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**Brisbane Parks and Recreation Commission *Action Minutes***

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**REGULAR MEETING**

**July 18, 2012**

*BRISBANE CITY HALL COMMUNITY MEETING ROOM, 50 PARK PLACE, BRISBANE, CA*

**CALL TO ORDER**

Commission Vice-Chair Dunn called the meeting to order at 6:03 p.m.

**ROLL CALL**

Commissioners present:	Cutler, Dunn, Fryer, Hart and Lentz
Commissioners absent:	Bologoff and Marmion
Staff present:	Deputy City Manager/Administrative Services Director Schillinger, Administrative Management Analyst Cheung and Recording Secretary Carpenter

**ADOPTION OF AGENDA**

Commissioner Hart moved, seconded by Commissioner Cutler, to approve the agenda as presented. The motion carried 5-0.

**APPROVAL OF MINUTES**

**June 20, 2012**

Commissioner Fryer moved, seconded by Commissioner Hart, to approve the June 20, 2012 minutes as written. The motion carried 5-0.

**CITIZEN COMMUNICATIONS**

None

**CEQA (California Environmental Quality Act) TRAINING**

At 6:05 p.m., the Commission started a CEQA training session presented by Antero Rivasplata, a Technical Director with the firm of ICF International.

A question and answer session followed the training.

Brisbane resident, Dana Dillworth, spoke on the General Plan's requirements for the Baylands in regards to CEQA issues. She talked about her recommendations for 'environmental considerations' for the Baylands development. Ms. Dillworth's entire testimonial is available on the DVD recording of this meeting.

## **OLD BUSINESS**

### **Sierra Point Guidelines**

#### **Presentation**

Vice-Chair Dunn introduced Brisbane resident, Tom Heinz. Mr. Heinz summarized for the Commission, the planning history of the Sierra Point guidelines. He emphasized that the area is Public Trust Land and he highly encouraged the Commission to consider recreational use of all 20 acres as an integral part of their planning.

Mr. Heinz showed a video presentation that included clips from previous City Council's Sierra Point Guidelines discussion meetings and a 3-D rendering of what views from the ground level would look like after the proposed building development of Sierra Point.

The complete presentation is available on the DVD recording of this meeting.

Staff distributed to the Commission, a compilation document of commissioners' comments on the Design Guidelines for Sierra Point, for their review.

Commissioner Cutler suggests that a letter of the Commission's recommendations/comments be drafted for the City Council.

The Commission read from the compilation document their recommendations, for the public record.

Commissioner Lentz moved, seconded by Commissioner Fryer, to create a subcommittee to formulate the Parks and Recreation Commission's comments for Sierra Point. The motion carried 5-0. Commissioners Lentz, Dunn and Cutler volunteered to serve on this subcommittee.

### **Sustainability Goals for the Baylands**

Staff distributed to the Commission, the compilation document of commissioners' comments on the Sustainability Goals for the Baylands.

Commissioner Hart moved, seconded by Commissioner Cutler, to table the Sustainability Goals for the Baylands discussion. Motion carried 5-0.

## **NEW BUSINESS**

None.

## **REPORTS**

### **Chairperson**

None.

### **Subcommittees**

#### **Renovation of Community Center/Garden – update**

Commissioner Lentz gave an update on the progress of the Community Center Garden renovation project.

#### **Fundraising – report**

Commissioner Hart reported that the Fundraising Subcommittee met and has discussed finding sources of funds for Parks and Recreation. He added that two levels for fundraising have been identified; one is for capital projects and the second is for on-going maintenance.

#### **Day in the Park – report**

Commissioner Hart gave an update on plans for the Day in the Park event.

### **Commissioners**

Commissioner Fryer suggested a special meeting for the Commission addressing the issue of Commission procedures and protocol. A special meeting has been scheduled for 5:00 p.m. on August 15 (prior to the regular scheduled Parks and Recreation Commission Meeting).

### **Staff**

#### **Programs Report**

Recording Secretary Carpenter reported on current recreational program activities and on the new Activity Guide publication schedule.

#### **Community Park Playground Structure – update**

Director Schillinger reported that the old structure has been removed and that currently the ground is being prepared for the new structure.

### **Budget – update**

Director Schillinger reported that the budget was adopted at the end of June for Parks and Recreation and that a cost study of for the Community Pool will come before the Commission for discussion at the August meeting.

### **COMMISSION MATTERS**

#### **Written Communication**

None.

#### **Commission Calendar**

The Commission discussed items for the next Parks and Recreation Commission Meeting agenda.

### **ADJOURNMENT**

Commissioner Cutler moved, seconded by Chairperson Hart, that the meeting be adjourned. The motion carried 5-0 and the meeting adjourned at 9:09 p.m.

NOTE: A full DVD recording of this meeting is available at Parks and Recreation Department Office, City Hall.