



**PARKS AND RECREATION COMMISSION  
AGENDA**

**Regular Meeting**

**Wednesday, August 17, 2016 • 6:30 p.m. • San Bruno City Hall, 567 El Camino Real – Room 115**

**WELCOME TO OUR COMMISSION MEETING**

If you wish to speak on an item under discussion by the Commission and appearing on the agenda, you may do so upon receiving recognition from the Commission Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC DISCUSSION. Please state your name and address; if you are representing an organization, please state the name of the organization. In compliance with American Disabilities Act, individuals requiring accommodations for this meeting should notify us **48** hours prior to meeting (616-7180).

**Please note: Commission policy allows a maximum of three (3) minutes for individual comments.**

1. **CALL TO ORDER/ROLL CALL:**
2. **PLEDGE OF ALLEGIANCE:**
3. **APPROVAL OF THE AGENDA:**
4. **APPROVAL OF THE MINUTES:** June 15, 2016
5. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues rose by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
6. **CONSENT CALENDAR:**
7. **NEW BUSINESS:**
  - a. Information Regarding Big Lift Little Libraries Program
  - b. Update on Additional Classes Due to Millbrae Community Center Fire
  - c. Lions Field Maintenance Status Update
8. **UNFINISHED BUSINESS:**
  - a. Oral Report on Status of Florida Avenue Community Engagement and Park Master Planning Process
  - b. Oral Report on Status of Earl/Glenview Community Engagement and Park Master Planning Process
9. **EXCLUDED CONSENT:**
10. **ITEMS FROM STAFF:**

11. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues rose by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)

12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**

- a. Subcommittee Updates (as needed)
  - 1. Adopt-a-Park Program (Palmer, Gonzales) – Oral Update
- b. Report from Commissioners

13. **ADJOURNMENT**

**\*\* POSTED PURSUANT TO LAW \*\***



## MEETING MINUTES

### Parks and Recreation Commission June 15, 2016

1. **Call to Order/Roll Call:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:30 p.m. Commissioners Present: Chair Palmer, Vice Chair Davis, Gonzales, Greenberg, Melendrez, Nigel, Salazar, and Zamattia. Staff: Burns, and Aker.
2. **PLEDGE OF ALLEGIANCE:** Vice Chair Davis led the Pledge of Allegiance.
3. **APPROVAL OF THE AGENDA:** **MSC Gonzales/Salazar** for approval of the agenda. Approved unanimously.
4. **APPROVAL OF MINUTES:** Chair Palmer asked for a correction on Dave Stagnaro's association with San Bruno Colt Baseball. **MSC Melendrez/Salazar** for approval of the minutes with the corrections. Approved unanimously. Vice Chair Davis and Commissioner Zamattia abstained.
5. **PUBLIC COMMENT:** None.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:** None.
8. **UNFINISHED BUSINESS:**
  - a. Update on Parks and Facilities Projects – Director Burns reported that the tennis court wall project had been completed. Commissioner Zamattia requested that a sign be put up about not throwing heavy balls against the tennis wall. Director replied that she would speak with Supervisor Barros about getting one put up. Director Burns let the Commission know that the trees and shrubs to be going to create car barriers at Commodore Park were being planted within the week. Commissioner Greenberg requested that staff be specific with the placement of the trees and shrubs so that they are effective in preventing cars from entering the park. Director Burns replied that she would remind Supervisor Barros before they were completed. Director Burns said that the Commodore Park had begun renovations for a new play structure and was expected to be completed in July. Director Burns asked the Commission if they would like to dedicate the park once it was ready to reopen. Commissioner Salazar responded that if the Commission

had never dedicated a park before that they should not set precedent for a park dedication now. Commissioner Nigel disagreed and thought that a dedication for the new play structure would create a good opportunity for the Commission to outreach to the community. Commissioner Salazar replied that he agreed that a dedication would be appropriate with a new park but not with renovation of the play equipment to an existing park. Vice Chair Davis said that she felt presenting the new play structure to the City Council along with pictures of the new play structure being presented during the City Council meeting, and through Nextdoor, and other media outlets would be sufficient advertising for the Commission and the new park. Director Burns said that she would assure that pictures be put on the City website, Nextdoor, and San Bruno Cable channel once the play structure was complete. Director Burns added that the City was putting a public bid out for a painting project that had already been approved to update the paint at the Veterans Memorial Recreation Center offices and gymnasium and the parks yard building as well. As part of this project, Director Burns had hired a colorist to assist with the selection of the colors and to write out the specifications for the bidding process. Chair Palmer asked for an update on the restroom project. Director Burns said that a design had been completed and would soon be going out for public bid. She would add more information in the Commission's next agenda but is hoping for the project to be complete by early to mid-2017.

- b. Florida Avenue Park Planning Next Steps – Director Burns let the Commission know that a flyer had been sent to the Florida neighborhood in both Spanish and English to invite them to the first park planning meeting being held on June 22, 2016 at the Bay Area Entrepreneur Center. Vice Chair Davis said that she felt a consulting firm being used for these meetings was an unnecessary cost. Commissioner Melendrez agreed with Vice Chair Davis's remarks about the consulting firm and felt that San Bruno residents felt the same. Director Burns replied that the consulting group helps to facilitate the planning meetings as well as provide good insights into the design of the park. Vice Chair Davis added that she believes residents would be more likely to provide input for a planning process through a survey than showing up to a meeting.

9. **EXCLUDED CONSENT:** None.

10. **ITEMS FROM STAFF:**

- a. Community Day in the Park Planning Update – Director Burns reported that the event was a huge success but that they would be looking at some logistical issues to prevent the long and condensed lines for the food and rides. Commissioner Melendrez commented that he took a lot of community input on the day of the event and agrees that the food and ride lines were the biggest concern. Commissioner Nigel thanked staff for their work on the event and thought it was a major success and a great opportunity for various Commissions and committees to provide community outreach.
- b. Commission Direction on Cancellation of July Meeting – Director Burns told the Commission that the draft master plan for the Earl/Glenview park planning process would not be ready for the July meeting. Chair Palmer added that the draft master plan was the only reason they agreed to meet in July and asked the Commission to vote on the cancellation of the meeting. **MSC Gonzalez/Davis** to cancel the July meeting. Approved unanimously.

11. **PUBLIC COMMENT:** None.

12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**

- a. Subcommittee Updates -
  - 1. Glenview/Crestmoor Park Reconstruction – None.
  - 2. Adopt-a-Park Program – Commissioner Gonzales reported that the Eagle Scouts project for painting the bleachers at Lara field had been completed. They are now currently working with San Bruno Baseball for ongoing projects in San Bruno parks.
- b. Report from Commissioners - Chair Palmer introduced the new Youth Representative, Charlene Smith, to the Commission and staff. Commissioner Greenberg said that the Junior Giants had begun and wanted to thank Supervisor Barros and his staff on their diligent work on the fields and baseball areas and all they do to help Junior Giants. Commissioner Davis asked Director Burns about the maintenance program for Lions field because the turf was not looking good. Director Burns said that she would talk to staff and follow up with the Commission on the possibility of the turf being reseeded.

13. **ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 7:39 p.m.

Respectfully Submitted,

Ludmer Aker  
Executive Assistant  
City of San Bruno



**CITY OF SAN BRUNO**  
**COMMUNITY SERVICES DEPARTMENT**

**DATE:** August 17, 2016  
**TO:** Parks and Recreation Commission  
**FROM:** Danielle Brewer, Community Services Superintendent  
**SUBJECT:** Information Regarding Big Lift Little Libraries Program

**BACKGROUND:**

Up to third grade kids learn to read. After third grade, they must read to learn. Currently 50% of San Mateo County children are not reading proficiently by third grade. The Big Lift seeks to transform early learning by providing high-quality learning experiences for San Mateo County children from preschool to third grade. Over the past two years the Big Lift has partnered with over 300 organizations and raised \$28 million for this purpose.

A Big Lift Little Library is simply a small box, about the size of a large birdhouse, to fill with books. Anyone can take books home from a little library to keep. Ideally, Big Lift Little Libraries are filled with books for children up to third grade reading level. The Little Libraries come pre-assembled and are distributed by public libraries. Every Little Library should have a person or organization designated as being responsible for maintaining the number and quality of books in the Big Lift Little Library. Those who are responsible for a Big Lift Little Library are free to use their own sources for books or can work with the Friends of the San Bruno Library and the San Bruno Library to obtain additional books.

**DISCUSSION:**

The San Bruno Community Services Department has received approval to install four Little Libraries to be placed in the parks. We have installed the first one in City Park in front of the Recreation Center office. The Department is researching locations to place the other three Little Libraries. The commitment would include monitoring the library to ensure it is stocked with appropriate books on a regular basis. If books are needed, the sponsor would arrange to pick up books from the San Bruno Library. Staff is seeking an additional park location to install one of the remaining three scheduled for installation in the current fiscal year. Staff would like the commission's input on the park selection as well as to explore whether through the commission or through the Adopt A Park Program, a sponsor for the Little Library located in the park could be identified.

**FISCAL IMPACT:**

None

**ATTACHMENTS:**

None



**DATE:** August 17, 2016  
**TO:** Parks and Recreation Commission  
**FROM:** Danielle Brewer, Community Services Superintendent  
**SUBJECT:** Update on Additional Classes Due to Millbrae Community Center Fire

**BACKGROUND:**

On July 21, tragically, the Millbrae Recreation Center burned down due to arson. The loss of the facility left many instructors without a place to teach their classes and organizations without a regular meeting place. Immediately, staff received calls and emails from the instructors and organizations searching for a new home for their activities and classes.

**DISCUSSION:**

The staff at the San Bruno Community Services Department began to look for open locations to help house the displaced classes and were able to fulfill the majority of the requests. Classes and organizations that will be meeting at the Recreation Center include San Mateo County Adult School classes, Line Dancing, Church Meetings and Bible Study. These classes and programs are all open to the public and all residents of San Bruno are welcome to join.

**FISCAL IMPACT:**

None.

**ATTACHMENTS:**

None.



**DATE:** August 17, 2016  
**TO:** Parks and Recreation Commission  
**FROM:** Danielle Brewer, Community Services Superintendent  
**SUBJECT:** Lions Field Maintenance Status Update

**BACKGROUND:**

Due to regular wear and tear from use, the synthetic field at Lions Field is beginning to deteriorate in a few high use areas. The areas include the batter's box, the pitching area and second base.

**DISCUSSION:**

There is \$20,000 identified to pay for the repairs to the field. Staff is gathering quotes from contractors for the repairs. Once a contractor is selected, the repairs will begin taking into consideration the scheduled use on the field.

**FISCAL IMPACT:**

None.

**ATTACHMENTS:**

None.

# COMMUNITY WORKSHOP #1 SUMMARY

## CITY OF SAN BRUNO FLORIDA AVENUE PARK MASTER PLAN

*June 22, 2016 | 6:30 pm – 8:30pm*

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### WORKSHOP OVERVIEW AND FORMAT

On Tuesday, June 22, 2016, the City of San Bruno convened the first public meeting for the Florida Avenue Park Master Plan at the Bay Area Entrepreneur Center in downtown San Bruno. This meeting was the first of two meetings that will be hosted by the City to create a neighborhood-driven design for the park. Eighteen community members were in attendance.

Kerry Burns, the City's Community Services Director opened the meeting welcoming participants. Joan Chaplick of the consulting design firm, MIG, served as the meeting facilitator for the evening. Joan reviewed the meeting agenda, which included a presentation of context and process of the Master Plan, facilitated small group discussions, and a final report back with all workshop participants.

Joan introduced Matthew Gaber, landscape architect from MIG who presented the context of the park site in regard to the neighborhood and the City parks' system. Matthew also described the public input driven process. The purpose of the first meeting is to determine the preferred experiences and activities the neighbors want to have at the site which is about 0.75 acre. The City also wanted to hear about potential issues and concerns the workshop participants had about the site. Following the workshop, the MIG design team will propose a set of design concepts for the park that reflect the public input and show how various activities could be accommodated on the site. These alternatives will be presented at a second public meeting on August 16, 2016 and will allow new and returning neighbors to weigh in on the future design for their park.

### SMALL GROUP ACTIVITY

Participants were asked to break into two smaller groups, where they participated in a facilitated discussion of the following topics:

1. Preferred experiences,
2. Brainstorm of potential activities for the site,
3. Issues and concerns, and
4. Most preferred activities

## Preferred Experiences

Participants were given post-it notes and were asked to think 1-2 years into the future after the park is complete and imagine the type of experience they want to have in this park. Participants wrote 3-4 adjectives or a short phrase to describe the experiences they would like to have at the park. The following words and phrases were those shared most frequently and across both groups. The full list of generated phrases can be found in Appendix A.

- Clean
- Active
- Safe
- Kid-friendly
- Neighborly and social
- Unique and special
- Peaceful and relaxing
- Simple and functional
- Playful and fun
- Natural and green
- Aesthetically pleasing

## Brainstorming Activities

Then, participants were asked to think about the activities they wanted to be able to do within the park. Each group brainstormed and generated a lengthy list of options. The activities were unconstrained by site factors, budget or other factors. The full list of brainstormed activities from both groups can be found in Appendix A.

## Issues and Concerns

Within the two small groups, participants were asked to identify any issues and concerns that they want the design team to consider when creating the park design alternatives.

**Safety.** This was an important topic for both groups. Traffic and fast moving cars contributed to unsafe conditions around the park. Group 1 proposed traffic calming measures on adjacent streets and Group 2 discussed the possibility of converting Florida Avenue into a one-way street and adding speed bumps. There was also discussion of tagging and dumping activities at the park site. Participants requested the park design and materials choices take these potential activities into account. There were also concerns about the site including areas with low visibility or features that would provide spaces for inappropriate behavior to occur. It was suggested that lighting could be used to promote safety. Participants suggested the park be designed in way that encouraged positive uses. Group 2 suggested block parties and areas for picnicking as ways to encourage this.

**Flooding.** Some participants from Group 2 expressed concern that flooding could be a major issue within the renovated park, since some homes already experience flooding or the threat of flooding during periods of heavy rain.

**Removal of existing structure.** Some participants expressed concern about the safe removal of the existing building on the park site. Some participants, including some who live across the street from the park wanted assurances the City would remove the structure in a manner that safely removed the lead paint, asbestos and other contaminants in a manner that air quality, reduced dust and dirt and other measure to protect their health and property. Community Services Director Kerry Burns provided assurances and provided a description of the activities being conducted by the City to ensure safe removal of the structure.

**Balancing of user groups and ages.** Participants discussed wanting the site to accommodate all age groups (seniors, adults and children) and different user groups based on activities.

**Parking.** Participants described parking in the area as difficult and suggested the park not include features that would attract users from outside the neighborhood who would drive to park at the site.

**Dedicated space for dogs.** Group 1 participants discussed the inclusion of dedicated space for dogs within the park. Within the group, there were clear pro and con opinions. There were some participants open to consideration, with others remaining neutral. One participant who was extremely opposed to having dedicated space for dogs in the park based his concern on the presence of dogs creating unsafe conditions for his children.

**Park Maintenance.** Participants were concerned about how the park would be maintained on a regular basis by the City. Group 1 participants also inquired how landscaping would be addressed given current drought conditions and watering requirements.

## Top Activities

Following the group brainstorm, participants in each group were given color dots to select from the brainstormed list of activities in order to identify their most preferred activities. Based on the number of choices, the facilitators of each group slightly modified the number of dots provided to each person.

### GROUP 1

Within group 1, each person was given four dots that they could use to vote for their favorite activities among the brainstormed activity list. Adult exercise, natural features and social area emerged as the top three activities, with 11, 8 and 8 votes respectively. Other activities such as play structures, a fenced dog area, unprogrammed open space and a community garden received votes, albeit fewer.

**Table 1. Group 1 activities ranked by number of votes**

Activity	# of Votes
Adult exercise (yoga, stretching, bars)	11
Natural features (shade, planting, trees)	8
Social (clusters of seating, picnic tables, reading)	8
Play structures for different age groups	4
Fenced dog area	4
Community garden	2

**Adult Exercise.** Group 1 participants discussed how to incorporate fitness for adults into the park as a way to rethink the park not only as a child’s playground, but an interactive space for people of all ages. Amenities such as pull up bars and non-electric elliptical machines were used as examples and areas for yoga and stretching were proposed.

**Natural features.** Group 1 participants highlighted the importance of including landscaping and trees to provide shade and beauty in the park. A small grassy open space area could also be included to provide an area for informal and flexible uses.

**Social.** Group 1 highlighted that the park should include amenities that encourage socializing, such as clusters of seating and picnic tables.

GROUP 2

Within Group 2, each person voted for their preferred activity. The group then discussed how to consolidate activities into three top identified activities. Table 2 identifies the top three activities that were identified by the group (highlighted in yellow) along with the other activities discussed by the group.

**Table 2. Group 2 activities by group consensus**

Activity	Group Consensus
Relaxing	✓
Socializing/Engaging community	✓
Playing (Including picnicking, play structures)	✓
Eating	
Reading	
Learning (including history of city and neighborhood)	
Engaging youth	
Gardening	
Exercise (pull-up bar)	

**Relaxing.** A number of participants highlighted the importance of providing activities that promote relaxation. In particular, the group members discussed designing the park so that passive uses such as reading and sitting were encouraged.

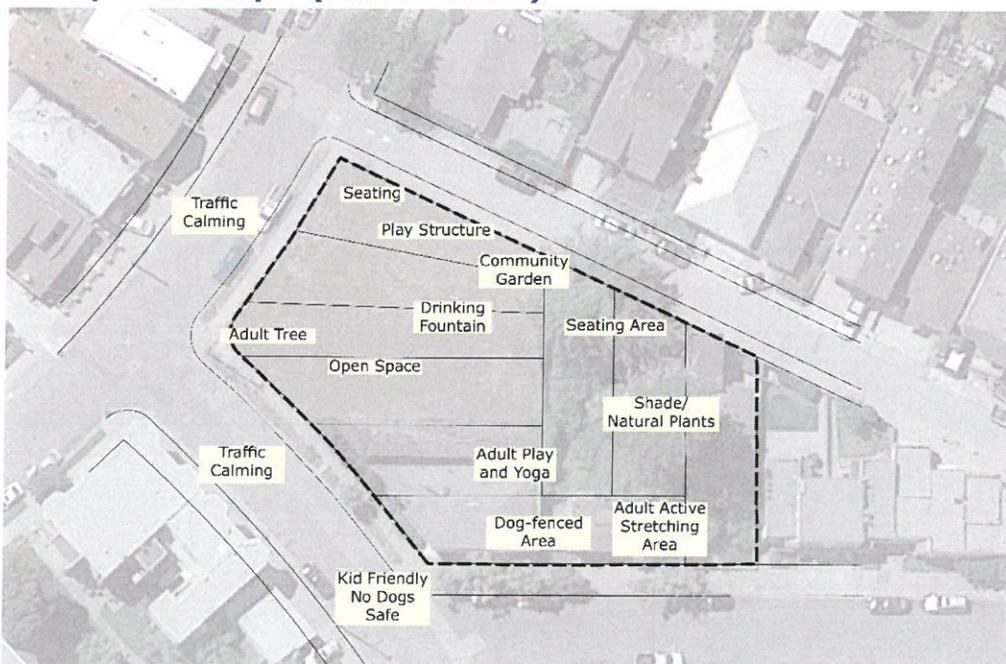
**Socializing.** Group 2 participants were in favor of designing the park for socializing, and participants proposed picnicking and block parties as activities that would engage and build the surrounding community in a positive way. Participants were also aware that these activities would have to be noise and timing sensitive to limit impacts on nearby residents.

**Play.** Group 2 participants agreed that elements of play were an important part of the new park. People recommended more traditional play structures and swings that could serve neighborhood children, as well as more creative elements as interactive play features, such as an educational garden.

## ENVISIONING THE PARK SITE

Facilitators then asked participants to use post-it notes to locate their preferred activities within the park site. The post-it notes were not to scale, so more activities than could fit on the site were suggested by the participants. However, the intention of the exercise was to provide an opportunity for people to locate where certain uses could be placed in relation to each other, without being constrained by considerations of space or the priority level of different amenities. The following images have digitized the sticky note comments for legibility. Photographs of the original activity are included within Appendix B.

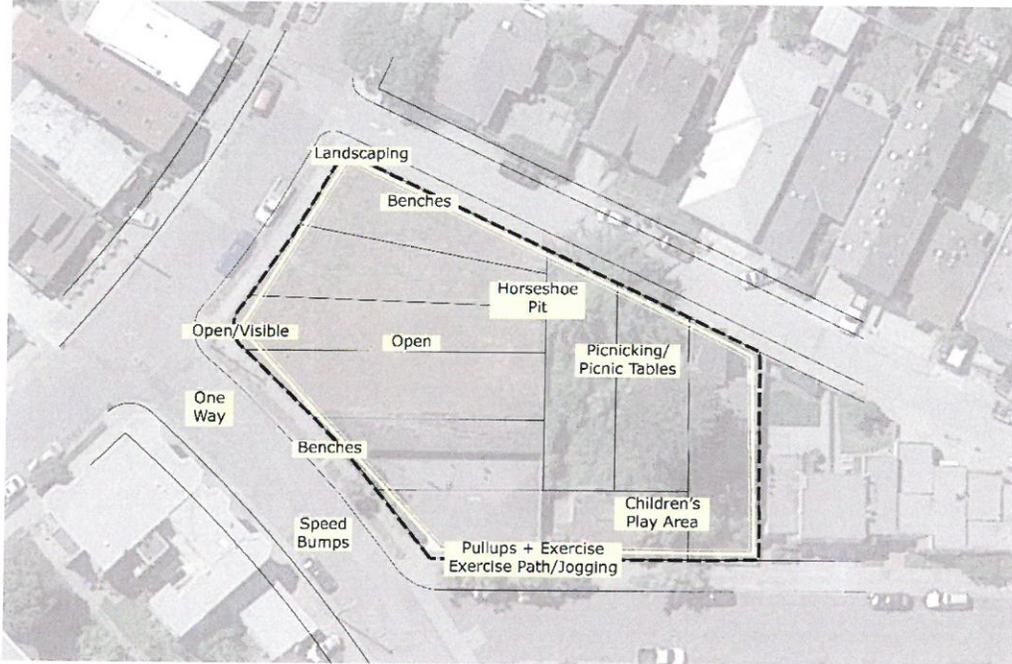
### Group 1 Concept (Not to Scale)



### Group 1 Concept Comments

- The group wants to look at designing traffic calming measures on the streets adjacent to the park site.
- The group did not resolve the discussion around whether having a dedicated dog-fenced area was suitable for this location, as reflected in the comments "Kid friendly/ No dogs/ Safe" and "Dog-fenced area."

### Group 2 Concept (Not to Scale)



### Group 2 Concept Comments

- Benches and landscaping at the park perimeter were proposed to create a natural and soft barrier to the street.
- Picnicking was proposed underneath the existing trees to leverage shade benefits of the mature trees.
- Group 2 participants proposed a perimeter fitness path that would allow community members an opportunity to jog, walk and do exercise activities.

## CONCLUSION AND NEXT STEPS

Following the June 22, 2016 community workshop, the design team will consolidate and analyze the preferences and concerns of the workshop participants in order to generate design alternatives for the Florida Avenue park site. The next community workshop to be held on August 16, 2016 will allow community members to weigh in on alternative park design layouts.

## APPENDIX A

### Preferred Experiences

#### Group 1

- Water fountains
- Kids playing baseball as a community neighborhood
- Kid friendly, safe, no dogs
- Active, social, safe
- Pet-friendly
- Sanctuary, garden, picnic tables
- Unique and special
- Place to sit and relax
- Social, adult exercise equipment
- Simple, functional
- Safe, playful, fun, joyous

#### Group 2

- Safety
- Clean
- Neighborly (but not too much)
- Natural, green and lush
- Peaceful and relaxing
- Aesthetically pleasing
- Play and recreation

### Activity Brainstorm

#### Group 1

- Clusters of seating – social (6 votes)
- Picnic tables, reading (2 votes)
- Open space, unprogrammed and flexible, green space (2 votes)
- Sliding, swinging – play structures for different age groups, preference for rubber surface (4 votes)
- Basketball hoop – active
- Adult exercise – bars, etc. (7 votes)
- Yoga, stretching, rubber surfacing mound (3 votes)
- Duck ponds
- Fence area for dogs (4 votes)
- Shade, planting, beauty, trees (6 votes)
- Appropriate to the scale of the neighborhood
- Community garden (2 votes)

#### Group 2

- Relaxing
- Eating
- Picnicking
- Engaging community
- Block party
- Socializing
- Safety
- Reading
- Playing/sports and athletics
- Learning
- Engaging youth
- Gardening
- History of city and neighborhood

## Issues and Concerns

### Group 1

- Parking
- Water
- Friendly to all ages – adults and children
- Dogs (+/-) Spectrum
  - May increase visitors from outside neighborhood
  - Dog-child interaction
  - Noise
  - On-leash signage
- Maintenance and Durability
- Safety
  - Traffic, boundary (fence)
  - Vandalism
  - Lighting (park hours, drug use)
- Metal – hot for children
- Seating for parents to supervise
- Shade

Sails, trees

### Group 2

- Animals and food (family of raccoons)
- Timeline for demolition of existing building
- Lead paint
- Parties
- No bbq
- Restrooms or no
- Maintenance of the park
- ADA accessibility
- Demographics
  - Teenagers, adults

## Top Activities

### Group 1

- Adult Exercise
- Natural Features
- Social

### Group 2

- Relaxing
- Socializing (Engaging Community and Picnicking)
- Play

APPENDIX B

Group 1 Activity Board

# FLORIDA AVENUE PARK MASTER PLAN

Group #: 1  
Facilitator: Jean + Ashley  
Date: 6/22/16

PREFERRED ACTIVITIES

ISSUES AND CONCERNS

The map shows an aerial view of Florida Avenue Park with several hand-drawn areas and sticky notes. A dashed line outlines a large central area. Inside this area, there are several sticky notes: 'Adult Trail' (top left), 'Soccer Area' (top left), 'Open Space' (center), 'Drinking Fountain' (center), 'Adult Play + Yoga' (center), 'Dog Fenced Area' (right), 'Kid Friendly NO DOGS SAFE' (bottom right), 'Stroll/ Nature Points' (top right), 'Soccer Area' (top right), 'Community Garden' (top right), and 'Traffic Calming' (left). A scale bar at the bottom right indicates 0 to 40 feet, and a north arrow is also present. A blue square is placed in the 'PREFERRED ACTIVITIES' section, and a grey square is placed in the 'ISSUES AND CONCERNS' section.

## Group 2 Activity Board

# FLORIDA AVENUE PARK MASTER PLAN

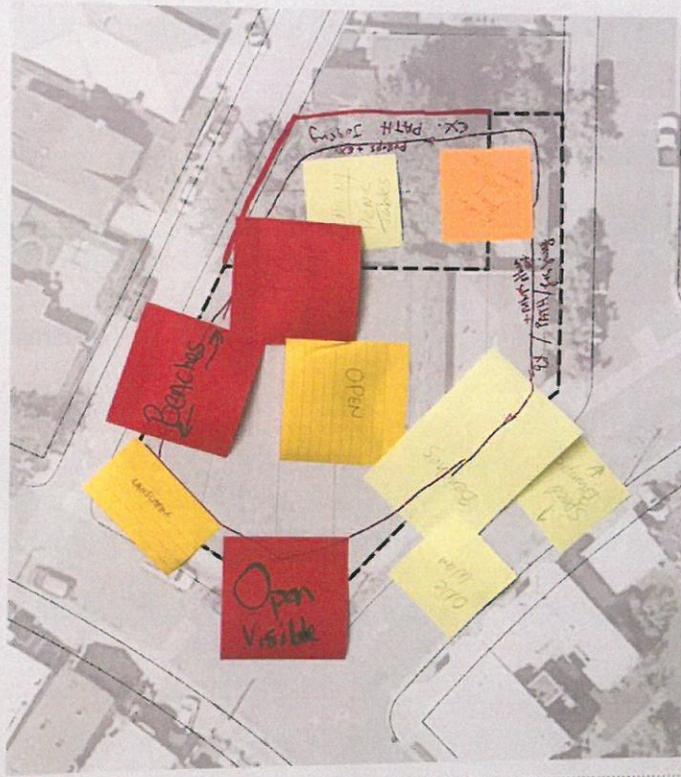
Group #: 2  
Facilitator: Melissa & Beth  
Date: 6/22/16

### PREFERRED ACTIVITIES

- 1 Relaxing
- 2 Socializing/  
Engaging  
Community
- 3 Playing  
and  
picnicing

### ISSUES AND CONCERNS

- + SAFETY
- + TRAFFIC
- + PARKING (ONSITE)
- + BEHAVIOUR  
(APPROPRIATE)
- + FLOODING
- + EX HOUSE
- + BALANCING  
USER GROUPS



# COMMUNITY WORKSHOP #1 SUMMARY

## CITY OF SAN BRUNO EARL/GLENVIEW PARK MASTER PLAN

February 2, 2016 | 7:00 pm – 9:00pm  
San Bruno Senior Center

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### WORKSHOP OVERVIEW AND FORMAT

The first Community Workshop for the *Earl/Glenview Park Master Plan* was held February 2, 2016 at the San Bruno Senior Center. The workshop was the first in a series of three workshops that will be held to solicit community input into the design of the park planning area. Approximately 45 community members attended the interactive workshop.

The workshop opened with remarks from Mayor Ruane who emphasized that the City is seeking input from neighbors about the design of the park. He also introduced Kerry Burns, the Community Development Director who leads the Project Team for the effort and oversees the work of the design consultant, MIG, Inc. Four members of the MIG consultant team attended: Matthew Gaber, designer and landscape architect, Joan Chaplick, lead facilitator, and Ashley Tomerlin and Molly Cooney-Mesker, small group facilitators.

Joan Chaplick reviewed the agenda, described the meeting format, and reviewed the project schedule. She then introduced Matthew Gaber who described the park planning area and general site constraints. This was followed by a brief presentation of examples of best practices in park design from other community-driven design processes.



Following the presentation, meeting participants divided into four groups. Led by a facilitator, each group participated in the same series of activities. The groups had a map of the park planning area for reference. After conducting self-introductions, the facilitator asked each participant to think into the future and write down two-to-three words that described the type of experience they would like to be able to have in the park. Participants suggested a wide range of adjectives to describe their desired experiences. Many participants noted that they want the park to include features that memorialize the tragic event that occurred in their neighborhood.

Participants were then asked to identify the activities that they want to be able to do in the park. All of the suggested activities were recorded by the facilitator. At the end of the small group discussion, participants selected their priority activities. Lastly, participants discussed issues and concerns they hope will be addressed during the park planning process.

To close the workshop, representatives from each small group reported the key points from their discussions to the larger group. The groups shared many of the same preferences for activities and the type of experience they would like to have at the park. Collectively, the groups identified a compelling list of issues and concerns that should be considered as the design team moves forward. The themes and key findings from the small group discussions are summarized in this document. The list of activities and issues recorded during the workshop are included as an attachment. These results will be used by the MIG design team as the basis for the three site design concepts that will be presented at the next workshop to be held in March 2016.

## KEY FINDINGS

### Desired Park Experiences

Following is a list of words frequently used by workshop participants to describe the experiences they would like to have in the future Earl/Glenview Park.

Commemorative	Openness	Welcoming
Quiet	Green	Warm
Memorials	Innovative	Gathering
Reflection	Multigenerational	Active
Contemplation	Families	Exercise
Peacefulness	Friends	Creative
Serenity	Neighbors	Fun
Calm	Inviting	
Safe	Laughter	
Playful	Enjoyable	
Nature	Uplifting	

## **Preferred Activities**

Each small group created a list of potential activities that the participants would like to be able to do at the future Earl/Glenview Park. The facilitators recorded the list of activities on flip charts. Each participant was asked to place stickers next to their favorite or priority activities. This provided a snapshot of priority activities, many of which were similar across the groups. The activities include a mix of active and passive uses. There seemed to be agreement that both types of activities could be accommodated within the park planning area.

### **Play**

Many of the workshop participants are seeking park features that allow for active play. Participants expressed an interest in play opportunities for both young children and older youth. Participants provided several ideas of play structures and elements that they would like to see in the park. Some of the ideas for younger kids include, but weren't limited to, swings (tire swings and infant swings), monkey bars, and slides. Participants were also interested in hands-on and cognitive play opportunities. Ideas of activities for older children included workout equipment and a challenging jungle gym. Participants discussed separating the various active uses so there is space between the young children's play environments and the older children's play environments. Community members discussed activities that engage all ages. Participants suggested horse shoe, bocce ball, and basketball as activities that can be played by children and adults alike. It was also suggested the site include a pathway for fitness walking and for children to ride their bikes.

### **Commemorative Spaces**

There was general agreement that the park should include a dedicated space that commemorates the tragedy experienced by the neighborhood in 2010. Some participants described this space as a calm, quiet area that includes natural elements such as trees and vegetation. Participants envisioned this space as an area for reflection and meditation. Some participants suggested that the commemorative space should include a plaque, signage or other interpretive elements noting the events that occurred.

### **Socializing/Gathering Space**

Spaces for socializing and gathering was a common desire among participants. Community members expressed interest in a variety of spaces, including a covered or enclosed structure and benches and tables designed for conversation, socializing, and eating.

### **Dog Park**

Many participants showed interest in a dog park. Their comments indicate there is general agreement that a dog park should be enclosed and separated from other park uses.

### **Reflective/Restful Activities**

Participants suggested a variety of passive or more restful experiences. Ideas included a reading nook, a walkway, a labyrinth, and shaded seating areas.

### **Park Design**

In addition to specific activities and elements, workshop participants discussed the look and feel of the park. They want a park that is aesthetically pleasing and honors the neighborhood's history. Community members showed a preference for the use of natural materials and native greenery and vegetation. There was also an interest in public art, including art from local youth. Community members were interested in grassy areas that are un-programmed and flexible and are not for use by organized team sports. Community members emphasized the importance of providing wind protection through vegetation and/or structures. There was also some discussion about the need for shade covering seating areas and covering play equipment.

### **Issues and Concerns**

Participants shared their issues and concerns about the future park. Some of these may be addressed by design solutions, materials, and activity locations. Some participants suggested ideas and features that may help address the concerns.

### **Neighborhood Impacts**

Many participants voiced concerns related to the park becoming a destination for people from outside the neighborhood, which would create traffic and parking issues and impact how the immediate neighbors could use the park. Some participants weighed this when making their remarks and expressed a desire for a high quality, well-designed neighborhood park that did not include the types of facilities that might attract people from outside the neighborhood.

There was general agreement that walking to the park should be encouraged through safe and well-marked pedestrian and bicycle connections. Participants were also interested in striking a balance between providing some parking for those neighbors who need to drive to the park versus providing so much parking that it attracts people from other parts of the city.

Community members also considered how the park may impact the neighborhood and especially neighbors living adjacent to the park. Workshop groups discussed strategies to minimize the visual and sound impacts of the park on adjacent neighbors through facilities placement, sound barriers and vegetated borders that soften the edges of the park.

### **Safety**

Safety was a top priority for most workshop participants. These concerns can be grouped into several categories.

**Street Traffic:** Participants were concerned about keeping children safe from street traffic and including features that prevent children from running into the street. The groups discussed strategies to protect park users from car traffic, including siting children's play areas back from the streets, providing decorative fencing and including all active play environments on only one of the park sites so that children aren't crossing the street. Traffic calming improvements on the streets were discussed as another strategy to reduce car-pedestrian conflicts.

**Visibility:** Participants requested that the site be designed in a way that does not create alcoves or areas of low visibility that could be a places for vandalism and unwanted

activities. Some participants also voiced some concerns about people accessing the park from the canyon.

Lighting: Most participants were supportive of lighting that would illuminate the park, allow for early evening usage and discourage unsafe activities. There were comments that they did not want bright, sports field type lighting. Participants also mentioned the importance of having eyes on the park and lighting would make it easier for neighbors to determine if undesired uses were taking place.

### Maintenance

Many participants expressed concerns about the City's capacity to maintain the park. Participants discussed a desire for low-maintenance drought tolerant native plantings and vandal resistant materials. Participants also discussed the need for regular maintenance of the landscaping, trash collection, and responding to vandalism.

## CONCLUSION AND NEXT STEPS

The priorities, issues, and concerns identified in this workshop will inform the design team's development of three park concepts. The Design Team heard all of the comments expressed during the meeting and will review all of the recorded feedback provided during the small group activities.

Across the groups, there appears to be a consistent preference regarding the inclusion of active and passive areas in the park along with a commemorative and/or memorial feature. Community members desire a park that serves as gathering space for the neighborhood and is a safe and fun place for all ages to enjoy. They are seeking a park that includes a mix of active and passive uses and is designed and used in a way that promotes youth development, health and fitness and community friendship. They also want to assure that the park does not negatively impact the neighbors living closest to the site. With these and other considerations in mind, the design team will use the ideas generated at the first workshop to inform the development of three concepts for review and discussion at the second workshop to be held in late March.



## ATTACHMENT A

Following is a list of activities and issues and concerns transcribed from the lists generated by each of the small groups.

### Active uses

#### Play

- Cognitive play opportunities (Example: Frontierland in Pacifica)
- Sand box – hands on play
- Variety of play options
- Play area for young children
  - Infant swings
  - Slides
  - Bouncy figures to ride on
- Activities for older children
  - Workout equipment
  - More challenging jungle gym
- Play structures
- Merry-go-round
- Tennis court
- Toy area
- Instruments
- Par Course?
- Bocce ball
- Horse shoes
- Exercise Equipment
- Basketball courts
- Play surface like SF Zoo (foam)

#### Socializing/Gathering Space

- Covered space or even a small community house for gatherings
- Picnic tables and benches – places to sit, talk and eat
  - Benches that face each other
- Informal gathering area
- Grill/picnic/cooking area
- Picnic table
- Card table
- Dog park
  - Specific area, gated, full service, off-leash
  - Small
- No dog park

### Passive Uses

#### Contemplative Spaces

- Quiet, meditative space, reflecting area
- Reflection pond
- Contemplative seating
- Fountain
- Memorial
  - Garden, plants, waterfall

### Commemorative Spaces

- Commemorative space that includes history/info about the site
  - Include names of those who died
- Commemorative plaque
- Commemorative space on slope: quiet and not ideal for active uses
- Walkway and take advantage of view and sound of creek – possibility of stone commemoration retaining wall
- Flag on Bullis' property could be incorporated into stone or other park element
- Low key/informal

### Seating

- Social seating to visit with neighbors and friends (i.e. facing benches)
- Shaded and quiet area to relax and talk
- Places to charge laptop
- Tables
- Reading nook
- Place for adults to sit to watch play area
- Memorial bench

### Circulation

- Surfaced Pathway for walking and bicycling (for kids)
- Therapy walk/labyrinth
- Fitness/multi-pathway

### Flexible Spaces

- Open area – all uses
- Grassy area
- Open spaces with vistas and places to sit
- Softscape/lawn attached to hardscape

### Design for Weather Conditions

#### Wind/Sun

- Quiet/shaded areas
- Enclosed
- Windbreaks
  - Trees

#### Landscape

- Native plants and trees, greenery, vegetation
- Natural materials
- Incorporate children's art work
  - Get input from kids
- Focal point – art
- Simple
  - Clean trees that don't drop debris
- Nature views

### Issues and Concerns

Participants discussed issues and concerns that they have about the future park. The issues and concerns are listed below.

## Safety

- Fire safety
- Pedestrian safety
- Play materials
- Visibility
- Lighting
- Keep kids out of the road
- Make access clear and bike/ped areas safe and well-marked
- Fences
- Protect play areas from street
  - Group play areas on one site
- Trees/landscaping to support safety
- Fill in park ditch with dumped materials
  - Eyes on park
- Lighted/safe pathway
  - Not sports lighting
- Safe connections between park sites
- Separate play areas by age
- Wild animals

## Topography/ Site Situation

- Security regarding access from canyon
- Lighting
- Slope
- Relationship between the road and canyon
  - Protect kids from canyon
- Grassy areas
  - Discourage team sports
- Separated uses
  - Activities separated
  - Play areas away from the road

## Management

- Maintenance
  - Plant low maintenance landscape
  - Plant trees that don't drop debris
- Keeping site clean
- Garbage collection
- Consider maintenance and longevity
- Lack of use
- Overuse
- Vandalism
- Fiscal transparency
- Timeline
- Dogs can be messy and scare kids
- Uncluttered

## Traffic/Cars

- Traffic calming
- Parking
  - Will providing parking attract cars?
  - Manage neighborhood parking impacts/encourage walking

#### Weather

- Wind
- Fog

#### Neighborhood Impacts

- Noise
- Soften edge of park abutting neighbors
  - Sound/sight barriers
- Non-neighborhood residents using park
- Impact on surrounding neighbors
  - Evening activities
- Conservation
- Aesthetically pleasing
- Sensitivity to site history/event

## COMMUNITY WORKSHOP #2 SUMMARY

### CITY OF SAN BRUNO EARL/GLENVIEW PARK MASTER PLAN

March 21, 2016 | 7:00 pm – 9:00pm

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#### WORKSHOP OVERVIEW AND FORMAT

The second Community Workshop for the Earl/Glenview Park Master Plan was held March 21, 2016 at the American Legion in San Bruno. The workshop was the second in a series of three workshops being hosted by the City to ensure the park master plan reflects the needs and interests of the community. Approximately 25 community members attended the interactive workshop.

The workshop opened with remarks from Joan Chaplick of the consulting design firm, MIG. Joan emphasized that the City is seeking input from neighbors about the design of the park and she reviewed the meeting agenda, project schedule and results of Workshop #1. Joan introduced City staff Kerry Burns, the Community Development Director who leads the project and Connie Jackson, the City Manager. Joan also recognized three Parks and Recreation Commissioners who were in attendance, including Lucy Zamattia, Lorry Greenberg and Laura Davis. Following this, Joan introduced Matthew Gaber, landscape architect from MIG who presented design concepts and principles that reflected the priorities and desired activities identified by the participants at Workshop #1. Matthew then introduced the small group exercise where workshop participants would work collaboratively to create design concepts for the park planning area.



## WORKSHOP DESIGN ACTIVITY

There were four groups each led by a MIG facilitator. The objective of the small group exercise was for each group to produce one preferred park design concept. The groups were tasked with creating a park design that responded to the site constraints and the issues and concerns that were identified in Workshop #1. Each group had a tabletop-size map of the park planning area. The groups were asked to create their preferred park design using color-coded pieces of paper that represented programmatic elements including: play, solitude, social/community space and dog park. These were the programmatic elements prioritized by community members in Workshop #1. The groups were not required to use all of the elements or pieces in their park design and they were invited to change the shape and size of the programmatic pieces. Workshop participants could also draw trails or pathways on their site plan. As the groups discussed the design of their park planning areas, facilitators recorded key points from the discussion on flip charts. (See Attachment A for the flip chart transcriptions.)

## KEY FINDINGS

Although each group's park design was unique there were many commonalities among the designs. (See Attachment B for pictures of the site designs.) Below are notable themes that emerged from the small group discussions and designs.

### **Play**

All four groups increased the area dedicated to play on the site and all groups located play on the large park site. The groups' designs illustrate the desire for substantial connected play spaces. The play spaces also included areas dedicated to different age groups so that separate areas were provided for younger and older youth. All but one of the group's play spaces are situated on the north side of the large site, away from the slope. The group that placed their play area on the slope suggested integrating play experiences into the hillside. It was suggested that a slide or active play element could be integrated into the slope.

### **Socializing**

Social areas were considered an important element of the park and all four groups' park designs included a significant area devoted to socializing with their neighbors. It was suggested that some of the social space be positioned so people could watch their children while they played. Each group positioned and sized their socializing spaces differently but all of the groups dispersed them throughout the site.

### **Solitude**

In Workshop #1, there was general agreement that the park should include a dedicated calm and quiet space that commemorates the tragedy experienced by the neighborhood in 2010. This priority was reconfirmed in Workshop #2 with all of the groups including an element of solitude in their site designs. Two of the groups in Workshop #2 positioned the

solitude element on the south side of the large park site on the slope of the site. It was noted that the design should include five benches, one for each of the families who lost members during the event.

### **Dog Parks**

During Workshop #1, most participants expressed a strong interest in having a dog park. Upon further discussion during workshop #2, most participants clarified that they were seeking to have an area in the park where dogs on leash would be allowed as opposed to having an established, gated dog park with related amenities. Two of the groups identified areas where leashed dogs could be allowed and care was taken to keep dogs away from the active play areas. Current park rules limit the presence of dogs in parks, however, the park could be eligible for an exception that allows leashed dogs in designated areas.

### **Trails**

Three of the groups included paths/trails in their design concepts. The paths/trails were discussed as being multiuse and providing connectivity between the various elements of the park.

## **CONCLUSION AND NEXT STEPS**

The design concepts created by Workshop #2 participants will inform three site design alternatives created by MIG which will be presented at the third workshop to be held in May.



## ATTACHMENT A

Following is a list of discussion items transcribed from the small groups' conversations related to their park designs.

### Play

- 4 square
- Pitch back wall
- Climbing Wall
- Pee-Wee Golf
- Active sports on the smaller site
- Paving for skating/hopscotch on smaller park site
- Double play area
- Slide on slope
- Climbing Wall integrated into space
- Exploratorium domes
- Viewing stand/benches for parents
- Do older and younger kids play together? Are there different types of structures?

### Socializing

- Break Up Socializing Space → Informal Spaces
- For teens

### Solitude

- Five Benches
- Water feature on large site
- Memorial/Commemoration on smaller site

### Dog Park

- No Dog Park
- Do not label park as Dog Park, but give open space that is "dog-friendly"
- Dog Park area (Not a Park)
  - o Consider super concrete
  - o Slide Option

### Path

- Multi-use (for walkers, bikers and dog walking)
- Exercise equipment a long path (i.e. parkour)

### Interaction between site elements

- Barrier between Play + Street + Dogs
- Need for Buffer between adjacent homes and street
  - o Buffer suggestions: trees, social space, structure
- Connections between Play + Social space / Perimeter trail/loop
- Earl = Adult Oriented
- Claremont = Family Oriented

### **Other Elements**

- Drinking Fountains
- Wind Barrier
- Traffic Calming/Speed bumps/ Stop Signs for crossings
- Improved Landscape Treatments
- Opportunity for community art piece

## ATTACHMENT B

The following page includes photos the four park design concepts developed by each of the small groups at the workshop.

## **COMMUNITY WORKSHOP #3 SUMMARY**

### **CITY OF SAN BRUNO EARL/GLENVIEW PARK MASTER PLAN**

*May 12, 2016 | 6:30 pm – 8:00pm*

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#### **WORKSHOP OVERVIEW AND FORMAT**

The third Community Workshop for the Earl/Glenview Park Master Plan was held May 12, 2016 at San Bruno City Hall. The workshop was the third in a series of three workshops being hosted by the City to ensure the Earl/Glenview Park Master Plan reflects the needs and interests of the community. Fourteen community members attended the interactive workshop.

The workshop opened with remarks from Kerry Burns, the City's Community Development Director. Kerry briefly summarized the park planning process to-date and shared the general process and timeline for bringing the park to completion. She described how the MIG Team will use the results of this meeting to prepare a draft master plan for staff review. The draft will then be submitted to the Parks and Recreation Commission for consideration at their July meeting. She noted that the July meeting had been cancelled, but the Commission will conduct a special meeting to advance the plan. Following the review and action by the Commission, the plan will go to the City Council for approval in September. She also noted that the Parks and Recreation Commission meetings will be the time when residents will have the opportunity to provide input on details such as choices of playground equipment, surfacing and other details. Residents will be given options for consideration that are consistent with or similar to elements that are in existing parks. This helps the City select materials and elements that are proven and have known maintenance needs. Kerry also recognized the Parks and Recreation Commission members in attendance including Lorry Greenberg and Laura Davis.

Kerry then introduced Joan Chaplick of the consulting design firm, MIG, who served as the meeting facilitator. Joan reviewed the meeting agenda, project schedule and results of Workshop #2. Joan introduced Matthew Gaber, landscape architect from MIG who presented the three (3) proposed design concepts. Matthew explained how the designs had been developed by drawing on the priorities and desired activities identified by the participants at Workshops #1 and #2. He showed three design concepts which were closely aligned with those created by the groups at the last meeting. Matthew then introduced the workshop activity that invited participants to provide feedback on the three concepts.

## WORKSHOP ACTIVITY

Participants circulated among four stations with large format posters boards. One poster board included all three of the proposed design concepts. Participants were invited to mark which design concept they liked best with "emoji" stickers and place post-it notes with more detailed comments on the designs.

Each of the other three boards included a large image of one of the design concepts. On these boards, participants used emoji stickers to mark specific features of each park design concept that they liked or didn't like and added comments on post-it notes. In the top left corner of each design concept board there is an inset map that shows the design created by Workshop #2 participants that influenced the proposed design concept. Workshop participants were also invited to ask questions of the staff and design team during this time.

Following is a list of the emoji stickers that participants used to vote on their preferred design concept. The Key Findings section below includes the design concepts with the emoji stickers and the participants' comments transcribed below each board. Photos of the boards with the emoji sticker stickers and post-it note comments are included as an attachment.

### Emoji Stickers used by participants

	Vote – This is my preferred design
	Approve – I like this component
	Issue – I have concern with this aspect
	Question– I have a question about this

## KEY FINDINGS

Design Concept 2 was favored by participants with 10 of the 14 participants selecting it as their preferred design. Below are each of the designs followed by a list of participants' comments about each design.

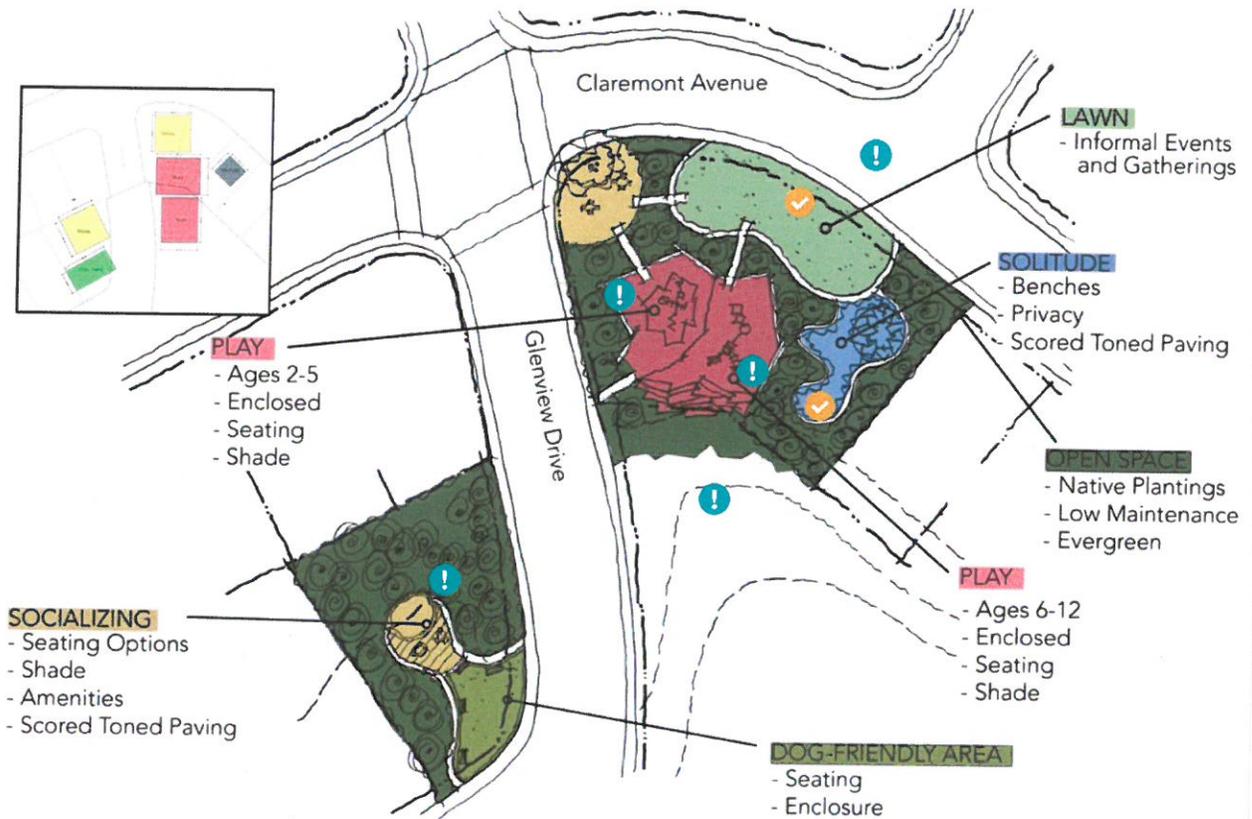
## Design Concept 2 – Preferred Design



### Comments and suggestions about Concept 2:

- Reverse the locations of the ages 5-12 play area and the ages 2-5 play area
- Low enclosure around the entire area (i.e. low wall with decorative, community tiles; like Frontierland park in Pacifica)
- Larger play structures in the open space areas
- Use artificial grass
- Add dog friendly park (like in Concept 3) below the solitude area
- Basketball court in play area for ages 12-18
- No 12-18 play area- light/noise; ok with socializing area (as seen in concept 1)
- No BBQ grills
- Benches, tables and water fountains

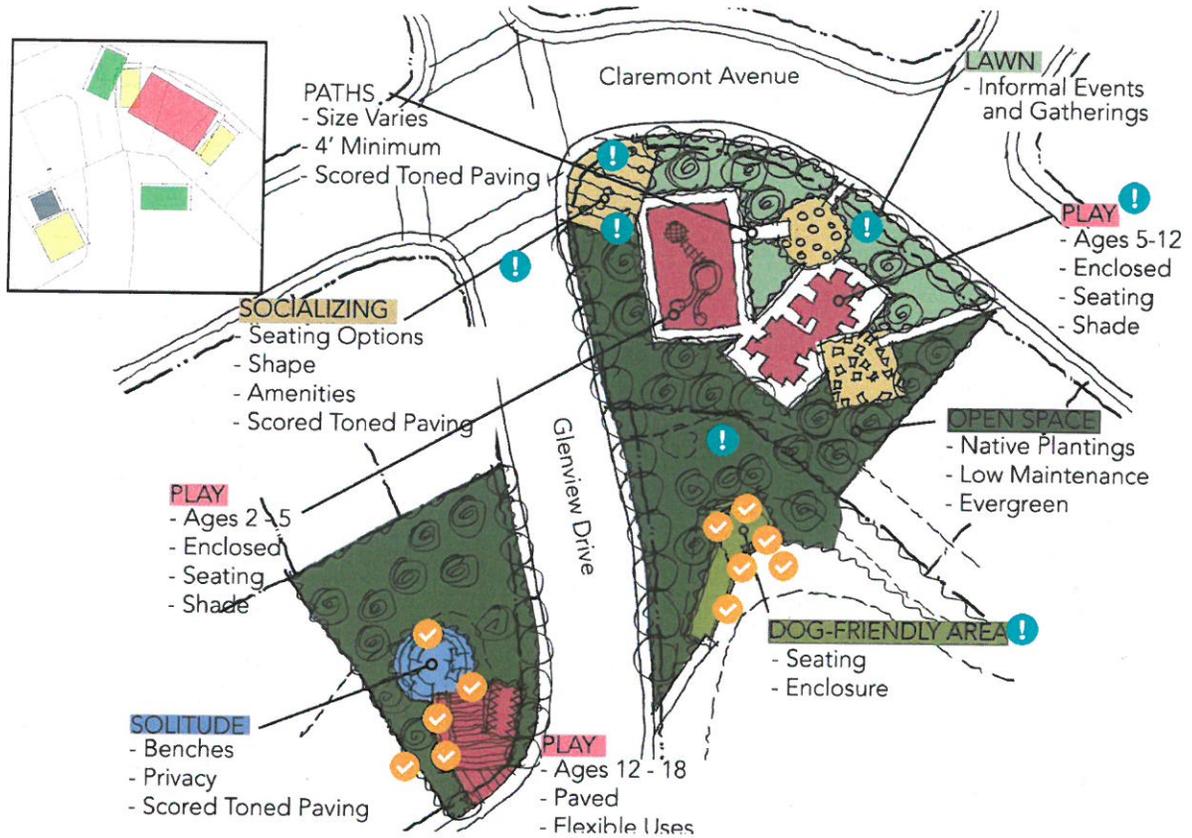
## Design Concept 1



### Comments and suggestions about Concept 1:

- Solitude area is too close to play area
- Would like a tree barrier in lower area to block access to home's fence
- Reverse the locations of the ages 5-12 play area and the ages 2-5 play area
- Utilize the lower area of the larger park site for a dog friendly area, walking path and solitude
- Enclosure around the entire area
- No dog area
- Flip solitude with socializing and extend the play area

## Design Concept 3



### Comments and suggestions about Concept 3:

- No built-in BBQ pits
- Enclosure around entire area
- Too much landscaped open space; extend usable area
- Reverse the locations of the ages 5-12 play area and the ages 2-5 play area
- Of the three designs, this concept has the best placement for the dog friendly area
- No dog area
- Dog area ok at old park pad but not up above on the 3 lots
- Use artificial/fake grass
- Best design and use of space; meeting needs of all neighbors
- Best division of spaces

### Themes

Several themes emerged from participants' comments across all three of the design concepts, including:

- Reverse the locations of the ages 5-12 play area and the ages 2-5 play area
- Enclosure around the park area

## CONCLUSION AND NEXT STEPS

The design team will develop Design Concept 2 into a park master plan, taking into account participants comments made on all three of the design concepts. Neighbors will be notified of the Parks and Recreation Commission meetings so they can continue to stay involved.



Image 2: Participants' feedback on Design Concept 1

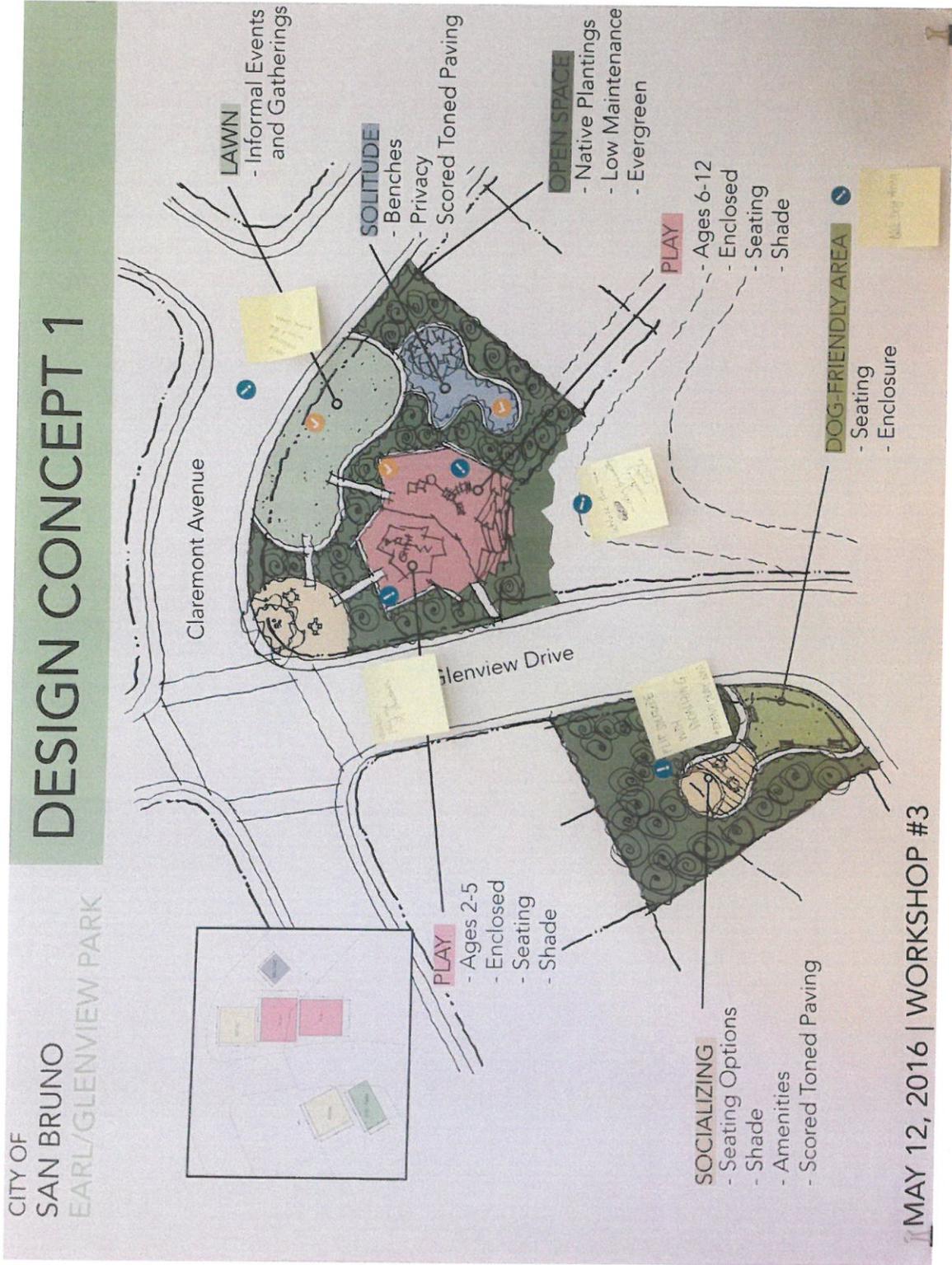


Image 3: Participants' feedback on Design Concept 2



Image 4: Participants' feedback on Design Concept 3

