

PARK & RECREATION COMMISSION MEETING MINUTES

Wed., September 7, 2011

6:30 PM

Holbrook – Palmer Park

150 Watkins Avenue, Atherton

This meeting was called to order at 6:30 pm. 5:30 pm Walk-thru of Park grounds was completed by four members present and Steve Tyler of the PW Department.

1. **Roll Call**
- PRESENT –** Shirley Carlson - Chair
Diane Crittenden
Elizabeth Hammack
Marylue Timpson
- ABSENT -** Dick Moore
Robert Oyster
David Wright

Steve Tyler and Jennifer Frew were also present.

2. **Public Comments:** Denise Kupperman. A reminder that the Library meeting will be held in the Pavilion from 7 – 9 pm on September 8, 2011. Attendance is strongly encouraged for continuous discussion on the future of the library's location/renovation.
3. **Approval of Meeting Minutes for July 6, 2011 –** No meeting held in August 2011
AYES: 4 NOES: 0
4. **Commission Business – None to report.**
5. **Foundation Report - S. Carlson** - next meeting is Monday, Sept. 12, 2011 – 6:30 pm.
6. **Dames Report – M. Timpson**
Last meeting was September 7, 2011. Upcoming events held by the Dames:
Halloween Festivities for the Children; Holiday Tea for the Children; Additional fundraiser - date(s) to be determined.
An intense study of the Carriage House is underway re: structural problems. Since the house is historical, any maintenance or future upgrades of the house will be done carefully to preserve the integrity of the house. The architect involved (Adolph Rosencras) also worked on the Folger Estate. Phase 1 of the study includes: moving the women's bathroom, updating the kitchen and lowering the ceiling in the Main room.

7. **Staff Report - Tyler -**

Effective September 16, final layoffs for Town personnel will be official. The Town has contracted with vendor Bianchini's Market to oversee all social events at the Park and Carlos Calerdon is the contact for that agreement. This temporary contract runs thru the end of the calendar year.

Public Works/ Streets/ Parks – all maintained by new company MCE Corporation. They have over 28 years of experience and are located out of Dublin. They have contracts with cities such as: Lafayette and Elk Grove. All their work will be directed thru task orders. Savings at this time is unknown but expected to be several \$100,000's over time.

Park walk-thru completed from 5:30 – 6:30 pm on September 7. Please turn in the Maintenance sheets to Steve Tyler by Friday. One list will be compiled showing the areas/items that need to be completed.

Additional monies may be needed in the future to make the old and new wells compatible. Costs may run up to \$10,000.

8. **Regular Agenda**

- a. **Schedules for Little League, AYSO and Lacrosse** – removed from agenda since Commissioner David Wright to present information was absent – moved to October agenda.
- b. **Report from Planning Commission** on review process for Little League proposed improvements –Deputy Town Planner Lisa Costa Sanders submitted the following memo to the Park & Rec Commission.

TO: THE PARKS AND RECREATION COMMISSION

FROM: LISA COSTA SANDERS, DEPUTY TOWN PLANNER

SUBJECT: REPORT FROM THE PLANNING COMMISSION ON PROCESS TO REVIEW LITTLE LEAGUE'S PROPOSED IMPROVEMENTS

The City Council, at its May 18, 2011 meeting requested the Planning Commission review the proposed improvements to the baseball field at Holbrook-Palmer Park. Specifically, the Council requested the Planning Commission review in an effort to conduct more public outreach and resolve issues with the park user groups.

The Planning Commission, at its August 24, 2011 meeting discussed the process it would utilize to review Little League's proposed improvements to Holbrook-Palmer Park. This is a unique proposal and does not fall within the Planning Commission's usual review authority. The

zoning code establishes recreation uses as permitted uses. The zoning code requires any buildings and structures located in the park to meet the following development standards;

- Maximum building height: 34 feet
- Maximum lot coverage: 20% of gross lot area
- Minimum front and rear yard setbacks: 60 feet
- Minimum side yard setbacks: 50 feet

As recreation uses are considered permitted uses, the proposed improvements would not require Planning Commission review (staff level review only). However, as the item was referred to the Planning Commission by the City Council, the Planning Commission agreed to conduct the following review process;

1. Request Little League prepares conceptual plans that show the proposed improvements. The plans shall include a site plan that represents the setbacks, other adjacent uses and structures and all heritage trees. Also include a conceptual landscape plan. The plans shall also include elevations that show the height of all proposed new structures.
2. Schedule a Special Meeting of the Planning Commission to review the conceptual plans (date to be determined once plans have been prepared). Staff will provide a Town-wide mailing of the meeting and invite other park users.
3. The Planning Commission will take public input, review the conceptual plans and provide its recommendation to the City Council.

c. **Discussion – Menlo Park Shuttle pick-up Service**

City of Menlo Park may offer shuttle to help with congestion in Atherton Schools. Based on traffic and park congestion, Commissioners stated the shuttle was a good idea to look into but pick-up of children should be at the Train Station. Steve Tyler offered to contact Dennis Hatfield of the Menlo Park School District and obtain more information.

9. **Adjournment:**

The meeting was adjourned at 7:22 P.M. by Shirley Carlson.

AYES: 4

NOES: 0

Respectfully submitted,

Jennifer J. Frew