



“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 April 15, 2026 6:30 PM

IN PERSON* MEETING LOCATION Recreation and Aquatic Center 251 City Park Way, San Bruno, CA 94066 Classroom 1 *Please turn off all electronic devices before the start of the meeting to prevent disruptions*	Zoom Link: https://sanbruno-ca-gov.zoom.us/j/86430126407 Phone Line: 1-669-444-9171 Webinar ID: 864 3012 6407 Webinar Password: 761562 *Teleconference broadcasting is offered in the meeting via Zoom as a courtesy to the public. **No public comment accepted via Zoom
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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 Travis M Karlen. Public comment may also be emailed to tkarlen@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 Travis M Karlen 48 hours prior to the meeting at (650) 616-7180 or via email at tkarlen@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:** March 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. Presentation of 2026 Community Recognition Award to Scott Curtner
- b. Dog Park Conceptual Design Presentation and Provide Recommendation

8. REPORT OUT FROM MEMBERS AND SUBCOMMITTEE REPORTS:

9. ITEMS FROM STAFF:

- a. Parks Division Overview and Project Update - Presentation
- b. Parks and Recreation Commission Work Plan Discussion
- c. Ad Hoc Committee Updates

10. ADJORNMENT

**The next regular Parks and Recreation Commission Meeting
will be on Wednesday, May 20, 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 April 10, 2026 by 6:00 p.m.



Travis M Karlen, Community Services Director



MINUTES

**Parks and Recreation Commission
Meeting
March 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, Vice Chair Gonzales, Carranza, Greenberg, Martinucci, Nigel, Prasad, Seevers, and Toy. Staff Present: Karlen, Omally, Venezia, Wallace, and Wilson.
3. **PLEDGE OF ALLEGIANCE:** Commissioner Nigel led the Pledge of Allegiance.
4. **APPROVAL OF THE AGENDA:** MSC Gonzales/Nigel. 9-0.
5. **APPROVAL OF MINUTES:** Minutes from February 18, 2026. MSC Martinucci/Nigel. 9-0.
6. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA:** N/A
7. **NEW CONDUCT OF BUSINESS:**
 - a. Study Session - Dog Park Conceptual Design Update and Direction - **Community Services Director Karlen** Introduced **Brian Fletcher from Callander Associates** who presented on the new dog park project.
Commissioner Carranza asked about funding for this project and Community Services Director Karlen stated that the master plan was funded now and now a CIP request was in for the design of this project.
Karen Levine from 535 Poplar Ave asked what the likelihood of this happening is, **Community Services Director Karlen** stated that after the Parks Assessment the Dog Park was at the top of the list and is up to City Council and funding. If approved, it would take a few years.
Ray Ceely from Oxford Lane asked about the gate between both sides of the dog park and if there will be one similar in the next design. **Brian Fletcher** stated he would make a note of that.
 - b. Review Draft Memorial Program Policy and Provide Recommendation – **Parks Manager Venezia** presented the draft. **MSC Palmer/Martinucci.** 9-0.

- c. Establish Ad-Hoc Subcommittees: (1) Field Allocation, (2) Concession Use and Commercial Use - **Community Services Director Karlen** presented. (1) Field Allocation Committee (**Palmer, Seevers, Nigel**). (2) Concession Use and Commercial Use Committee (**Gonzales, Martinucci, Toy**).
- d. Community Recognition Award Nomination 2026 – Commissioner Greenberg presented how one person was nominated and reviewed past nominations and **Scott Kurtner** from the San Bruno Education Foundation was selected.

8. REPORT OUT FROM MEMBERS AND SUBCOMMITTEE REPORTS:

Commissioner Greenberg stated that Jr. Giants sign ups at the Library will be held on May 2, 2026, at 10:00am and open the website on May 4, 2026 and **Commissioner Prasad** and her brother were hired by the San Francisco Giants as ambassadors for the Jr. Giants.

Commissioner Prasad noticed a lot of dog walkers around Florida Park don't pick up after their dogs and suggested signs about picking up dog waste.

Commissioner Carranza asked about the **RAC Summer Guide** and if it would be out soon, **Community Services Director Karlen** stated he was striving to get it out sooner and would be available next week.

Commissioner Toy asked about parent tot swim classes and how people sign up, but don't show. **Community Services Director Karlen** stated that they were looking into more options for programming at the RAC.

9. ITEMS FROM STAFF:

- a. Library Program Presentation – **Library Superintendent Wallace** presented the success of First Thursdays, the Posy Park sculpture and other successful ongoing programs at the Library.
- b. Update on Community Day Event Planning – **Recreation Supervisor Omally** presented.
- c. Park Project Update – **Parks Manager Venezia** presented downtown beautification and Posy fountain almost finished and Forest Lane Park was on schedule.
- d. Parks and Recreation Commission Work Plan Introduction - **Community Services Director Karlen** presented.

10. ADJOURNMENT: With no other business to be conducted, **Chair Palmer** adjourned the meeting at 9:28 p.m.



DATE: April 15, 2026
TO: Parks and Recreation Commission
FROM: Travis M. Karlen, Community Services Director
SUBJECT: Presentation of 2026 Community Recognition Award to Scott Curtner

BACKGROUND

Each year, the Parks and Recreation Commission accepts applications for the Community Recognition Award. The nominees are individuals who volunteer in San Bruno who deserves 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

At their March 18, 2026 meeting, the Parks and Recreation Commission voted unanimously to award the 2026 Community Recognition Award to Scott Curtner.

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 is proud to present the Community Recognition Award to Scott Curtner.

FISCAL IMPACT:

None

ATTACHMENTS:

None



Date: April 15, 2026
To: Parks and Recreation Commission
From: Dan Venezia, Parks Services Manager
Subject: Dog Park Conceptual Design and Provide Recommendation to City Council

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.

On March 15, 2026, Callander Associates provided a detailed presentation that included two concept plan options and a summary of the open house findings. Approximately 15 community members attended the meeting and had the opportunity to provide feedback on the proposed designs. The Parks and Recreation Commission also provided input and discussed recommended next steps. Feedback gathered through both the open house and the March 15 presentation was used to refine the preferred concept and inform development of the final Dog Park Master Plan.

DISCUSSION

Now that the project has advanced to a point where a conceptual plan and cost estimate have been developed, Callander Associates will provide a detailed presentation of the preferred dog park improvements. The presentation will summarize the planning process, outline the recommended conceptual plan, and review the associated estimated project costs.



Staff is seeking the Parks and Recreation Commission's recommendation to move the conceptual plan forward for presentation to the City Council for consideration and approval. Commission feedback will help confirm the proposed direction and support the next step in completing the Dog Park Master Plan process.

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



Commodore Dog Park Master Plan Parks and Recreation Commission Meeting

April 15, 2026



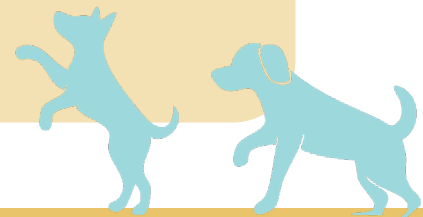
Goals & Objectives

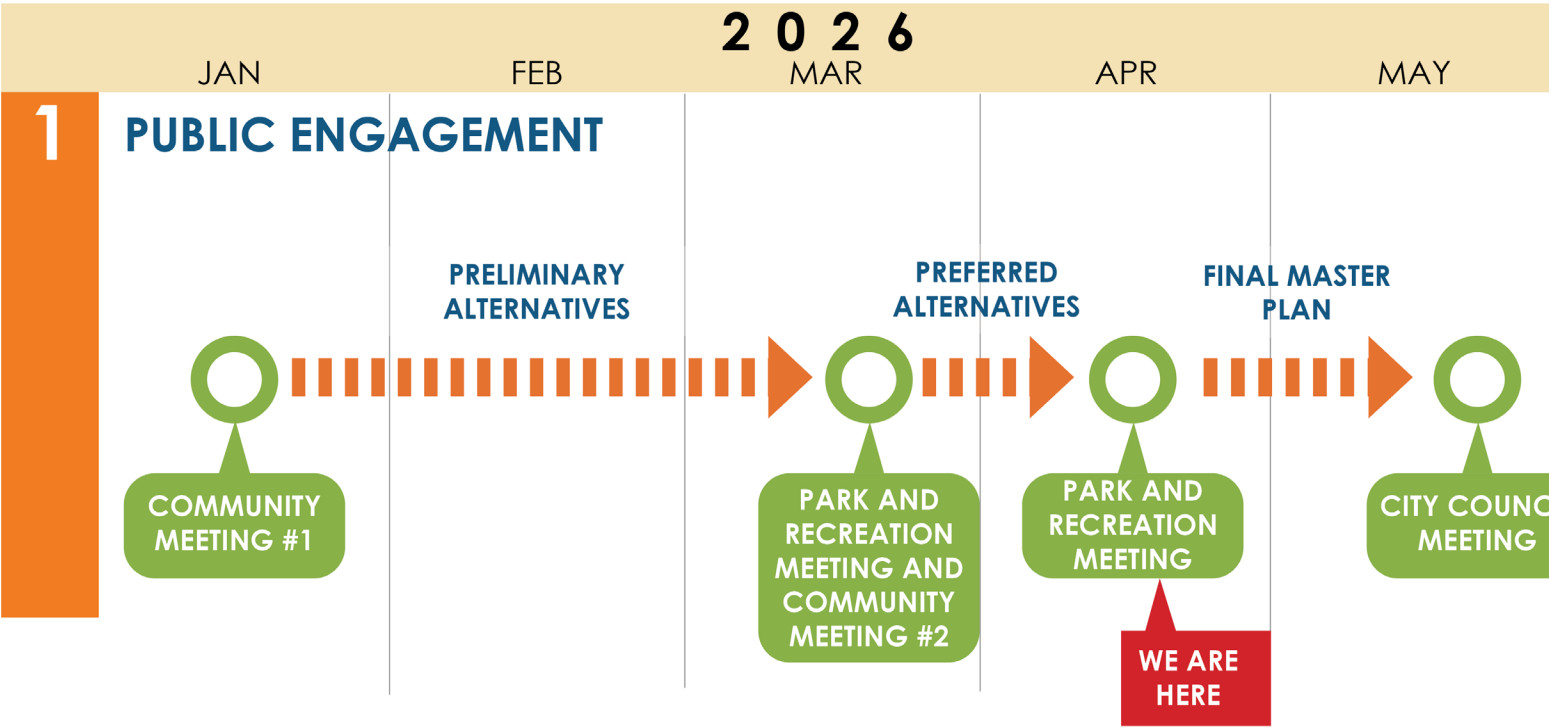
- Revitalize Commodore Dog Park to create a safe, inclusive, and enjoyable environment for dogs and their owners
- Enhance overall site conditions with durable materials
- Improve overall dog park maintainability
- Improve accessibility and circulation throughout the dog park
- Develop a Master Plan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





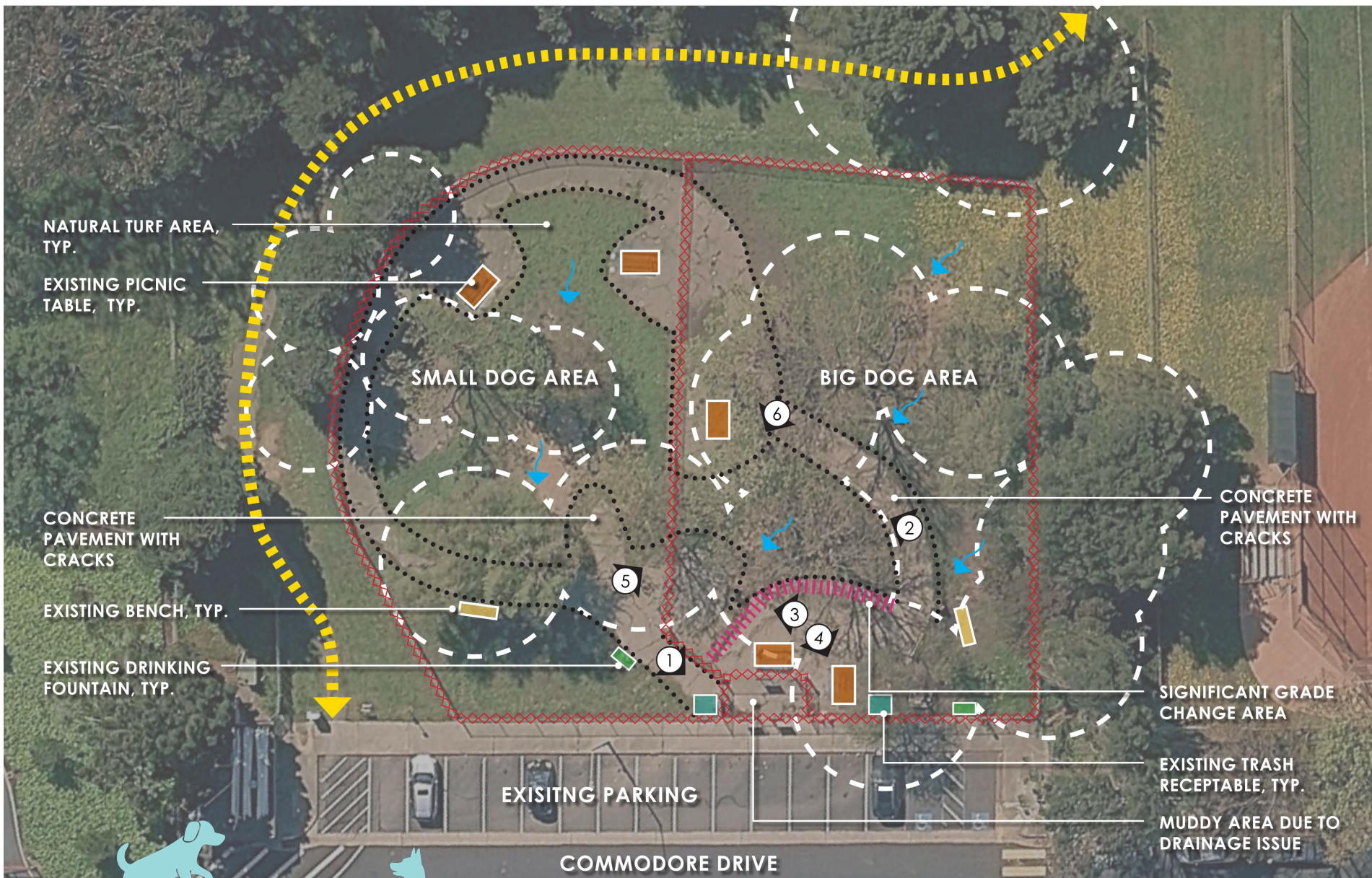
2

DESIGN & CONSTRUCTION

- DESIGN: 9-12 MONTHS
- CONSTRUCTION: 6-12 MONTHS







LEGEND

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





1

Muddy Area 



2

Tree Roots 



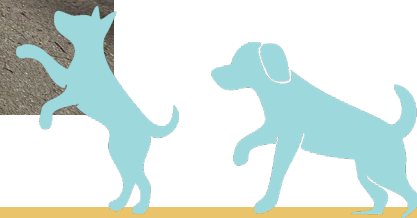
3

Significant Grade Change 

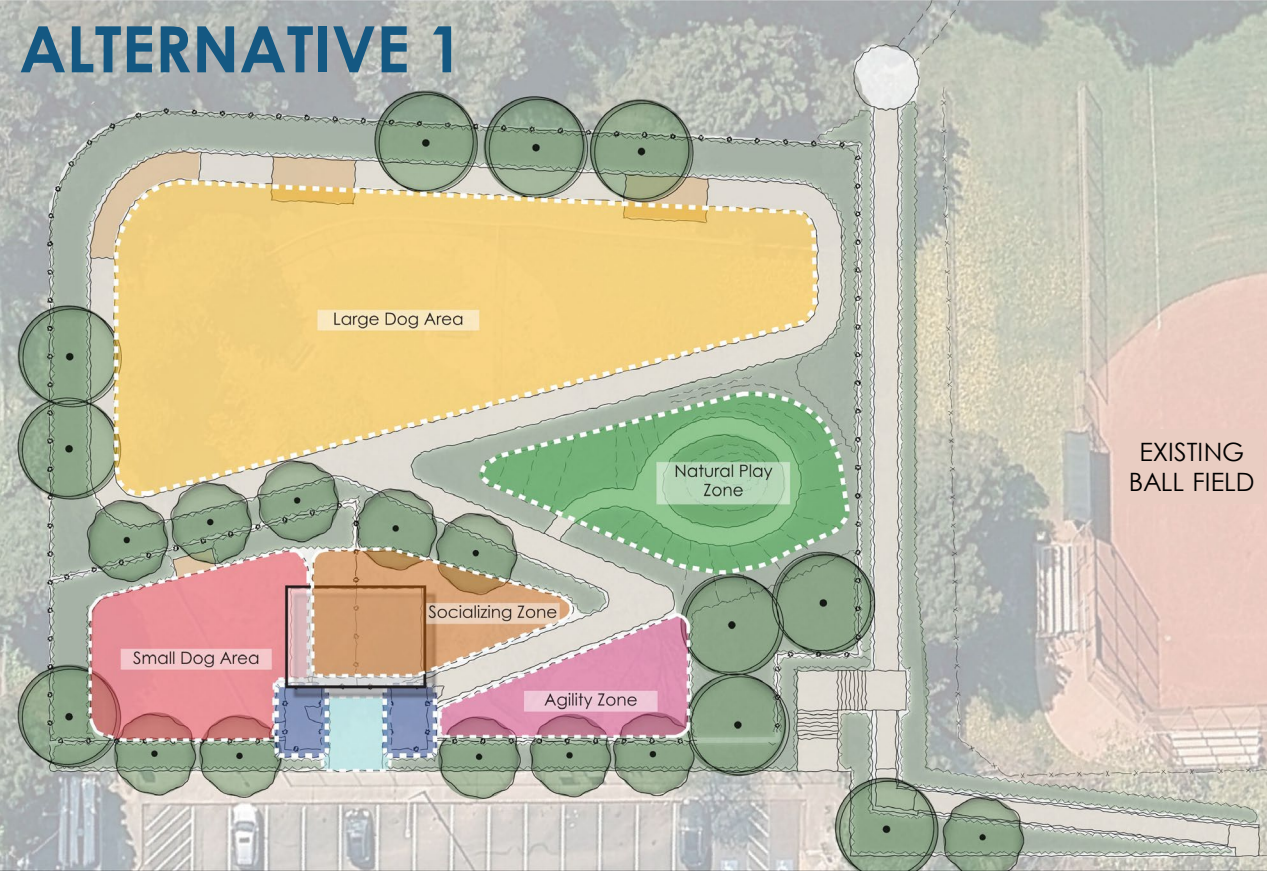


6

Topography 



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

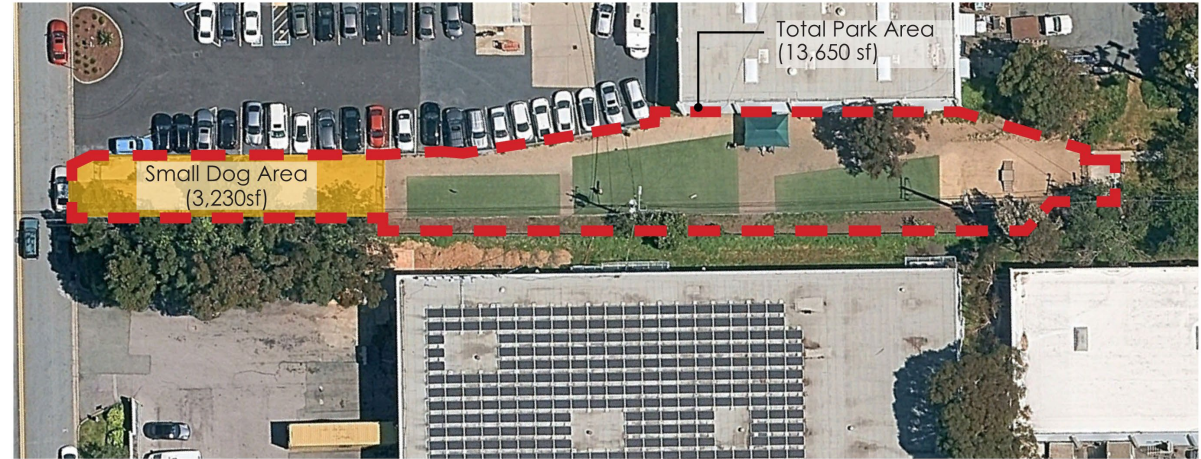
Area Calculations:

	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

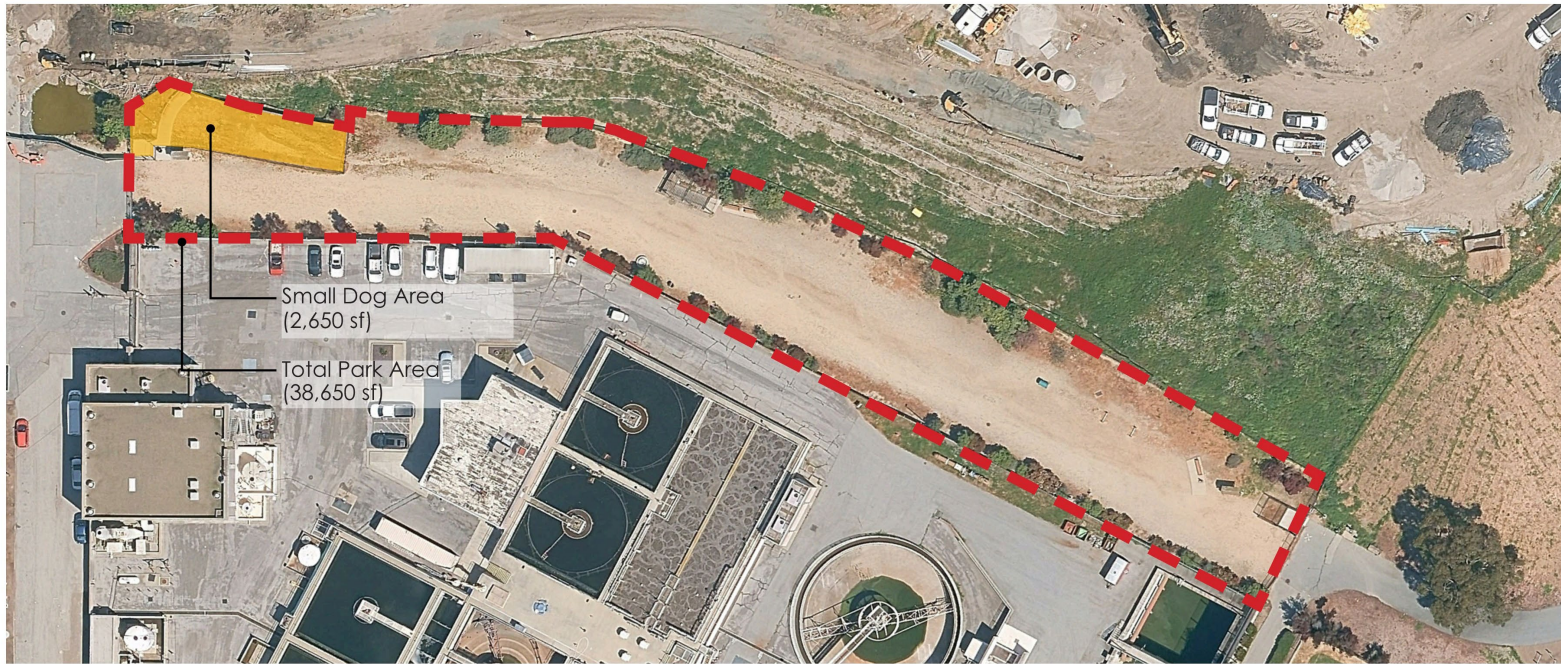




FOSTER CITY DOG PARK



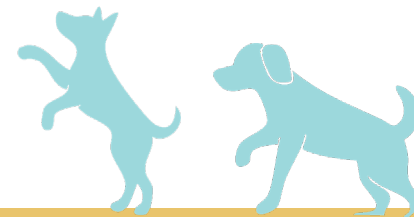
BRISBANE DOG PARK



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

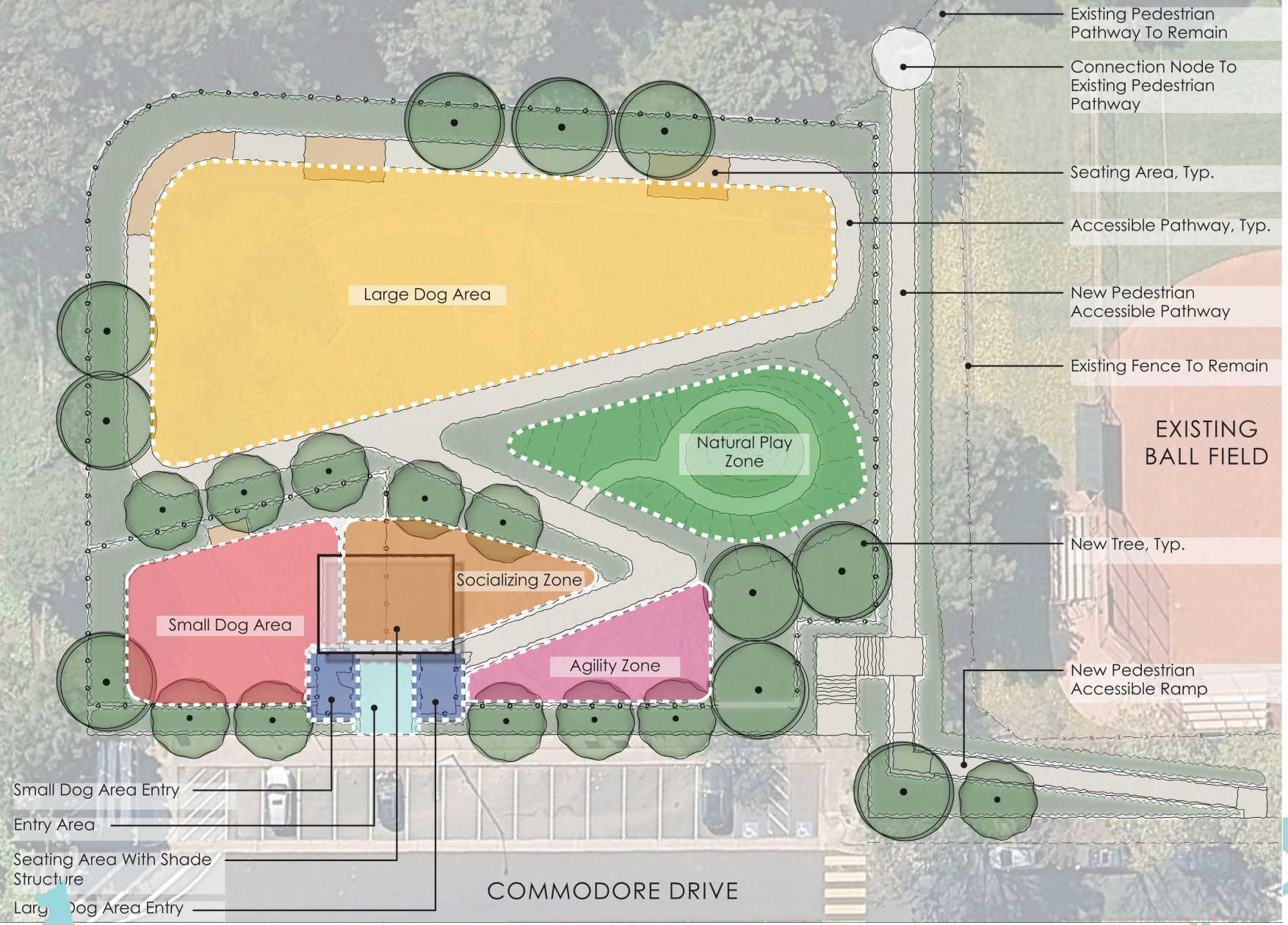
Remove existing perimeter park pathway in order to expand overall dog park area.

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.



What Did We Hear

- Preserve existing trees/ add more shade
- Adding lighting, possibly solar
- Provide seating, preferred bench over tables
- Desire for looped walking paths around the park
- Provide agility/ activity features
- Ensure balanced space allocation between large dogs and small dogs
- Safety & operations considerations, include secondary exits, accessibility, etc.





CENTENNIAL DOG PARK

Preliminary Design Alternatives Area Calculations:

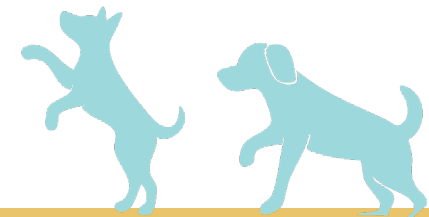
	Small Dog Area (sf)	Large Dog Area (sf)	Total Park Area (sf)
Foster City	5,900	14,300	20,200
Brisbane	3,230	10,420	13,650
Burlingame	2,650	36,000	38,650
Alternative 1	4,335	27,125	31,460
Alternative 2	5,815	20,420	26,235

Preferred Plan Area Calculations:

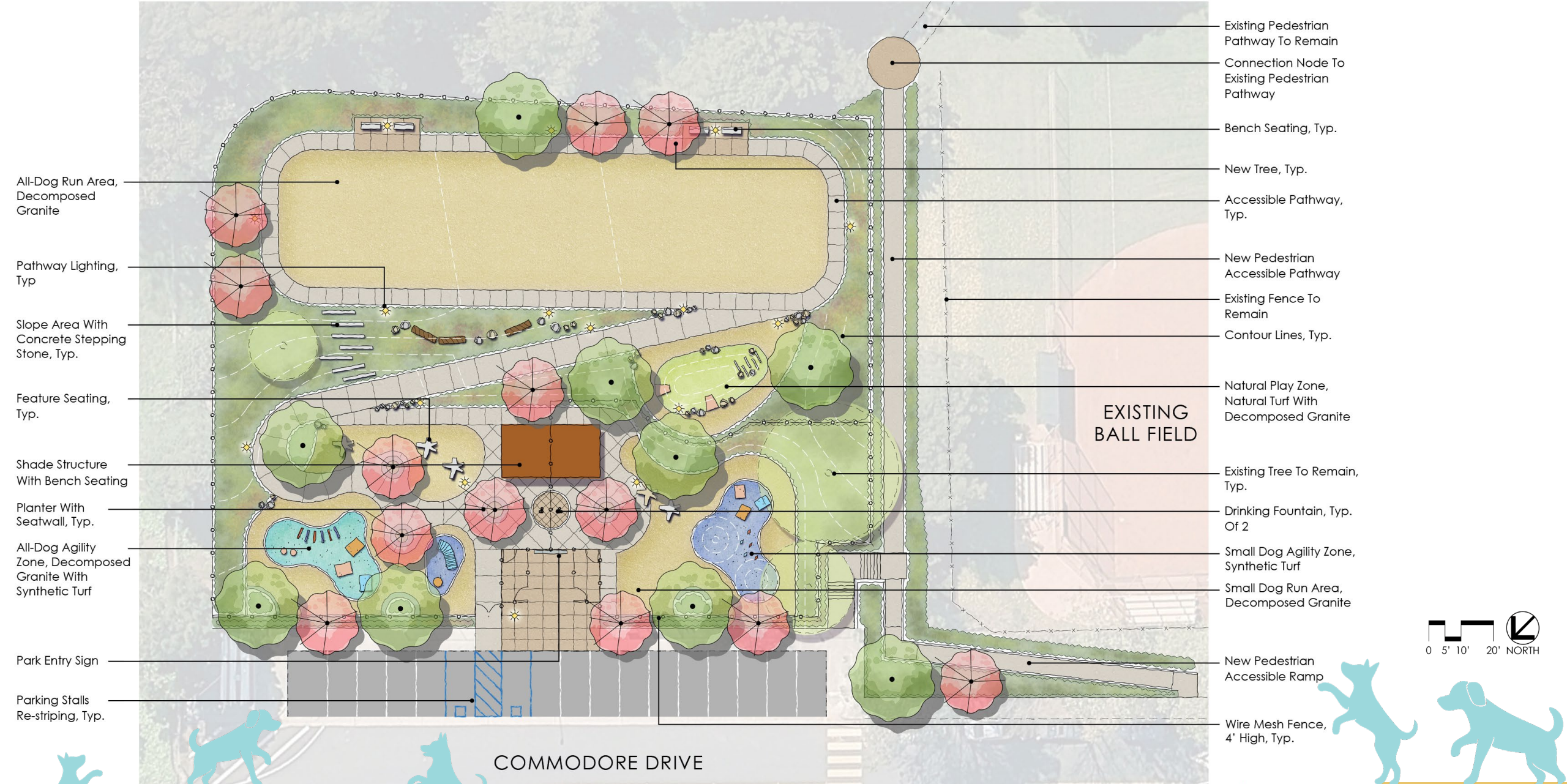
	Small Dog Area (sf)	Large Dog Area (sf)	Total Park Area (sf)
Existing	10,075	10,970	21,045
Proposed	5,295	25,235	31,520
Change	-4,780	+14,265	+10,475

Small Dog Area Percentage Comparison:

	Small Dog Area (sf)	Total Park Area (sf)	Small Dog Area Percentage
Commodore	5,295	31,520	16.8%
Centennial	7,265	65,140	11.1%







All-Dog Run Area, Decomposed Granite

Pathway Lighting, Typ

Slope Area With Concrete Stepping Stone, Typ.

Feature Seating, Typ.

Shade Structure With Bench Seating

Planter With Seatwall, Typ.

All-Dog Agility Zone, Decomposed Granite With Synthetic Turf

Park Entry Sign

Parking Stalls Re-stripping, Typ.

Existing Pedestrian Pathway To Remain

Connection Node To Existing Pedestrian Pathway

Bench Seating, Typ.

New Tree, Typ.

Accessible Pathway, Typ.

New Pedestrian Accessible Pathway

Existing Fence To Remain

Contour Lines, Typ.

Natural Play Zone, Natural Turf With Decomposed Granite

Existing Tree To Remain, Typ.

Drinking Fountain, Typ. Of 2

Small Dog Agility Zone, Synthetic Turf

Small Dog Run Area, Decomposed Granite

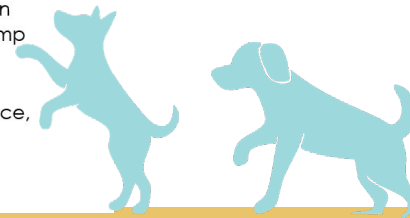
New Pedestrian Accessible Ramp

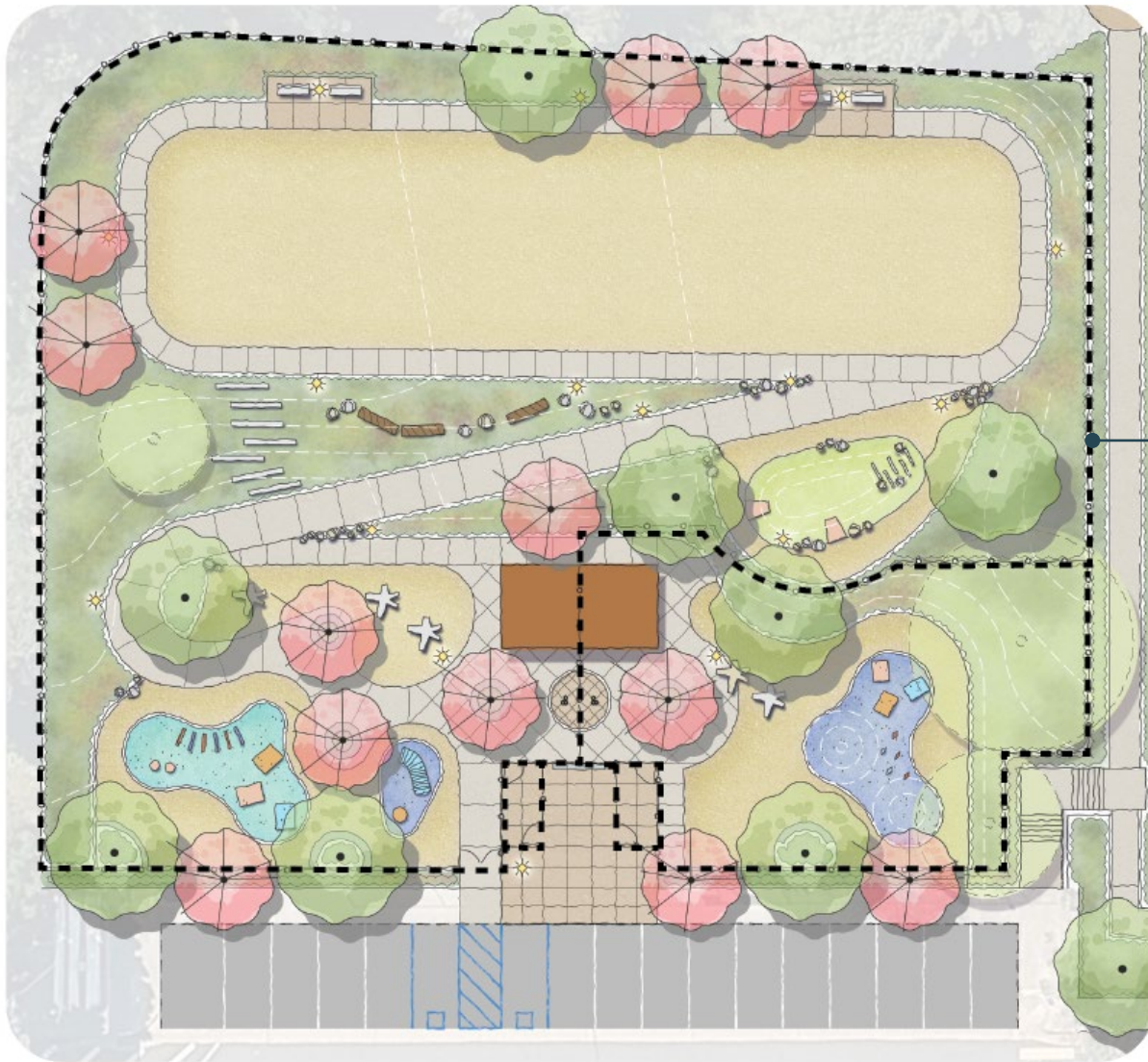
Wire Mesh Fence, 4' High, Typ.

EXISTING BALL FIELD

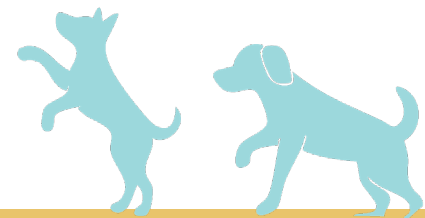


COMMODORE DRIVE





WIRE MESH FENCE





FEATURE SEATING



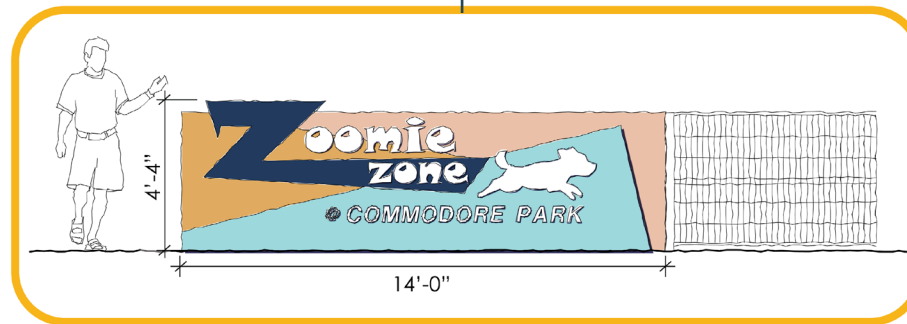
SHADE STRUCTURE



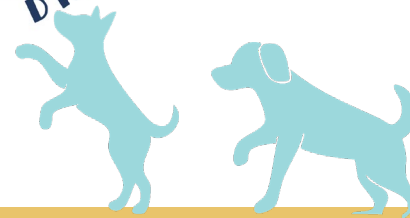
PLANTER WITH SEAT WALL



DRINKING FOUNTAIN



PARK ENTRY SIGN





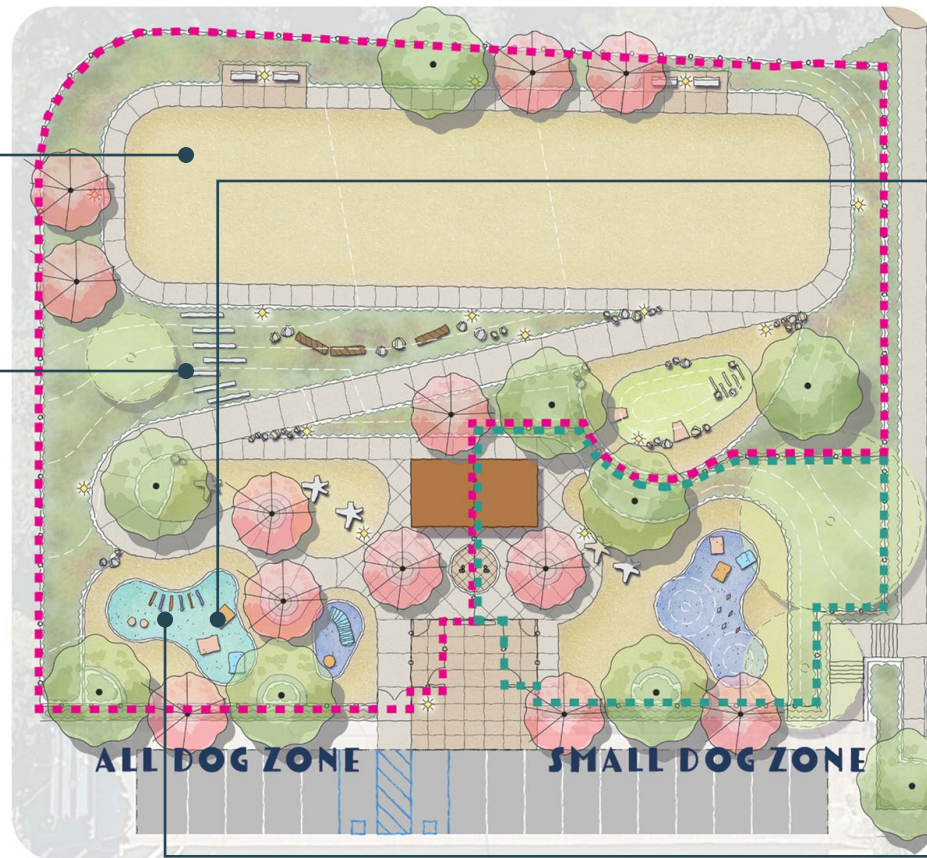
ALL DOG RUN AREA



ALL DOG AGILITY ZONE

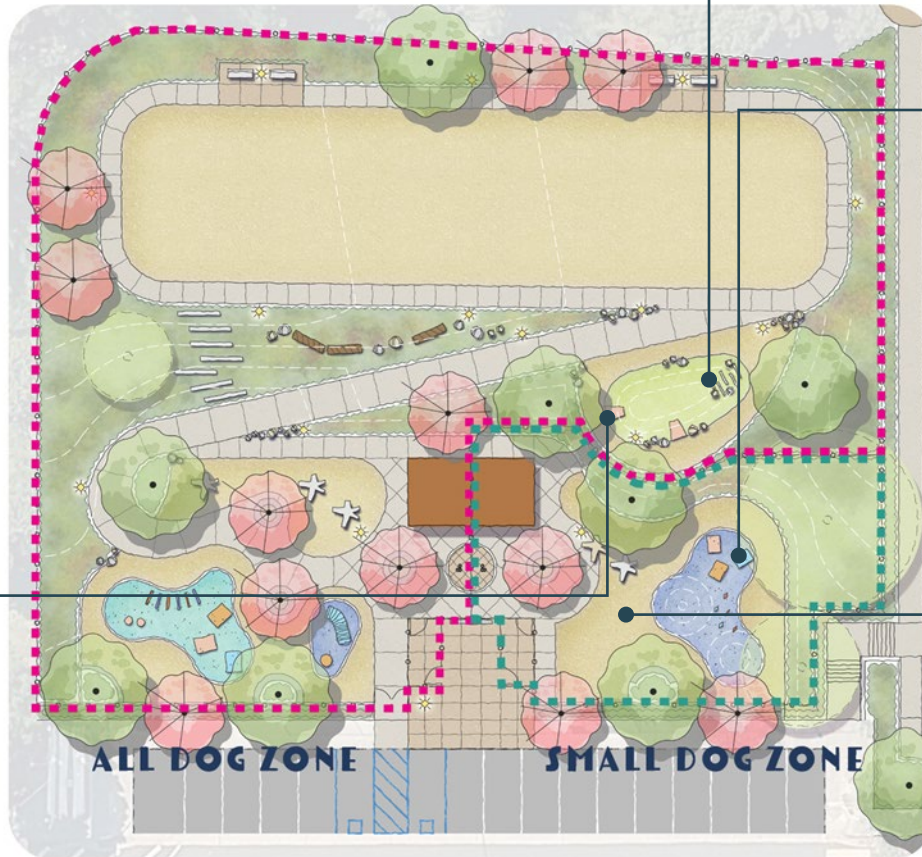


SLOPE AREA



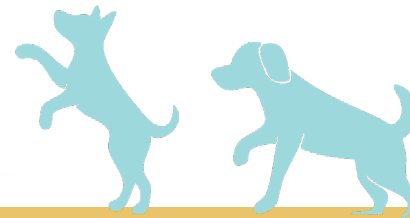
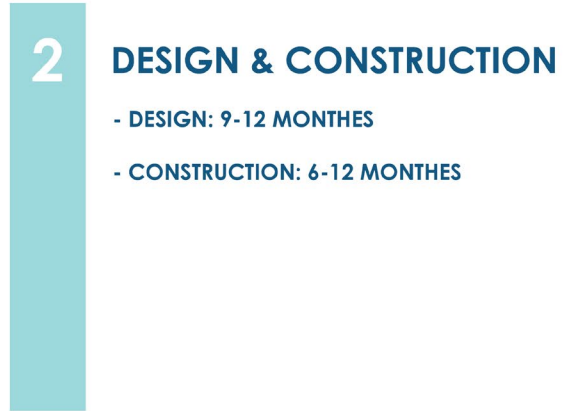
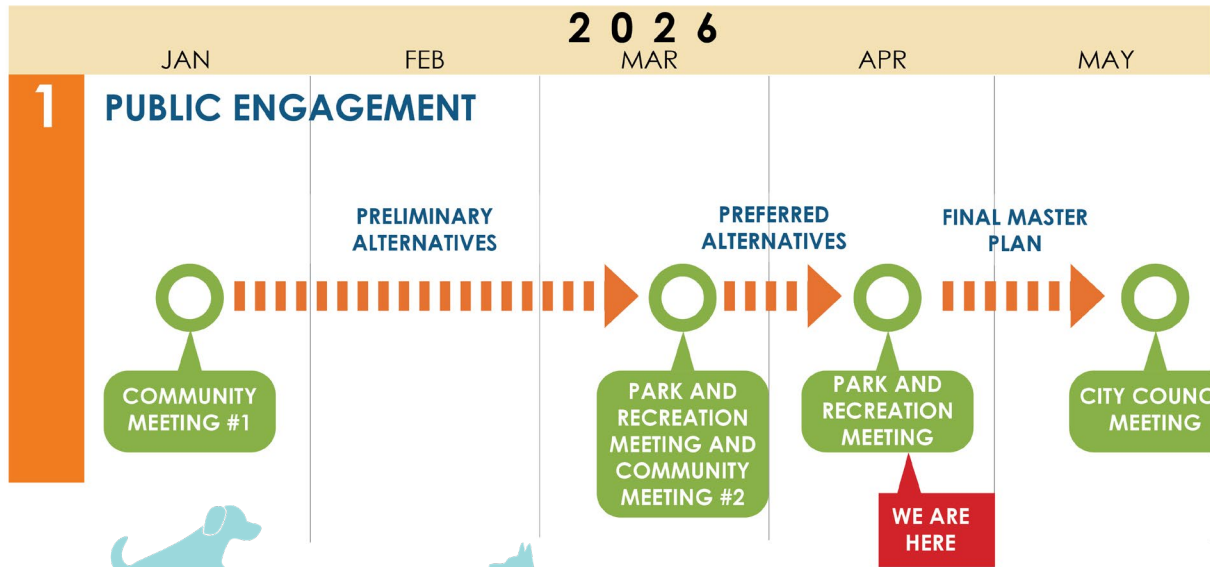
ALL DOG AGILITY ZONE





Subtotal Construction Cost	\$1,921,620.00
Construction Contingency	\$499,620.00
Total Estimated Construction Cost & Contingency	\$2,421,240.00
Design and Soft Costs	\$485,820.00
Total Project Cost	\$2,907,060.00







DATE: April 15, 2026
TO: Parks and Recreation Commission
FROM: Travis M Karlen, Community Services Director
SUBJECT: Parks and Recreation Commission Work Plan Discussion: Fiscal Year 2026-27

BACKGROUND:

The Parks and Recreation Commission serves as an advisory body to the City Council on matters related to parks, recreation programs, and community services. The Commission provides a public forum for community input and reviews a range of topics including recreational needs, program offerings, facility use, and the maintenance and improvement of parks and recreational amenities. Through its meetings and deliberations, the Commission evaluates staff recommendations and forwards its input to the City Council to help inform policy decisions and priorities.

Furthermore, the Commission's role is to provide thoughtful, community-based perspectives that support the Council in making well-informed decisions that reflect the needs and interests of San Bruno residents. Establishing a clear work plan allows the Commission to focus its efforts, collaborate effectively with City staff, and provide meaningful recommendations to City Council. The Commission's work plan may also help ensure alignment with broader City priorities and initiatives.

City Council recently identified several priority initiatives for Fiscal Year 2026-27. These initiatives reflect major areas of focus for the City and provide an opportunity for advisory bodies to support community engagement, provide input, and help advance efforts that impact residents.

The initiatives include:

- **Building Better in San Bruno – Long Range Economic Development**
Focused on strengthening fiscal health by encouraging real estate investment and establishing funding districts for public improvements and public safety.
- **Main Street 2030 – Downtown Strategic Planning**
Development of a strategic plan to support the downtown area in response to evolving economic conditions and retail trends.
- **Reaffirming Our Legacy – Senior Center Remodel**
Renovations and accessibility improvements to the Senior Center facility, originally constructed in 1987.
- **Catalyzing Innovation – Software Overhaul**
Implementation of new enterprise resource planning and asset management software to modernize City operations.
- **“Ready San Bruno” Emergency Preparedness Project**
Modernization of emergency response tools and expanded community preparedness education and engagement.

While the Parks and Recreation Commission's goals do not need to directly mirror City Council initiatives, it is important that the Commission understands and considers these priorities when developing its work plan. Aligning, where appropriate, with broader City Council initiatives can help strengthen coordination, ensure relevance, and maximize the Commission's overall impact.

DISCUSSION:

The concept of a formalized work plan was introduced in March, and staff will continue working with the Commission to refine and develop the structure of the work plan for the upcoming fiscal year.

Staff are proposing a draft work plan framework (Attachment 1) and welcomes the Commission's input and discussion on the identified priorities, including any additional areas the Commission believes should be considered. To promote focus and achieve meaningful progress, staff recommend prioritizing approximately five key goals, supported by smaller ancillary items as appropriate. These priorities may include ongoing initiatives at the Recreation and Aquatic Center, as well as broader efforts impacting the community.

Staff's intent is to finalize the Commission's work plan at the May or June meeting to allow sufficient time to move forward with implementation in the new fiscal year.

Staff will compile feedback and ideas generated during the April meeting. Based on the discussion, staff will return to the Commission in May with a proposed set of draft goals for further discussion and refinement.

FISCAL IMPACT:

No fiscal impact is associated with this report.

RECOMMENDATION:

Participate in the review of staff's recommended annual work plan and engage in deliberation and discussion to identify potential priority goals for the Parks and Recreation Commission for Fiscal Year 2026–27

ATTACHMENTS:

1. Staff Recommended Parks and Recreation Commission Work Plan: Fiscal Year 2026-27

City of San Bruno Parks and Recreation Commission Work Plan FY 2026/27

Commission Approval: TBD

Council Approval: TBD

	Work Plan Item	Commissioners Involved	Timeline	Intended Outcomes
1	Attendance at Events and Encouraging Attendance for Residents and Visitors	All	Ongoing	To strengthen commissioner connection to the community, gain firsthand insight into programs and services, and better inform their policy and advisory role. Commissioner presence also demonstrates visible support for staff and reinforces community trust and engagement. Commissioners are encouraged to attend at least two events annually to ensure consistent exposure and meaningful participation.
2	Field Allocation and Concession Use Policy	Ad Hoc-	Completion April 2027	The intended outcome of establishing an ad hoc committee for a field allocation and concession use policy is to develop a clear, fair, and transparent policy—including a supporting fee structure—that reflects community needs and City priorities. Working closely with Recreation staff and key stakeholders, including user groups and leagues, the ad hoc will gather input, address challenges, and provide practical recommendations to ensure the policy is consistent, implementable, and equitable.
3	Commercial use Policy	Ad Hoc-	Completion November 2026	The intended outcome of establishing an ad hoc committee to work with staff on a commercial use policy and fee structure is to create a clear, enforceable framework that addresses unauthorized (“rogue”) instructors operating in parks and facilities. Through collaboration with Recreation staff and key stakeholders, the ad hoc will help define appropriate use standards, establish equitable fees, and

				develop practical guidelines that protect public access, ensure fairness among users, and support consistent enforcement.
4	Playground and CIP Advisory/Park Assessment	Ad Hoc	Ongoing	The intended outcome of establishing an ad hoc for playground triage, interpretation of the CIP project list, and review of the park assessment is to provide meaningful opportunities for input and public participation in prioritizing projects, ensuring that investment decisions are transparent, informed, and aligned with community needs.
5	Forest Lane Master Plan (Contingent Upon City Council Approval)	All	Completion June 2027	The Parks and Recreation Commission's involvement in park master planning is to provide a structured forum for public participation, gather and synthesize community input, and develop informed recommendations to the City Council that reflect community priorities and guide long-term park planning and investment decisions.
6	Lion's Park/Belle Air Master Plan (Contingent Upon City Council Approval)	All	Completion June 2027	The Parks and Recreation Commission's involvement in park master planning is to provide a structured forum for public participation, gather and synthesize community input, and develop informed recommendations to the City Council that reflect community priorities and guide long-term park planning and investment decisions.
7	Dog Park Design Advisory (Contingent Upon City Council Approval)	All	Completion February 2027	Ensuring a well-informed, community-supported design that reflects both user needs and City priorities. The Commission provides a structured forum for meaningful public participation, allowing residents and stakeholders to offer input, identify concerns, and contribute ideas. This approach promotes transparency, builds community trust, and supports a functional, inclusive design, culminating in a well-vetted recommendation to the City Council that balances community input with operational feasibility and long-term sustainability.