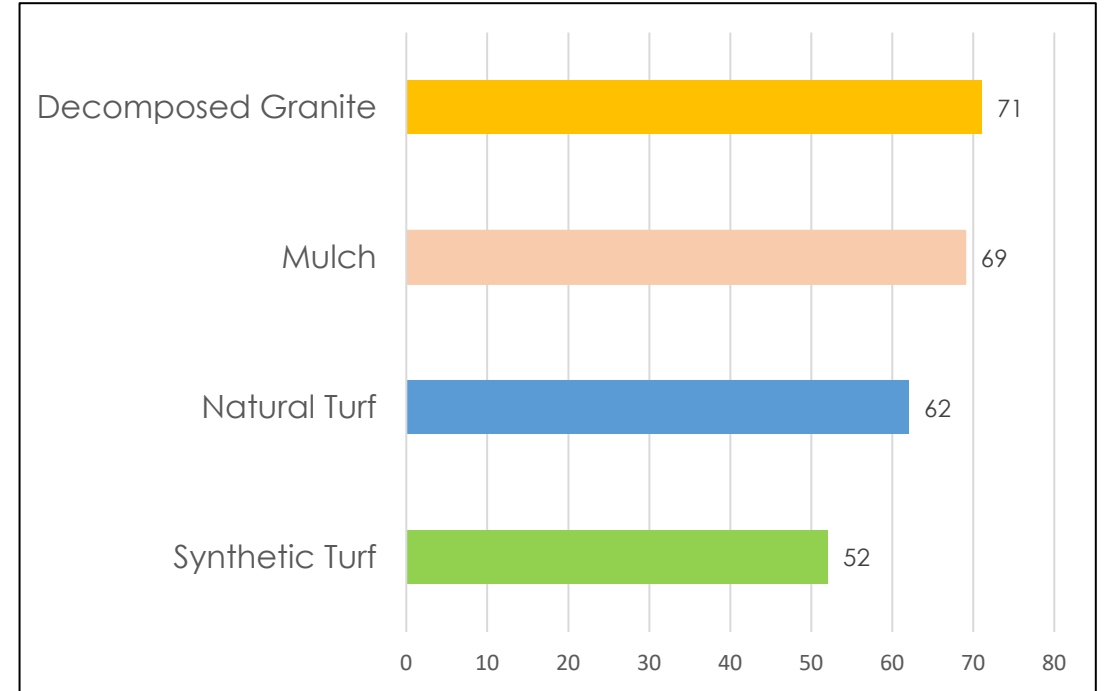
Topography 



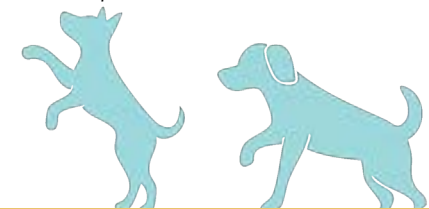
WHAT PARK AMENITIES WOULD YOU LIKE TO SEE?



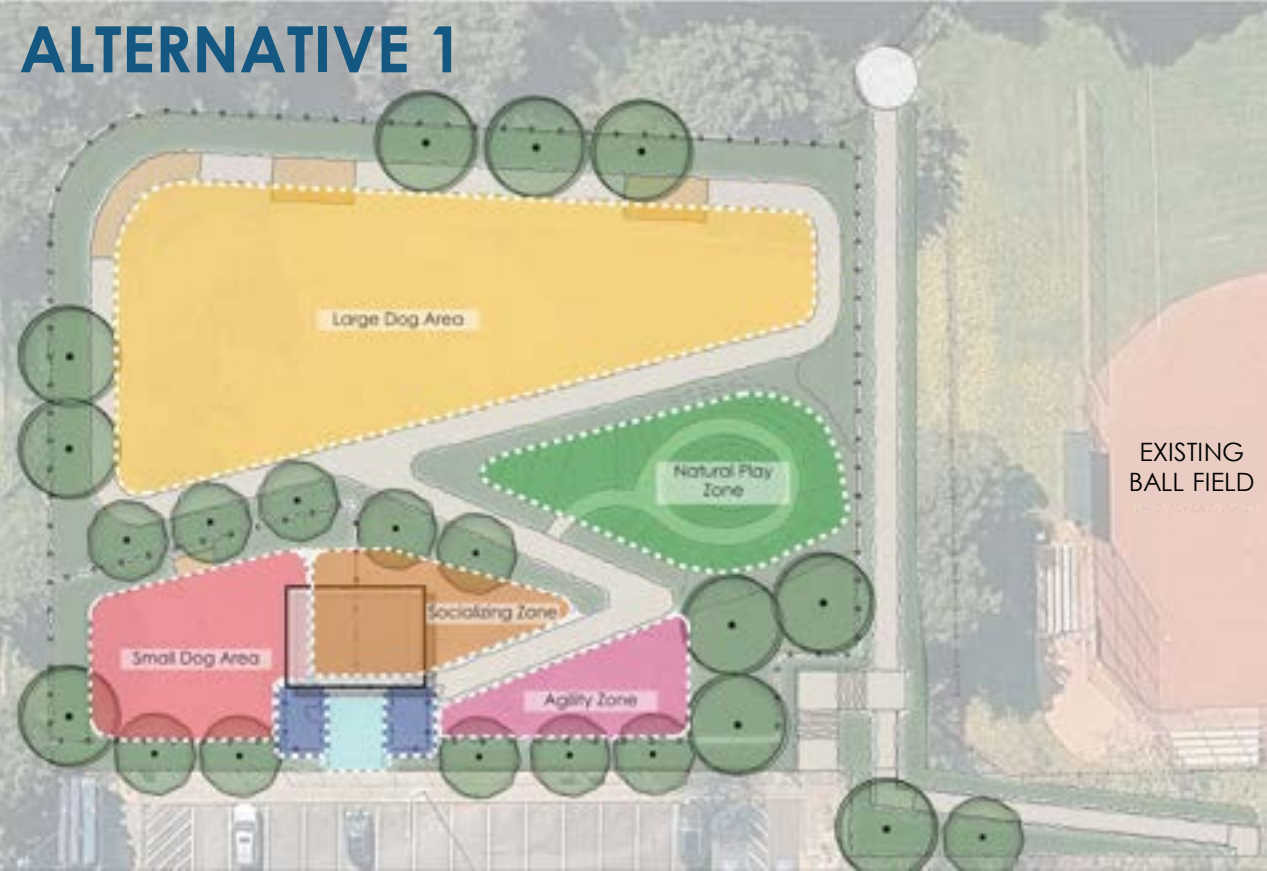
SURFACING MATERIAL ALTERNATIVES RANKING



This chart displays a weighted total, calculated by assigning points to each vote based on ranking. Rank 1 is assigned 4 points as the highest preference, while rank 4 is assigned 1 point as the lowest. Each vote is multiplied by its corresponding point value, and all points are then summed to produce the final totals.



ALTERNATIVE 1



ALTERNATIVE 2

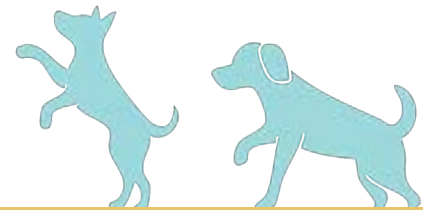


Area Calculations:

	Small Dog Area (sf)	Large Dog Area (sf)	Total Park Area (sf)
Existing	10,075	10,970	21,045
Proposed	4,335	27,125	31,460
Change	-5,740	+16,155	+10,415

Area Calculations:

	Small Dog Area (sf)	Large Dog Area (sf)	Total Park Area (sf)
Existing	10,075	10,970	21,045
Proposed	5,815	20,420	26,235
Change	-4,260	+9,450	+5,190





FOSTER CITY DOG PARK



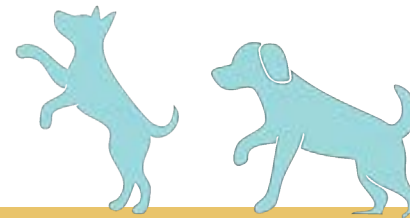
BRISBANE DOG PARK



BURLINGAME DOG EXERCISE PARK

Area Calculations:

	Small Dog Area (sf)	Large Dog Area (sf)	Total Park Area (sf)
Foster City	5,900	14,300	20,200
Brisbane	3,230	10,420	13,650
Burlingame	2,650	36,000	38,650
Alternative 1	4,335	27,125	31,460
Alternative 2	5,815	20,420	26,235



Overview

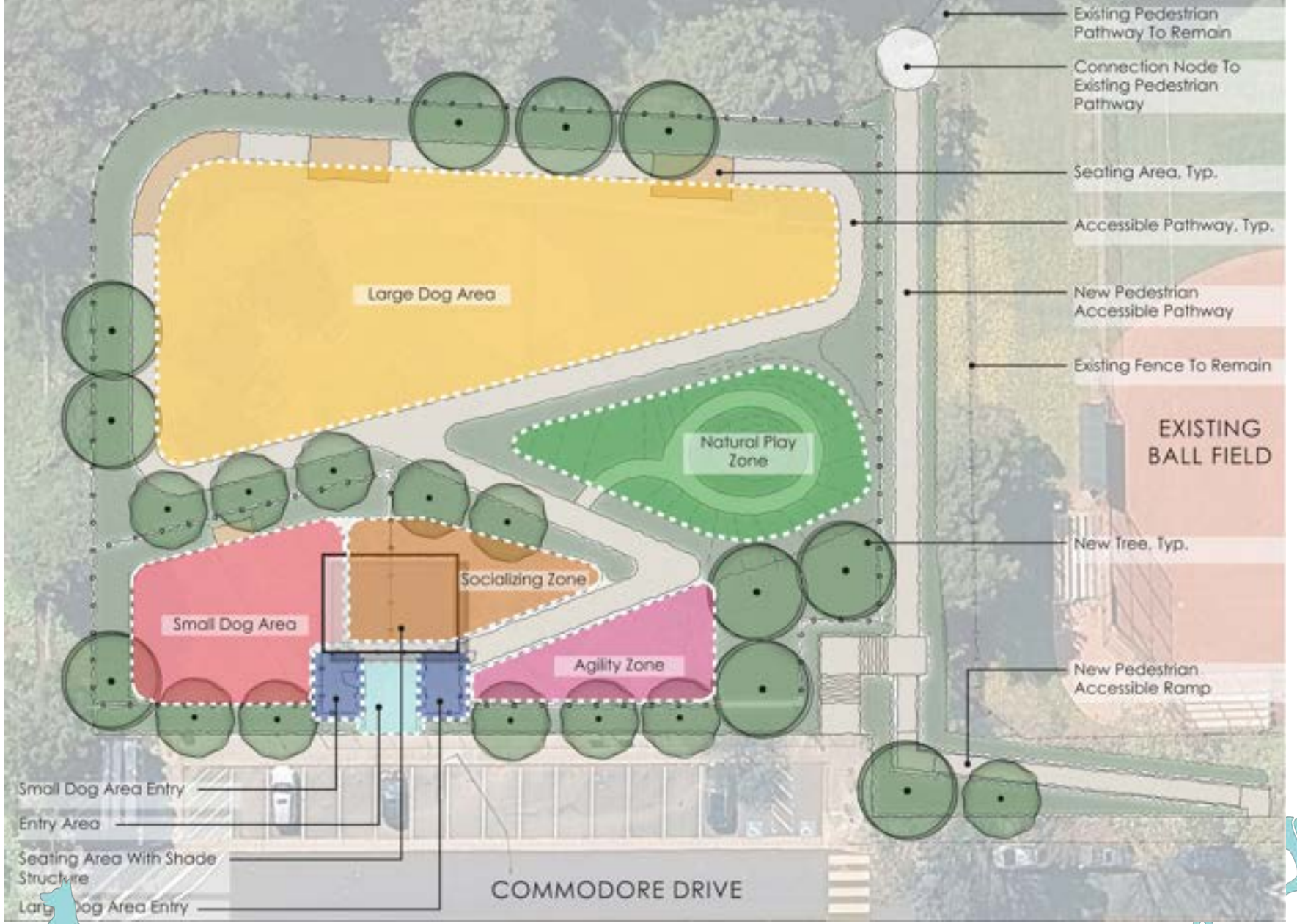
Remove existing perimeter park pathway in order to expand overall dog park area.

Provide a new accessible pathway between dog park and ball field.

Right size the small dog area and maximize the size of the large dog area.

Remove existing trees to accommodate new grading and accessible internal pathways.

Create zones within the large dog area including socialization, agility, nature play, and large open dog run.

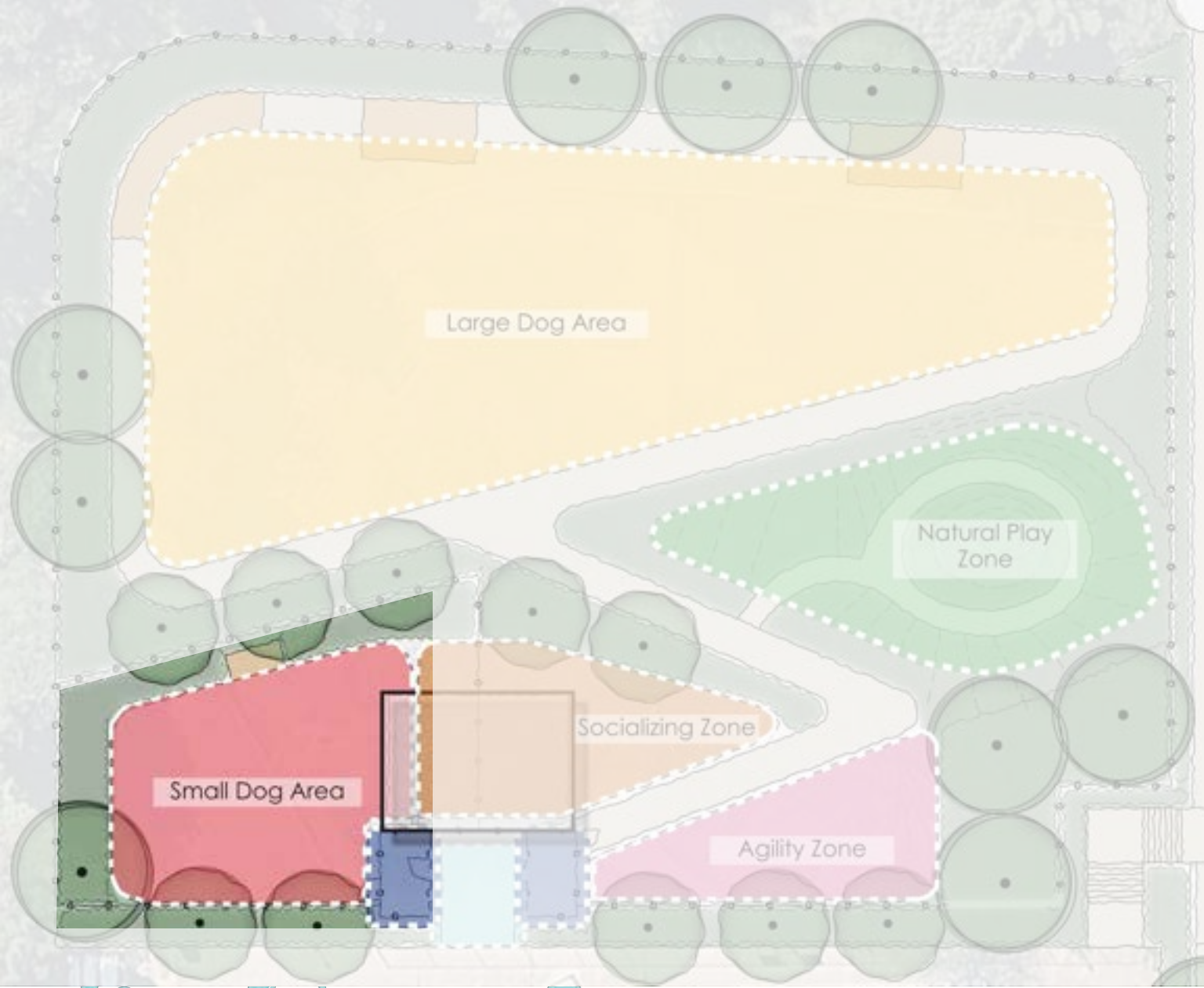




Decomposed Granite (Major Area)



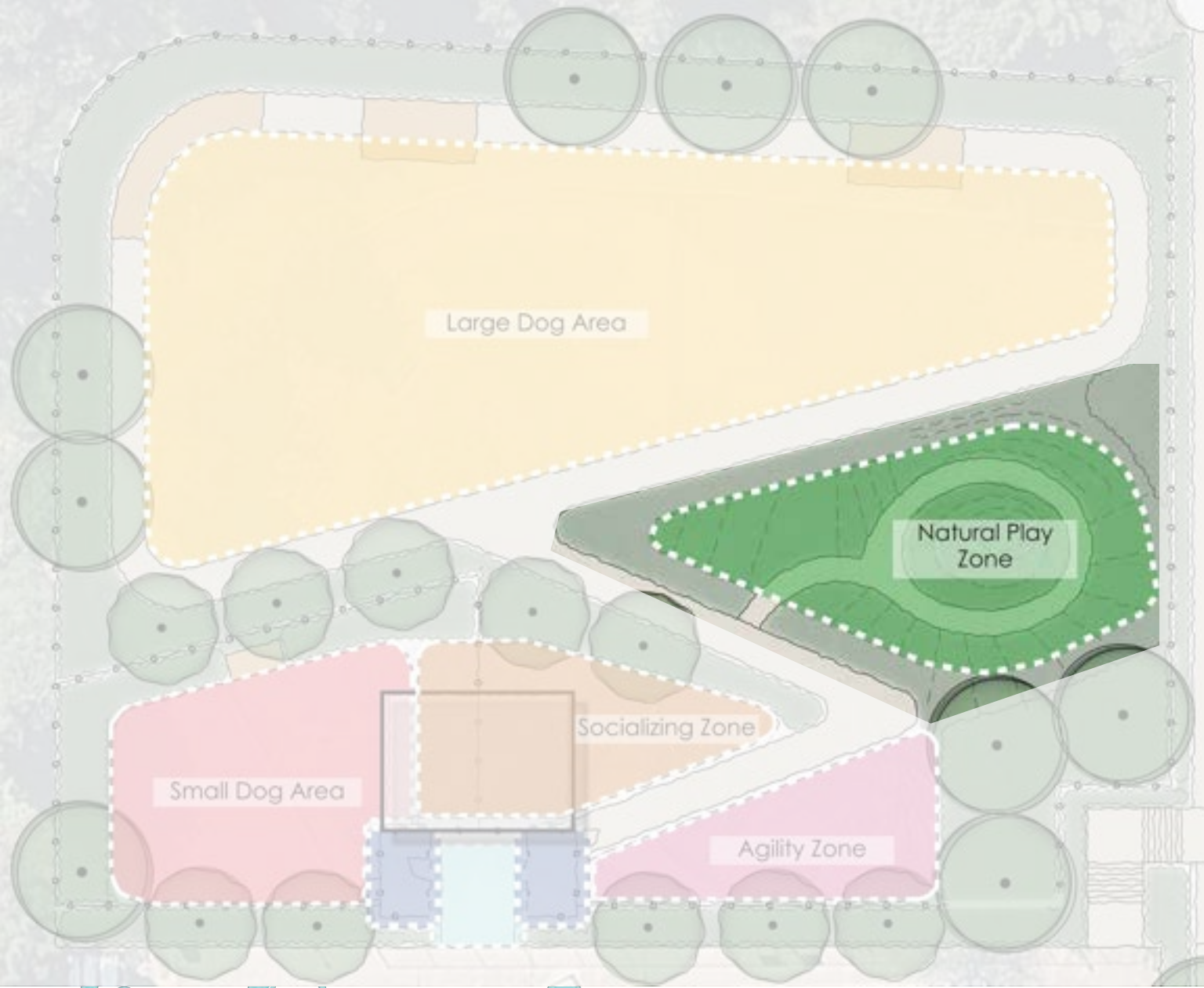
Synthetic Turf (Small Patches)



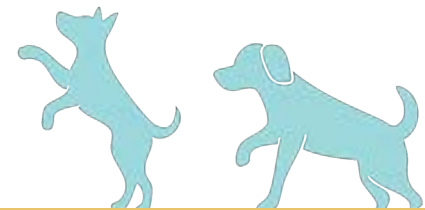
Option 1 - Synthetic Turf

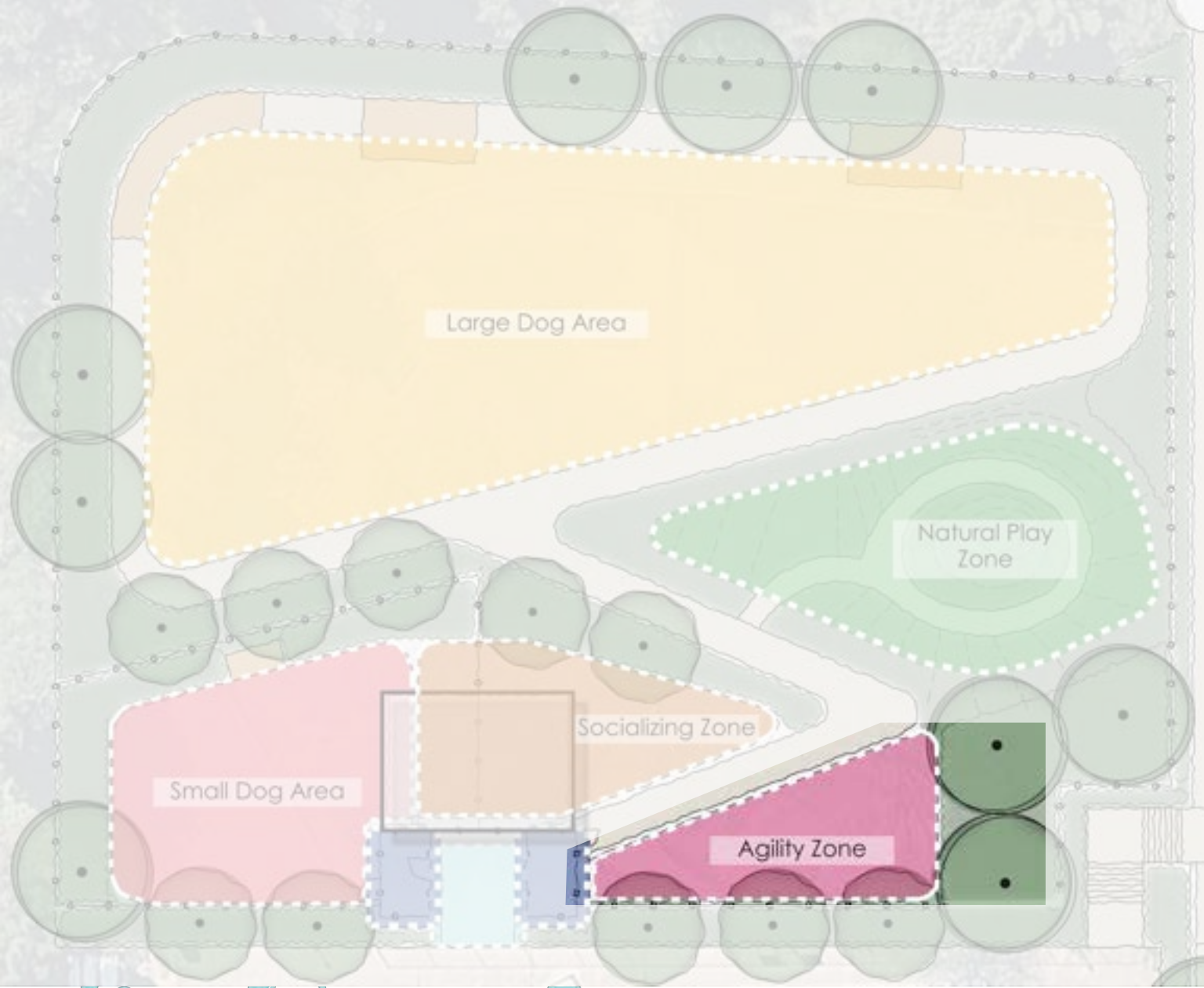


Option 2 - Decomposed Granite



Wood Logs And Boulders

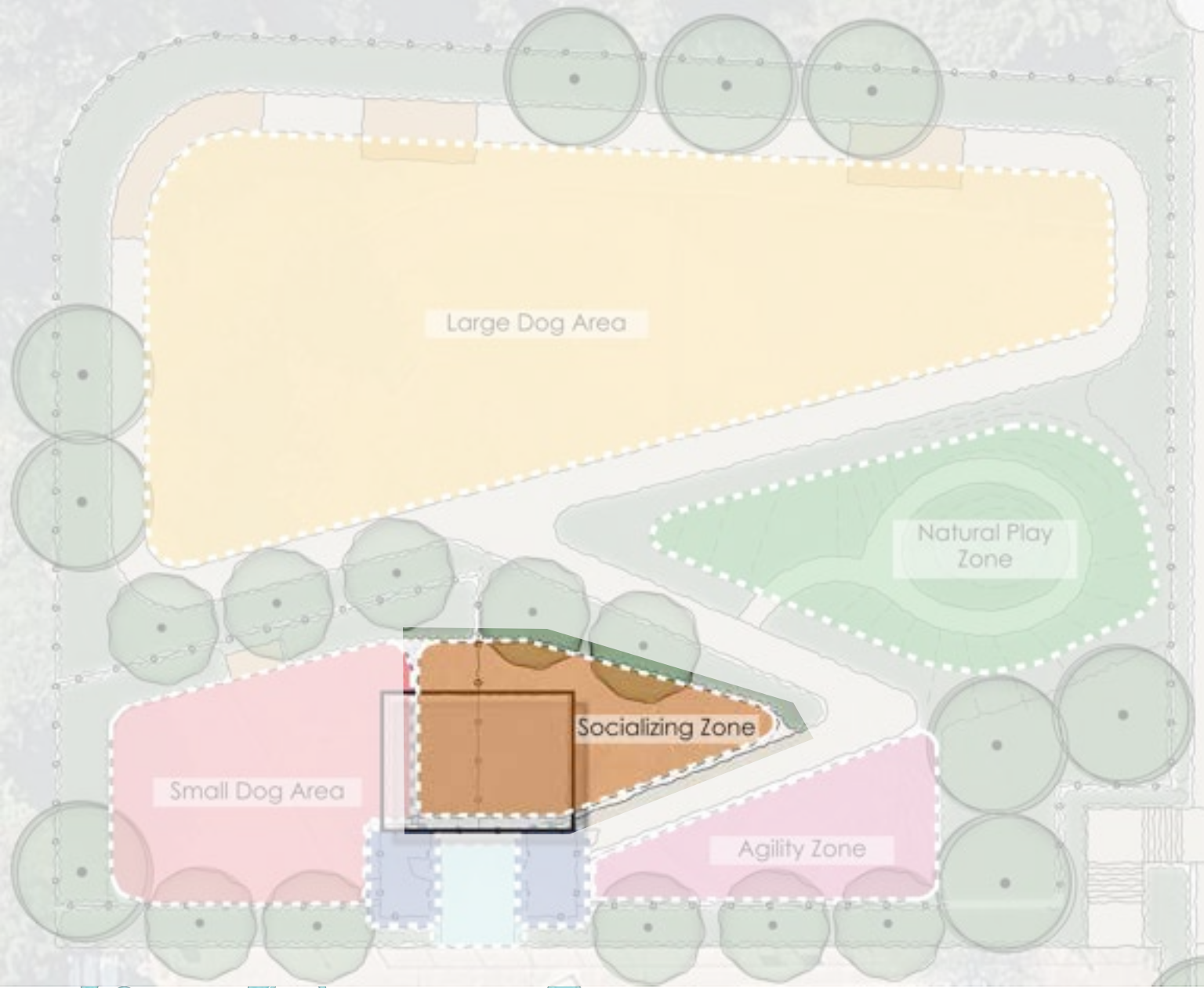




Option 1 - Mulch



Option 2 - Rubber Surfacing



Shade Structure



Concrete Picnic Table



Overview

Retain existing perimeter park pathway.

Provide a new internal accessible perimeter pathway within the dog park.

Right size the small dog area and enlarge the size of the large dog area.

Retain a select number of existing trees

Create socialization zones for both large dog area and small dog area, including natural play zone under existing trees within large dog area, and agility zone within small dog area.





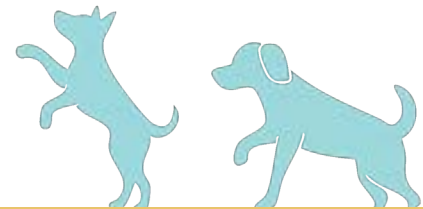
Decomposed Granite



Slope Areas



Synthetic Turf With Seatwall





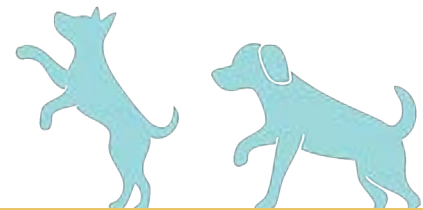
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Option 2 - Decomposed Granite



Mulch





Shade Structure



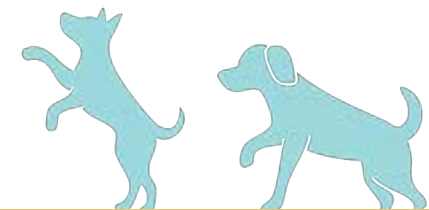
Concrete Picnic Table





ALTERNATIVE 1

ALTERNATIVE 2



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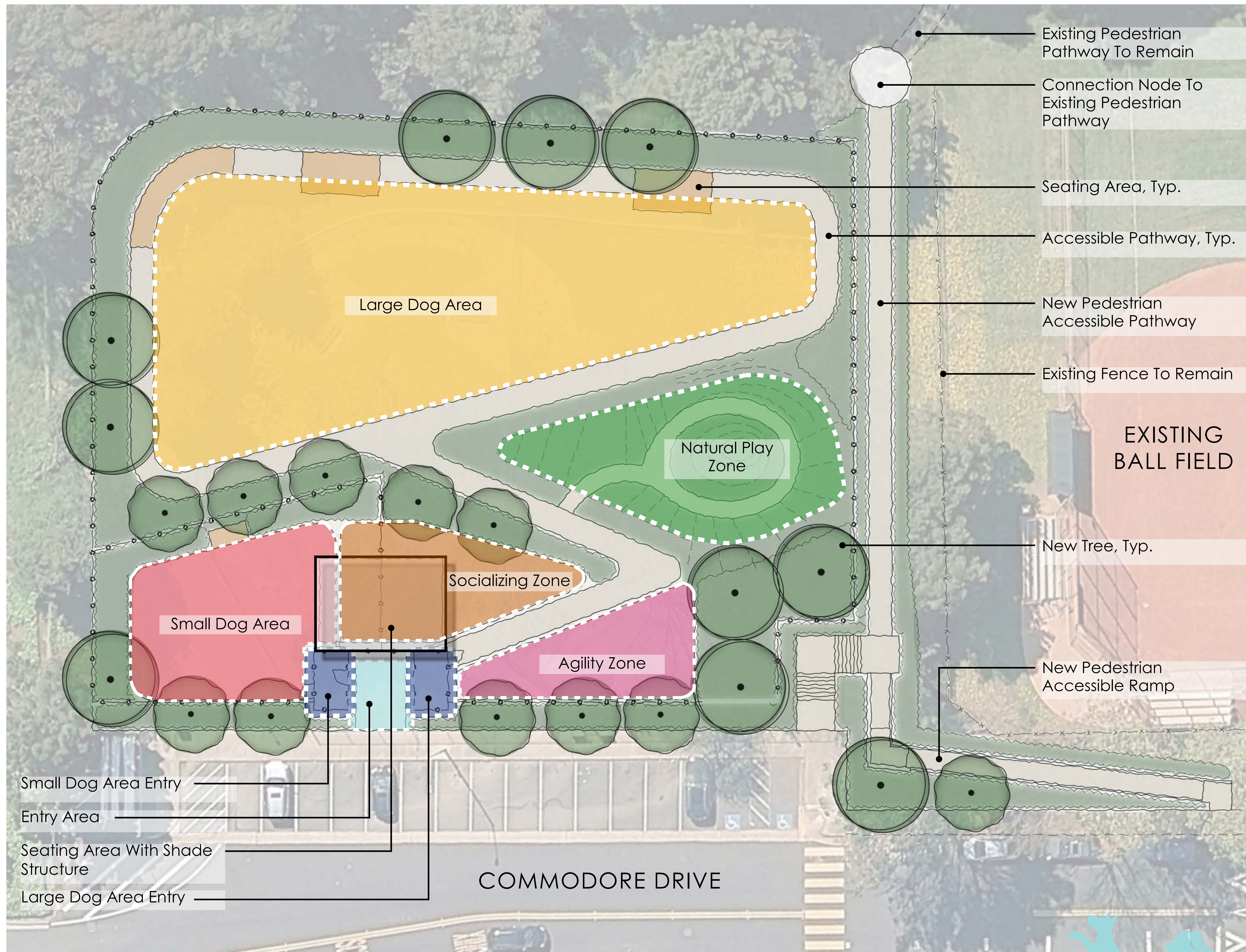
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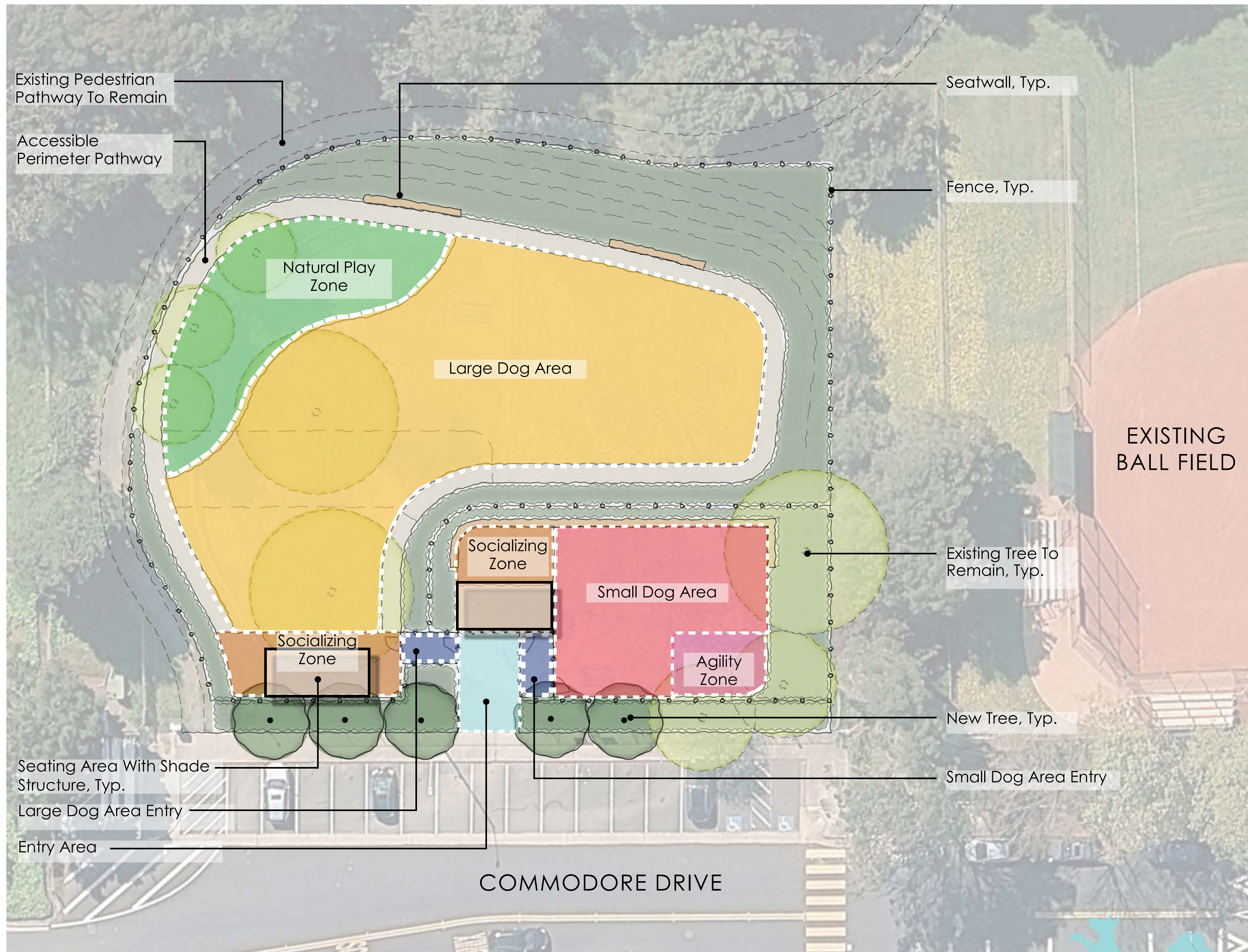
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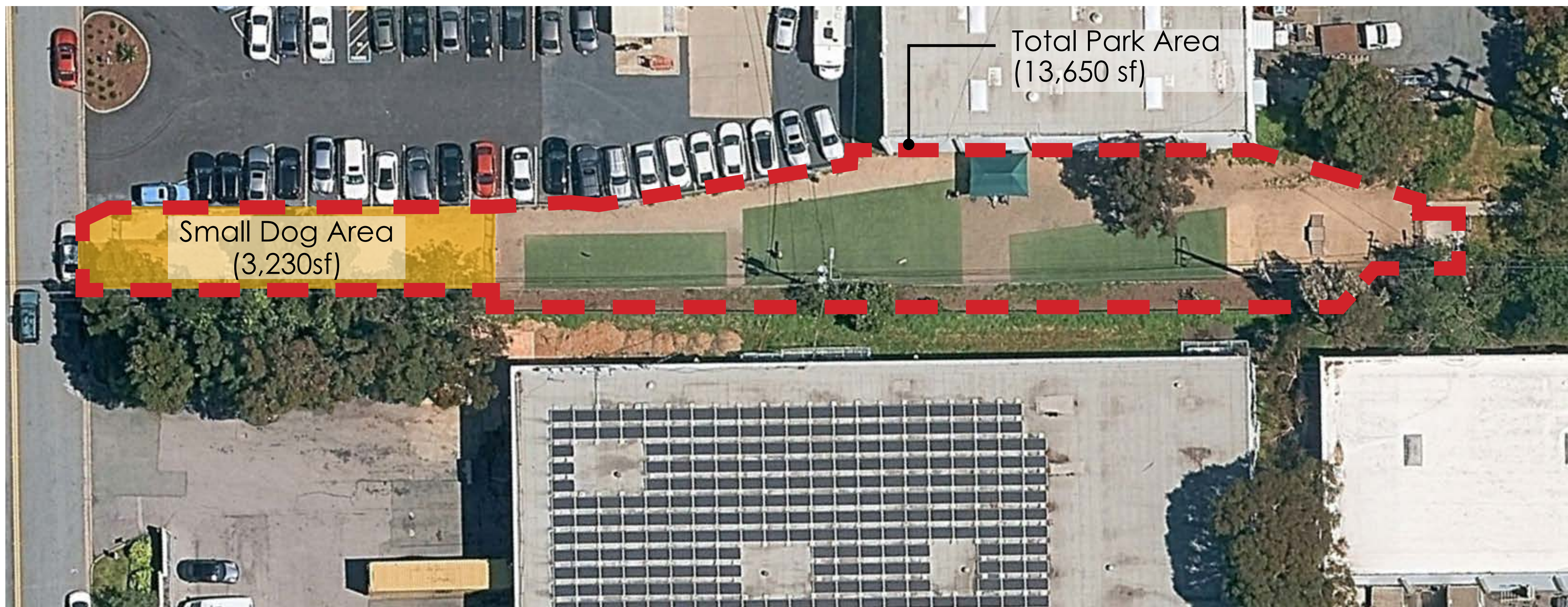
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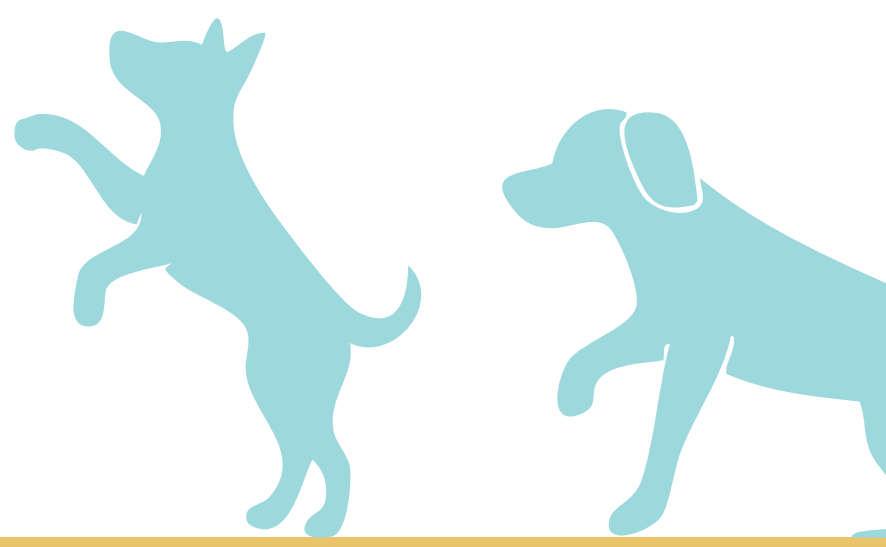
FOSTER CITY DOG PARK



BRISBANE DOG PARK



BURLINGAME DOG EXERCISE PARK



Small Dog Area



Option 1 - Synthetic Turf



Option 2 - Decomposed Granite

Large Dog Area



Decomposed Granite (Major Area)



Synthetic Turf (Small Patches)

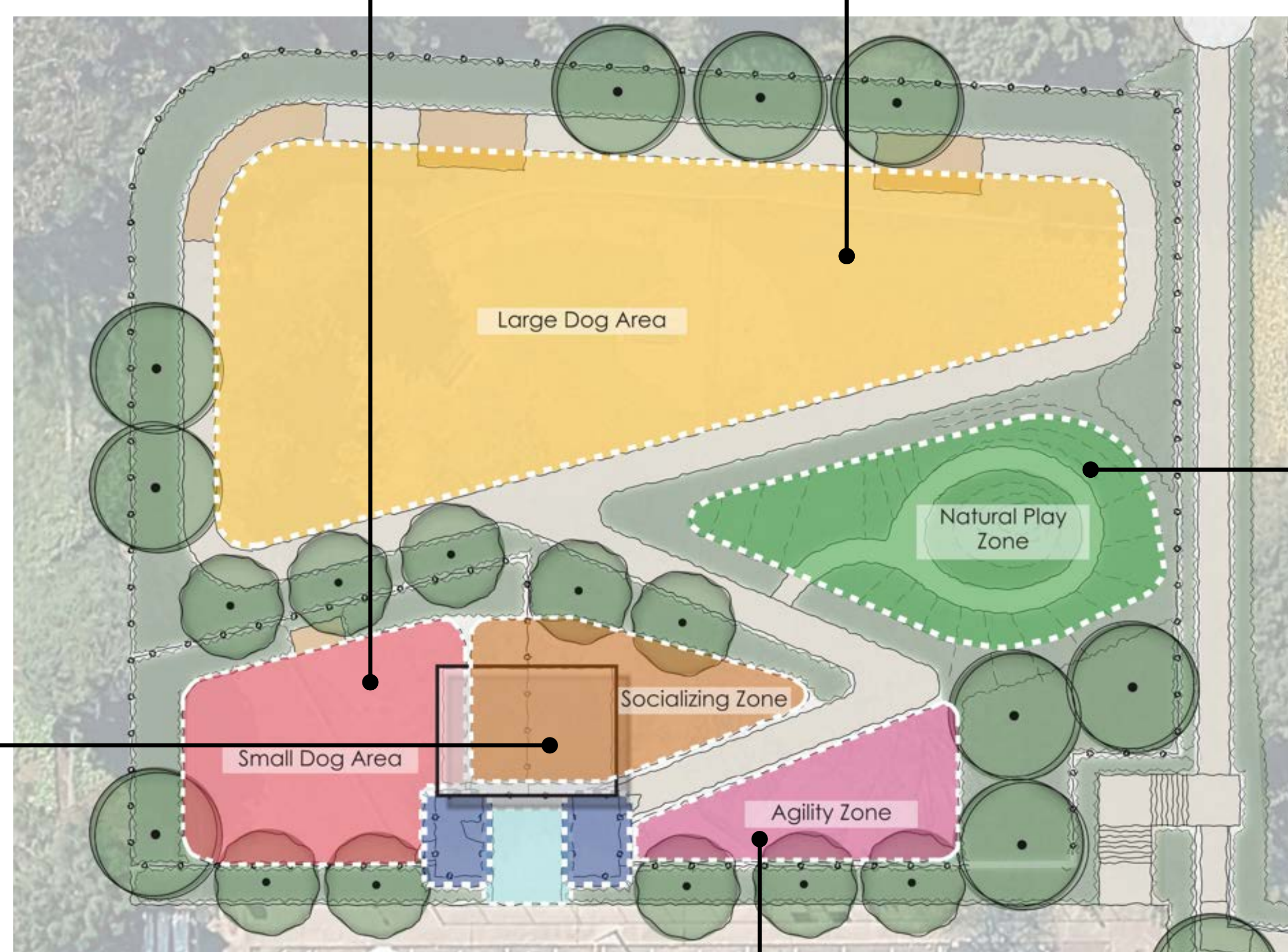
Socializing Zone



Shade Structure



Concrete Picnic Table



Natural Play Zone



Wood Logs And Boulders

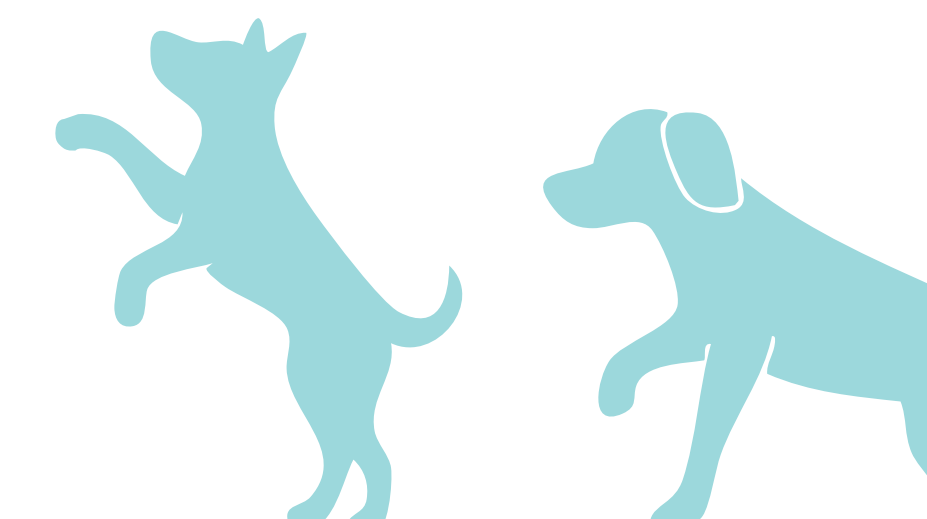
Agility Zone



Option 1 - Mulch



Option 2 - Rubber Surfacing



Natural Play Zone



Mulch

Large Dog Area



Decomposed Granite



Mulch (Area Near Existing Trees)



Slope Areas

Socializing Zone



Shade Structure

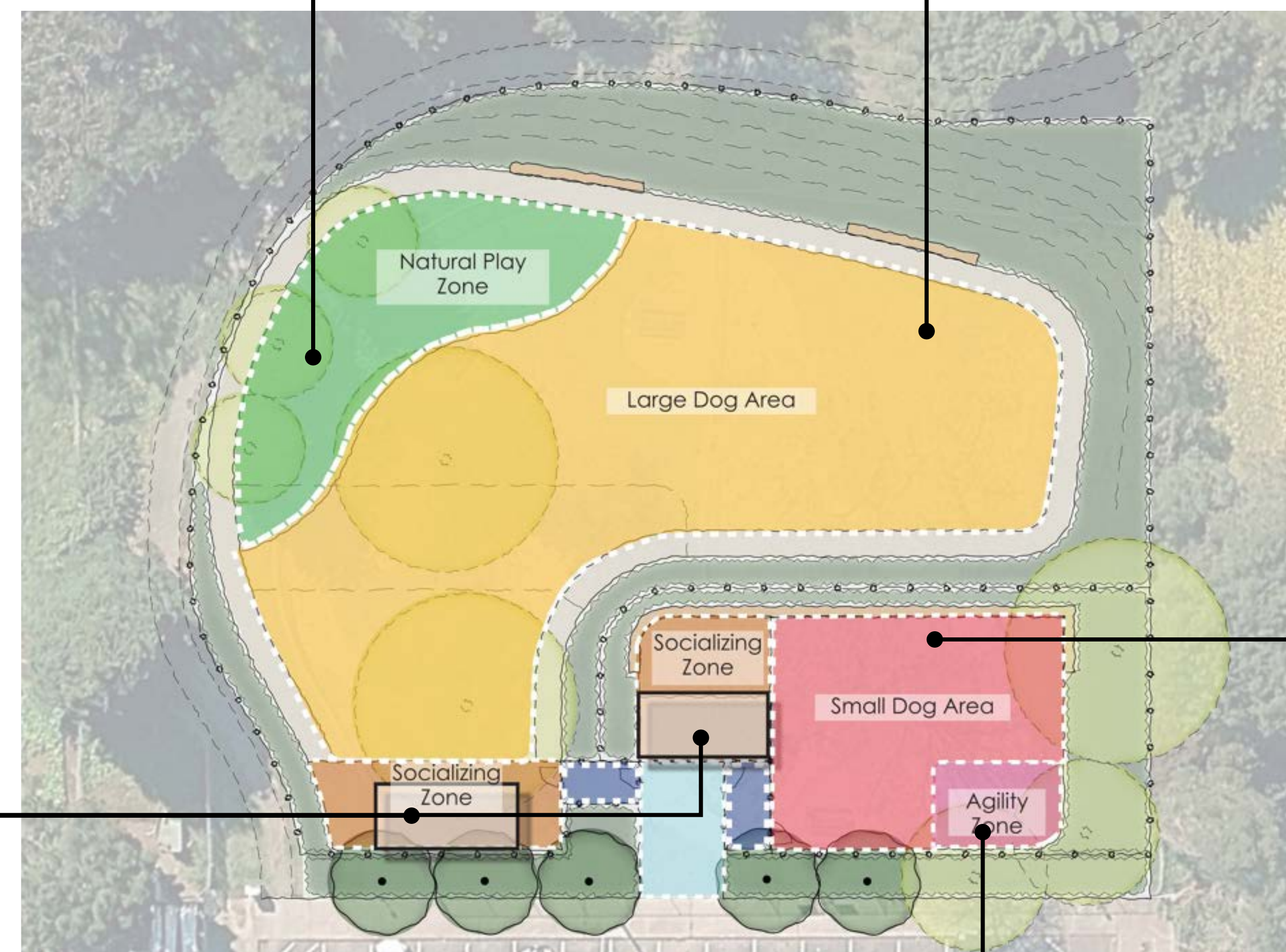


Concrete Picnic Table

Small Dog Area



Synthetic Turf With Seatwall



Agility Zone



Option 1 - Synthetic Turf



Option 2 - Decomposed Granite





Via Email Only

February 4, 2026

**Outreach Round 1 Summary
Commodore Dog Park Community Meeting**

Date: January 15, 2026

Time: 5:00 p.m. to 7:00 p.m.

Location: San Bruno Recreation & Aquatic Center, 251 City Park Way, San Bruno, CA 94066

OVERVIEW

Community Meeting #1 for the Commodore Dog Park Master Plan was organized as an open-house format, with multiple stations set up throughout the space to encourage discussion and feedback.

The stations included:

- Project Goals and Objectives, outlining the overall vision for the park
- Existing Conditions, highlighting opportunities and constraints observed during the site visit
- Potential Improvements, where participants were invited to vote on desired amenities and features based on example images shown
- Surfacing Materials, where participants reviewed and discussed four different surfacing material alternatives and provided rankings based on their preferences

Attendees were encouraged to move between stations, review the materials, ask questions, and share feedback with the project team. Input collected during the meeting will help inform next steps and future recommendations for the Commodore Dog Park Master Plan.

Thirty-Two (32) people attended the community meeting based on the event sign-in sheet. Twenty-Seven (27) comment cards were received, which included open question and surfacing material ranking,

The data that was collected from the community is summarized below.

Community Meeting Comments at stations

EXISTING CONDITIONS/ OPPORTUNITIES & CONSTRAINTS BOARD COMMENTS:

- The big dog area is too small
- No maintenance (for the park), pet wastes (are) everywhere.
- Not feel safe, feels abandon for the park. Forster City Dog Park is a good example. (There are) water cans.
- Perimeter trail, (so) people can walk around
- Covered seating, pathway, long open area

BURLINGAME

1633 Bayshore Highway,
Suite 133
Burlingame, CA 94010
650.375.1313

GOLD RIVER

12150 Tributary Point Drive,
Suite 140
Gold River, CA 95670
916.985.4366

RENO

275 Hill St,
Suite 260
Reno, NV 89501
775.787.2828

SAN JOSE

2025 Gateway Place,
Suite 285
San Jose, CA 95110
408.275.0565

Outreach Summary

Community Meeting #1

RE: Commodore Dog Park

November 26, 2025

Page 2 of 4

- Dog park at orange park is a good example, big and (dogs can) run
- Potential diagonal pathway (across the park)
- Continued walkway, non-disrupt, (so) people can do) small exercise when walking (dogs)
- Up and down levels, with seating
- More dog parks for the city
- Drinking fountain(s) for both areas
- Agility
- Artificial turf (is) good for dog paws clip, (with) soft (materials), and Cushion
- Existing slope area are not (being) used currently
- Small areas for non-confident dogs
- (existing) slope discourage people go to the large top area, not useful for now
- Water feature, splash pad
- (tree) Logs for dogs to play

POTENTIAL IMPROVEMENT BOARD COMMENTS:

- Pet waste bags need to be refilled more often
- 4' fence inside dog park in between big/ small (dog) zones for socializing
- Fencing for security
- Improve drainage issue with muddy issue, either (through) grading or using (surfacing) materials
- Drinking fountains on both sides
- Functional art
- Lighting
- Perimeter walking loops
- Memorial bricks or dog tags for fundraising events
- ADA accessible elements
- Keep it open without agility features
- Tiered/ leveled areas
- Security cameras
- Lighting for winter months
- Solor lighting
- Exercise stations
- Taller fence vs 4'
- Visible signs for small / big dog entries
- Separate entries for big/ small dogs
- More shade, either structure or trees
- Training programs
- Water play elements

SURFACING MATERIAL ALTERNATIVES BOARD COMMENTS:

- likes the current grass
- (Sigmund) Stern Grove large used grass
- Burlingame (Dog) Park - go look at it
- Make the park bigger, remove pathway
- Perimeter walk, that (is) in the middle
- Prefer mulch, natural
- Like a mix of materials

Outreach Summary

Community Meeting #1

RE: Commodore Dog Park

November 26, 2025

Page 3 of 4

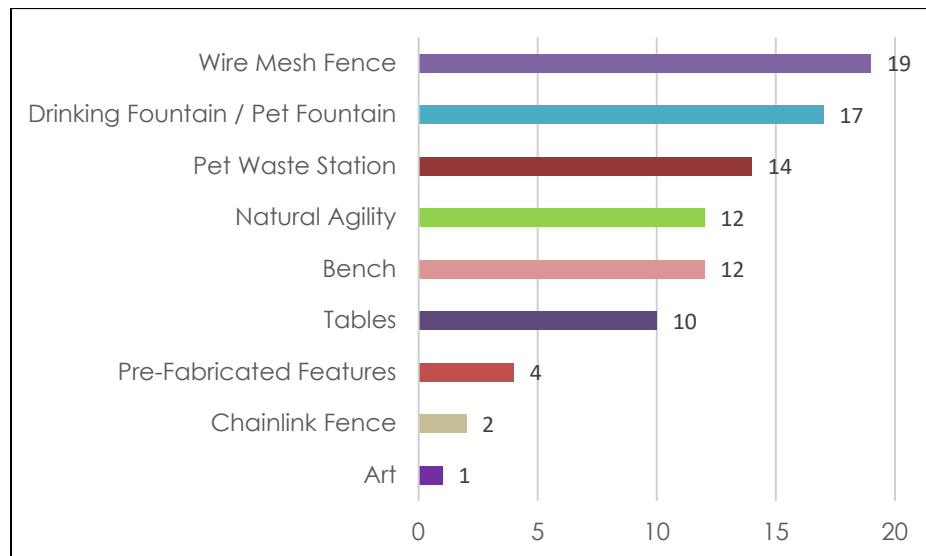
- What about rubber surfacing - similar to play areas
- Smaller breeds have a harder time with mulch
- Fulton dog park – sand – 32nd and Lincoln (as reference)
- Rubber mulch
- Oyster point dog park (as reference)

Comment card Comments

Fill free to tell us more about what you would like to see within Commodore Dog Park.

- The community strongly supports having an off-leash dog park, but many feel the current space is too small and does not meet the number of users. The most common request is to significantly expand the park or add additional dog parks in other locations (such as City Park or Forest Lane), and to separate areas for large and small dogs.
- Residents repeatedly asked for more natural surfaces and landscaping, including grass, mulch, decomposed granite paths, more trees, shrubs, and shade, along with better drainage to reduce mud. Many prefer avoiding synthetic turf.
- There were frequent requests for basic amenities and maintenance improvements, including more water fountains, trash cans, poop bag stations, benches, lighting, fencing, and double-gate entrances. Cleanliness and upkeep were emphasized.
- People also want more dog activity features, such as agility equipment, tunnels, climbing elements, slopes, and open space for running.
- Finally, many comments focused on safety and behavior management, asking for clearer rules, posted guidelines, better etiquette enforcement, and big/small dog separation. Some residents suggested designated off-leash hours or pilot programs in other parks, while a smaller group preferred keeping certain parks leash-only for safety.

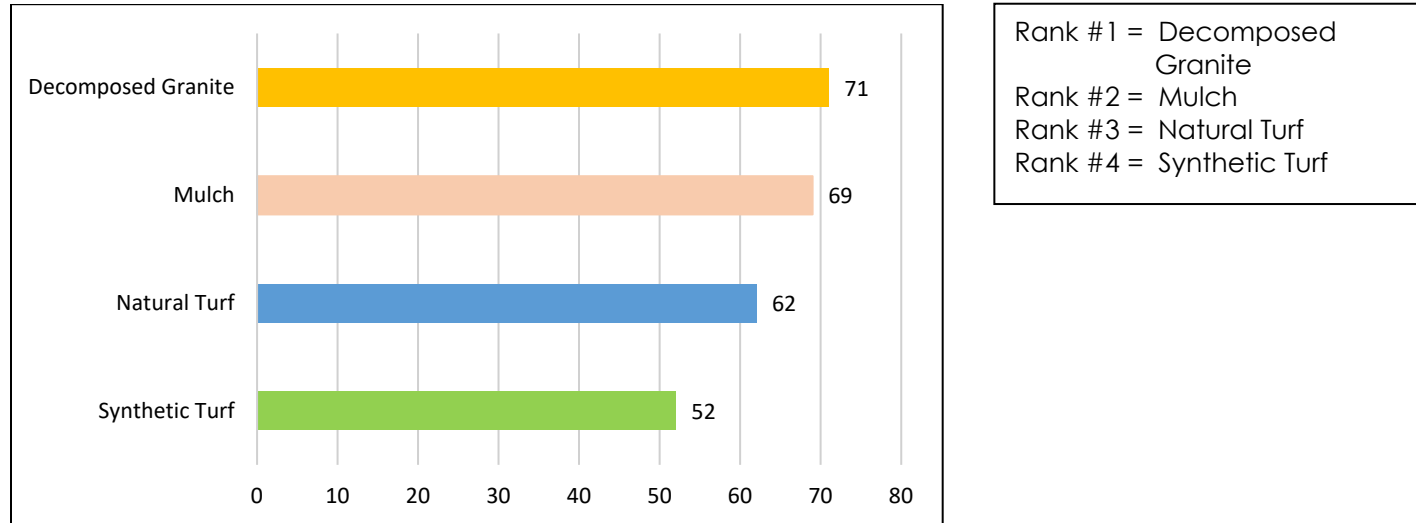
Most popular amenities based on sticker votes on potential improvement board



Rank #1 = Wire Mesh Fence
Rank #2 = Drinking Fountain/
Pet Fountain
Rank #3 = Pet Waste Station
Rank #4 = Natural Agility
Rank #5 = Bench
Rank #6 = Tables
Rank #7 = Pre-Fabricated
Features
Rank #8 = Chainlink Fence
Rank #9 = Art

Surfacing material ranking summary based on responses on comment card

Please review the surfacing Material Alternatives board and rank your preferences from 1 to 4 (1=least preferred, 4=most preferred). (27 Responses)



This chart displays a weighted total, calculated by assigning points to each vote based on ranking. Rank 1 is assigned 4 points as the highest preference, while rank 4 is assigned 1 point as the lowest. Each vote is multiplied by its corresponding point value, and all points are then summed to produce the final totals.

OVERALL SUMMARY

Community feedback demonstrated strong support for maintaining and improving an off-leash dog park at Commodore Park. The most consistent requests included expanding the park to better accommodate users, separating areas for large and small dogs, and adding more natural landscaping such as grass, mulch, shade trees, and improved drainage to reduce muddy conditions. Participants also emphasized the need for better maintenance and basic amenities, including water fountains, waste stations, seating, lighting, fencing, and clear signage.

Additional suggestions included walking loops, open space for running, and select play or agility features, with an overall focus on creating a safe, clean, and welcoming environment for both dogs and their owners.

Based on sticker voting for potential improvements, the most supported amenities included upgraded wire mesh fencing, drinking fountains for both people and pets, and additional pet waste stations. Surfacing material rankings indicated a slight overall preference for decomposed granite and mulch. However, responses were relatively close across all options, suggesting no strong consensus for a single surface type.



Date: March 18, 2026

From: Dan Venezia, Parks Services Manager

To: Parks and Recreation Commission

Subject: Review Draft Memorial Program Policy and Provide Recommendation to the City Council, Contingent on Review by City Attorney

BACKGROUND:

The City of San Bruno has not historically maintained a formal policy governing the purchase, installation, maintenance, and decommissioning of memorial benches or trees. In the past, the process was informal and typically began with a phone call from a resident or community member inquiring about the possibility of installing a memorial bench or tree in remembrance of a loved one. If an appropriate location was available, staff would proceed with the request using the Master Fee Schedule in effect at that time.

Under this previous practice, the fee collected generally covered only the cost of the bench and did not account for installation, ongoing maintenance, repair, or eventual replacement. Over time, many previously accepted locations became fully utilized. As a result, the City discontinued installation of new memorial benches and instead allowed memorial plaques to be placed on the Memorial Sculpture located in City Park.

As existing memorial benches aged and began to fail, the City was left with insufficient funding to repair or replace the benches in a fiscally responsible manner. This highlighted the need for a comprehensive policy that clearly establishes program guidelines, funding requirements, long-term maintenance expectations and guidelines for decommission of benches and plaques.

In April 2025, an ad hoc committee consisting of Parks and Recreation Commission members was established to develop a formal memorial program policy. The committee reviewed memorial policies from other municipalities and evaluated key program components, including fee structures, maintenance requirements, and replacement planning, to develop a policy that reflects the City's operational needs and long-term goals.

DISCUSSION:

What is being presented to the commission is the result of several months of work by the ad hoc committee. The proposed policy has been thoughtfully developed to provide a clear and comprehensive framework for the City's memorial bench and tree program. The policy is intended to create a sustainable program that balances community interest in memorial opportunities with the City's responsibility for long-term maintenance and fiscal stewardship.

Staff requests that the Commission review the draft policy and provide feedback and questions, with an emphasis on the overall structure and high-level function of the program.



Following Commission review, staff will incorporate comments and prepare a final draft for review by the City Attorney. Upon completion of legal review, the final policy will be presented to the City Council for consideration and approval.

FISCAL IMPACT:

There is no immediate fiscal impact associated with Commission review of the draft policy. The proposed policy will be accompanied by an established fee that will support a program structure for installation, maintenance, and replacement costs in a fiscally responsible manner.

ATTACHMENTS:

1. Draft Memorial Bench and Tree Program Policy

City of San Bruno Memorial Program Policy

PURPOSE

It is the policy of the City of San Bruno (City) to provide a consistent procedure for reviewing applications for new memorial elements and for managing existing memorial elements within City-owned parks and public spaces through the City of San Bruno Memorial Program (Memorial Program).

The purpose of this policy is to establish uniform guidelines for the purchase, dedication, placement, maintenance, and removal of memorial benches and memorial trees within City-owned parks and public spaces. These guidelines ensure consistency, safety, and long-term sustainability of memorial elements installed in these locations.

The Memorial Program allows individuals to commemorate, memorialize, or recognize a person, family, nonprofit agency, or other civic-minded organization with a connection to San Bruno through the installation of a memorial bench or the planting of a memorial tree in eligible areas.

This policy applies to:

- all new memorial bench and memorial tree dedications; and
- all rededications, replacements, and removals of existing memorial elements that require action or modifications to meet current Memorial Program standards.

Administration of this policy is under the authority of the Community Services Director or their designee.

APPLICATION PROCESS

A properly completed application must be submitted electronically for all new memorial bench and memorial tree dedications. Applications are available online at www.sanbruno.ca.gov/TributesandMemorials. Printed applications will not be accepted.

Within thirty (30) days of receiving a properly completed application, City staff will notify the applicant or their designated representative that the application has been received and whether an eligible location is available. If necessary, City staff may meet with the applicant to determine whether a proposed location is acceptable.

If an application is incomplete, the applicant will be notified. Incomplete applications will not be accepted.

If no locations are available, the applicant may choose to be placed on a waiting list. The waiting list will be prioritized by the date the City receives a properly completed application. Each applicant on the waiting list will be contacted annually (October/November) to confirm they wish to remain on the list.

If City staff cannot contact an applicant for two consecutive years, the application will be removed from the waiting list.

MEMORIAL BENCHES

GUIDELINES

A memorial bench dedication includes the purchase and installation of the bench, the memorial plaque, and any site preparation necessary to meet ADA standards. Installation and site work will be completed by the City's Parks Division or a licensed contractor hired by the City.

The City will accept bench dedications that:

1. memorialize or recognize an individual or family with a direct connection to San Bruno; or
2. recognize a nonprofit or civic-minded organization that has made significant contributions to San Bruno.

Only one bench may be dedicated to any single person, family, or organization. Up to two (2) additional plaques may be added to an existing bench to memorialize additional family members.

The number and placement of memorial benches will be at the City's discretion. All memorial benches must be installed in locations that comply with ADA standards at the time of installation and contribute to the usability and aesthetics of parks and public spaces.

NEW BENCHES

- All new memorial benches shall be eight (8) feet in length, slatted construction, and mounted to concrete pads using stainless steel hardware.
- Each bench dedication term is ten (10) years, with one (1) option to renew for an additional ten (10) years.
- The City will send a courtesy renewal notice approximately thirty (30) days prior to the end of the dedication term.

Rededication and Expiration

If the original purchaser or their designated representative does not respond by the expiration date:

1. The City will attempt to contact them for ninety (90) days using the contact information provided on the original application.

2. If no response is received, the City will issue a notice to retrieve the plaque.
3. The plaque must be retrieved within sixty (60) days after the notice is issued.

If a bench is not rededicated, it will remain City property. The retired bench may be reused or recycled at the City's discretion.

Maintenance and Removal

Maintenance of benches and surrounding areas is determined solely by the City's Parks Division.

The City is not liable for damage caused by vandalism or third-party actions, though reasonable repair efforts will be made. If damage is determined to be beyond repair, the bench may be removed from service. This decision will be at the sole discretion of the City.

The City reserves the right to remove any bench that cannot be reasonably repaired. If removal is necessary, the City will attempt to contact the applicant for ninety (90) days to discuss replacement options.

Fee information for new and rededicated benches is listed in the City's Master Fee Schedule.

EXISTING BENCHES

When the City determines that an existing memorial bench must be removed or relocated:

1. The City will make every reasonable attempt to contact the original purchaser or their designated representative sixty (60) days before removal.
2. The original purchaser will have up to ninety (90) days to notify the City if they wish to purchase a replacement bench.
3. Replacement benches must meet all current program standards and fees.

If the original purchaser, or their designated representative, does not wish to replace the bench, the plaque will be removed and made available for retrieval for sixty (60) days. Unclaimed plaques will be properly disposed of.

If the original purchaser, or their designated representative, elects to purchase a replacement bench, all the guidelines previously mentioned in the "New Benches" section of this policy shall be followed. All bench rededication costs shall be assessed in accordance with the City's Fee Schedule, standards, and requirements in effect at the time of approval and installation.

When feasible, the City will attempt to place the replacement bench in the same or a nearby location, subject to current ADA standards and site conditions.

In cases where an existing memorial bench presents an immediate safety hazard or otherwise requires urgent removal, the City may remove the bench without advance notice. In such circumstances, the City will make

every reasonable effort to contact the original purchaser or their designated representative as soon as practicable after removal, and in no case later than sixty (60) days following the removal. The City will prioritize coordinating with the applicant to determine whether the memorial bench should be repaired, replaced, or relocated, where feasible. The memorial plaque will be retained and made available for retrieval for sixty (60) days in the event that the applicant does not want/require a replacement.

PLAQUE DESIGN AND INSTALLATION

Please note: Specific plaque design and installation including plaque size and engraving specifications cannot be listed here until a decision has been made on the exact type of memorial bench to be used. This section will be completed at that time.

- Bronze plaques will be provided for all new and rededicated benches.
- All plaques must be supplied by the City to ensure consistency, quality, and durability.
- Inscriptions can be up to **X** lines with a maximum of **XX** words that may include names, dates, and a short message, subject to City approval.

MEMORIAL TREES GUIDELINES

A memorial tree dedication includes the purchase of the tree, planting, and any necessary site preparation. Planting will be performed by the City's Parks Division or a City-hired licensed contractor.

The City will accept tree dedication requests that:

- memorialize a person or family with a direct connection to San Bruno; or
- recognize nonprofit or civic-minded organizations that have contributed to San Bruno.

Plaques, rocks, decorations, or engraved items are not permitted for tree dedications made after the effective date of this policy. Existing trees with prior approved plaques may retain them.

Trees in City parks may not be decorated at any time.

The City reserves the right to maintain or remove any tree when necessary and in the public interest, as determined by the Parks Division. Reasonable maintenance will be performed, but trees have natural lifespans and may fail due to disease, vandalism, or other causes. The applicant or original purchaser will be contacted if the tree must be removed or poses a hazard.

Tree dedications may be temporarily paused or limited based on Parks Division capacity.

NEW AND REPLACEMENT TREES

- Tree species and locations are determined by City staff.
- Tree sizes will be a minimum of fifteen (15) gallons or a twenty-four (24)-inch box, depending on site conditions.
- Maintenance is the responsibility of the City.

If an existing memorial tree is damaged by natural causes or vandalism, the original purchaser may request a replacement tree and will be responsible for all related costs.

Planting will be scheduled by City staff. Applicants or original purchasers will be notified at least one (1) week in advance and may attend the planting with City approval.

FEES AND PAYMENTS

- All fees for new memorial elements are listed in the adopted Master Fee Schedule.
- Once an application is approved and a location confirmed, full payment is required.
- Fees for rededicated existing benches may include administrative, replacement or maintenance costs based on the adopted Master Fee Schedule.
- Fees for additional plaques on an existing bench are listed in the adopted Master Fee Schedule.
- Payment will be accepted by credit or debit card only.
- Once a bench/plaque or tree is ordered, no refunds will be issued



DATE: March 18, 2026

TO: Parks and Recreation Commission

FROM: Damian Sandholm, Community Services Deputy Director

SUBJECT: Establish Ad Hoc Sub-Committees – (1) Field Allocations and Concession Use and (2) Commercial Use

BACKGROUND:

The City of San Bruno manages several athletic fields and recreation facilities that support youth sports organizations, community programs, and recreational activities. Demand for athletic field space has increased; however, the City does not currently have a comprehensive field allocation process similar to those used by many municipalities.

Historically, field use has been managed primarily through a rental process and a per-player fee model. While this approach has supported community programming, it does not establish a standardized method for allocating field time among user groups or fully reflect the operational and maintenance costs associated with maintaining athletic fields.

In addition, the City currently lacks a formal policy governing related uses associated with athletic facilities, including the operation and allocation of concession stands among user groups. Establishing clear guidelines will help ensure fairness, transparency, and consistency in how these amenities are used.

Finally, the City does not have a formal policy outlining how private coaches or instructors may use public spaces such as parks or the Recreation and Aquatic Center for commercial instruction when they are not operating as contracted instructors with the City. Developing policies in these areas will support sustainable operations, equitable access to facilities, and consistent management of public resources.

DISCUSSION:

Staff recommends that the Parks and Recreation Commission establish three ad hoc committees to work with staff and develop recommendations for Commission consideration.

The Athletic Field Use/Allocation Policy and Concession Use Ad Hoc Sub-committee will review the City's current approach to athletic field use and develop recommendations for transitioning from the existing informal allocation practices to a more structured and transparent field allocation process consistent with policies used by many municipalities. Currently, field use is managed primarily through a rental process and a per-player fee model, which does not fully establish clear priorities for how field time is allocated among user groups.

As part of this effort, the committee will evaluate potential adjustments to the fee structure, including consideration of a model that accounts for both the number of participants and the number of hours an organization utilizes City athletic fields. The committee will also explore and develop recommendations related to allocation priorities, including how field time may be distributed based on the composition and characteristics of user groups.

In addition, the committee will review and recommend policies related to the operation and allocation of concession stands associated with athletic facilities. Currently, there is no clear policy outlining how concession stands are assigned, managed, or made available among user groups. Establishing guidelines for concession stand use will help ensure fairness, transparency, and consistent management of these amenities.

The goal of this review is to create a more comprehensive and equitable framework for managing athletic facilities while better aligning field use with the operational costs associated with maintaining these spaces, including turf care, irrigation, lighting, and facility upkeep. Staff recognizes that potential changes to the fee structure or allocation process could significantly impact youth sports organizations that rely on City fields. As part of the review, the committee will consider community access, affordability, the composition of user groups, and the City's longstanding partnerships with local sports organizations while evaluating possible policy updates.

Establishing a clear and modern field allocation framework is particularly important as the City plans for the future activation of the Crestmoor Fields complex. Developing consistent policies now will help ensure that the City is prepared to equitably manage expanded field capacity and associated amenities as new facilities come online.

The Commercial Use Policy Ad Hoc Sub-committee will work with staff to develop a Commercial Use Policy that establishes guidelines for private coaches and instructors who wish to use public spaces such as parks or the Recreation and Aquatic Center to provide instruction to their clients.

Individuals who teach classes at City facilities typically do so as contracted instructors through City programs. Existing facility rules prohibit private instruction that is not authorized through the City. However, staff has observed that some individuals continue to conduct private instruction in City facilities and parks despite these restrictions.

There is also increasing interest from independent instructors seeking to use City facilities for private instruction outside of City sponsored programming. This policy review will explore options for addressing these situations, which may include establishing a formal framework for permitted commercial use while ensuring appropriate oversight, insurance requirements, facility availability, and fee structures that protect the City's interests and maintain equitable access for the community.

Each committee is anticipated to consist of three Parks and Recreation Commissioners who will meet with staff as needed and return to the full Commission with recommendations.

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends that the Parks and Recreation Commission establish two ad hoc committees. The first committee will review the Athletic Field Use and Allocation Policy and develop recommendations for potential updates. The second committee will work with staff to develop a Commercial Use Policy for private instruction at City facilities.

ATTACHMENTS:

None



Date: March 18, 2026
To: Parks and Recreation Commission
From: Damian Sandholm, Community Services Deputy Director
Subject: Receive Report and Vote on Nomination for 2026 Community Recognition Award

BACKGROUND

Annually, the Parks and Recreation Commission accepts applications for the Community Recognition Award. The nominees are individuals who volunteer in San Bruno who deserve recognition for all the hard work and dedication demonstrated.

The Criteria for nominations includes:

1. A person who has given unselfishly to the City or community.
2. A person who has performed an outstanding task for the City or community.
3. A person who shows service to the City, its citizens, and the community.
4. A person who goes above and beyond the call of duty for the City and community.

DISCUSSION

The Subcommittee, consisting of Commissioner Greenberg, Commissioner Nigel, and Commissioner Seevers, met via Zoom on Monday, March 9, to review the submitted nominations. In 2026, one new nomination was received. Consistent with City practice, staff provided the Subcommittee with all nominations received between 2023 and 2026 for consideration. After careful review and discussion, the Subcommittee unanimously selected Scott Curtner as the nominee for the 2026 Community Recognition Award.

Scott Curtner is a long time San Bruno community volunteer and education advocate. He served as one of the first presidents of the San Bruno Education Foundation and led the organization for nearly a decade beginning in 2013. During his tenure, annual fundraising grew from about \$10,000 to roughly \$600,000, supporting academic enrichment programs that benefit more than 2,000 students in the San Bruno Park School District each year.

Under Scott's leadership, SBEF helped establish a comprehensive music education program across all district elementary schools and expanded opportunities for Parkside Intermediate students to participate in band and orchestra. During the COVID 19 pandemic, SBEF also helped raise \$340,000 to provide technology and internet access for students, along with new computers for teachers to support remote learning.

Scott continues to serve on the SBEF board and remains committed to connecting community generosity with programs that support San Bruno students. The Commission can accept the nomination from the subcommittee, or they can ask the committee to come back with an alternate nomination. If the nomination is accepted, arrangements will be made to invite Scott to the April Parks and Recreation Commission Meeting.

FISCAL IMPACT:

None

ATTACHMENTS:

1. Nomination Form

Please note:

All information below (unless otherwise stated) will be in regards to your nominee.

Name of Individual or Organization to be Nominated*

Scott Curtner

Phone Number*

Years of Service*

10

Address*

City*

San Bruno

State*

CA

Zip Code*

94066

Email Address*

Short Biography of Nominee and Nature of Service*

You may know Scott Curtner from seeing him jog around the Crestmoor 2 neighborhood, pulling a San Bruno Education Foundation sign and tire chained around his waist. Your kids might have had him as a soccer coach for AYSO. Or you may have seen him perform a juggling act as Crestmoor Elementary’s last PTO President, as he creatively demonstrated the juggling act San Bruno teachers carry out every day. Scott served as one of the first presidents of the San Bruno Education Foundation for nearly a decade and continues to sit on its board, helping SBEF’s mission to provide academic enrichment programs to the over 2,000 students in the San Bruno Park School District in any given year. SBEF greatly expanded under Scott’s leadership. When Scott became SBEF President in 2013, the organization was only raising \$10,000 a year; now SBEF consistently receives about \$600,000 annually from local foundations, businesses and community donors. These donations directly support enrichment programs like music and science for TK’s 8th grade students in the San Bruno Park School District. During Scott’s tenure as president, SBEF established a comprehensive music education program for all San Bruno Park students. Before SBEF supported the program, only two elementary schools in the District were able to fund their own music classes. After receiving generous support from San Bruno Community Foundation, SBEF was able to provide music classes at all the District’s elementary schools, as well as offer Parkside Intermediate students the opportunity to take band or orchestra classes. When schools closed down and started remote learning during the COVID-19 pandemic, SBEF collaborated with local businesses, community organizations and government agencies to quickly raise \$340,000 to provide equipment and internet service for students who otherwise couldn’t have accessed remote learning, as well as new computers for all San Bruno Park teachers. Also during Scott’s time as president, SBEF helped the District implement the Sobrato Early Academic Language (SEAL) program to boost literacy among our youngest English learners. SBEF also offered coding clubs and science fairs for students, as well as professional development opportunities and support to teachers. Scott says there are three reasons he volunteers for the SBEF: “One is I see how many of San Bruno’s kids aren’t as lucky as mine, so I feel a duty to help where I can. Two is I love hearing when our education foundation helps bring about positive change through collaborating with community leaders, teachers and families. Three is the joy I feel when we successfully bridge the generosity of our donors to the most valuable and effective programs benefiting such a diverse range of San Bruno’s children.”

i.e. type of program, uniqueness, number of people it benefited etc.

Submitted By*

Alexis Petru

your name

Date*

2/28/23