



**BURLINGAME CITY COUNCIL
Unapproved Minutes
Regular Meeting on January 21, 2020**

STUDY SESSION

a. 220 PARK ROAD (FORMER POST OFFICE) – APPLICATION UPDATE

CDD Gardiner stated that the property owner of the former post office, 220 Park Road, has engaged developer Sares Regis on a new development proposal for adaptive reuse of the post office site. He explained that the site is in the Howard Mixed Use zoning district, which allows for a range of uses including retail, restaurants, and services on the ground floor, and housing, offices, and hotels on upper floors.

CDD Gardiner explained that the Historic Resources Inventory that was prepared for the Downtown Specific Plan identified the building as being potentially eligible for listing on a state or national register under Criteria A (events) and C (design/construction). He stated that the key elements of the building for historic status are the lobby, primary building façade facing Park Road, and the exterior artwork including the bronze relief over the entrance doors. He added that as a condition of the United States Postal Service's sale of the building, USPS required that a preservation covenant be placed on the property so that future developments would retain the above-listed features.

CDD Gardiner stated that concurrent with the proposal for the Post Office property, the City will pursue the design and development of a town square/community open space on the adjacent city-owned Parking Lot E. He explained that this signature open space is a concept that first emerged in the Downtown Specific Plan. He stated that the City hired Urban Field Studio to work on design concepts for the town square.

CDD Gardiner stated that the proposed development would be subject to Planning Commission review and CEQA. Therefore, he noted that the community would have several opportunities to offer input and comment.

Sares Regis Chief Operating Officer David Hopkins discussed his company's background. He explained that Sares Regis is based out of San Mateo, and most of their work is in San Mateo County and Santa Clara County.

Mr. Hopkins discussed their approach to the post office site. He explained that they first reviewed the General Plan and specific plan to understand what the City's vision is for the downtown district. He noted the recently redesigned Burlingame Avenue and voiced support for its aesthetic.

Mr. Hopkins stated that after reviewing the specific plan, they talked with the members of the community about what their priorities were for the building:

- Start and deliver
- Active town square
- Preservation of post office
- Quality design and architecture
- Convenient public parking
- Sustainability
- Long term ownership and care

He explained that as a result of community input, Sares Regis was proposing to build commercial space above the post office.

Mr. Hopkins explained that Sares Regis had formed a team for this project including KSH Architects, Bionic (landscaping firm), and Dostart Development Company to assist with the project.

KSH Architect Principal Ted Korth began by displaying pictures of previous projects that his firm had undertaken. He explained that his firm had undertaken ADA upgrades and renovations in historic buildings without altering their historic features. Mr. Korth stated that the proposal for the post office site would include green spaces, retail, restaurants, parking, and upper floors of commercial space. He discussed preserving the façade of the post office while seismically retrofitting the building.

Mr. Hopkins stated that his firm would be speaking to the City about a potential below-grade easement. He explained that this would assist with creating the parking garage and preserving the façade.

Bionic Design Director Marcel Wilson discussed his firm's work on the Fort Mason Center in San Francisco, a national historic site within a national historic district.

Mr. Wilson stated that he believed there was a great deal of potential for the post office site. He noted that they are ready and willing to work with the City's consultant on what should be in the town square. He stated that the ingredients of a great town square are food and beverage, successful retail, activities and programming, and green space. He added that it is important to consider how the town square would work during the day versus night and what events could be held in the area.

Mr. Hopkins discussed the benefits of the development:

- Active town square
- Restoration of the post office
- Quality design and architecture
- Convenient public parking
- Affordable housing contribution
- Mobility (bike, ped, transit)
- Sustainable building

Mr. Hopkins reviewed the next steps for the project:

- Submit application in February
- Coordinate with town square design
- Community outreach
- Environmental review
- Historic Preservation Committee
- Planning Commission

Mayor Beach acknowledged the work of Councilmember Colson and Councilmember Brownrigg, who serve on the subcommittee concerning the post office and town square.

Councilmember Colson asked about Lot E and whether instead of only utilizing part of it for the town square, the City should consider utilizing all of Lot E. She added that she was concerned about having the town square against a busy parking lot. City Manager Goldman stated that Urban Field Design would be considering this option.

Councilmember Ortiz voiced support for turning Lot E into green space if removing those parking spaces didn't negatively impact the downtown district.

Vice Mayor O'Brien Keighran agreed that the City should review this option. She noted that Lot E abuts the back of stores and wondered how this would affect utilizing all of Lot E as a town square.

Councilmember Colson stated that the subcommittee discussed utilizing living walls and smaller retail/kiosks along the back of the buildings. Regarding parking concerns, she noted that a parking garage was being built on Lot N, and that the post office proposal included parking that would be available to the public in the evenings and on weekends.

Vice Mayor O'Brien Keighran asked if there were traits from the Burlingame Avenue redesign that would be interwoven into the project's design. Mr. Hopkins replied in the affirmative and stated that this would be specifically seen in the town square.

Vice Mayor O'Brien Keighran asked how many stories the building would be. Mr. Hopkins stated that they have not yet determined the height of the project but are aware of the requirements in the specific plan.

Councilmember Brownrigg agreed with Councilmember Colson that the City should discuss utilizing all of Lot E for the town square. He asked if the development would read as a single building or would it be pair. Mr. Hopkins replied that it is being developed as a pair but would read as a single building.

Councilmember Brownrigg asked about the proposed architecture style for the building. Dostart Development Company President Steve Dostart stated that it would be something compatible with the post office. He explained that his team looked at the Marina Middle School in San Francisco as it had similar aspects.

Councilmember Brownrigg discussed the importance of ensuring that the height of the building doesn't completely shade the town square. Mr. Wilson stated that having air and light hit as much of the plaza as possible is a basic tenet. He added that the goal was to have areas of sun but also shade for the community in the town square.

Councilmember Ortiz stated that prior designs for the site included a huge wall on Lorton Avenue, and he appreciated that the proposal included setbacks on Lorton to soften that area up.

Mayor Beach voiced her excitement about creating restaurant and entertainment uses at the post office site. She agreed with her colleagues that the Council should consider utilizing all of Lot E for the town square.

Mayor Beach asked Mr. Hopkins to explain why the proposal was for commercial versus housing. Mr. Hopkins discussed the types of housing that would support the cost of the project. He noted that their proposal would require them to pay commercial linkage fees, which would be earmarked for affordable housing.

Mayor Beach opened the study session for public comment.

Former Mayor Cathy Baylock voiced her support for the development proposal.

Burlingame resident Jennifer Pfaff voiced her support for the project.

Mayor Beach closed public comment.

Vice Mayor O'Brien Keighran stated that the advantage of having commercial uses at the site is that allows the City to have a lot more flexibility with the town square. She discussed the ability to utilize the space for events that could bring noise and food odor issues, which would negatively impact households at night but not necessarily commercial spaces.

Councilmember Colson stated that this is an exciting opportunity. She agreed with Vice Mayor O'Brien Keighran about going forward with commercial instead of housing. She added that the price tag of the condominiums would put the building out of the price range of most.

Councilmember Brownrigg asked if the next opportunity that the community would have to review and provide input on the project would be at the Planning Commission. CDD Gardiner replied that because of the importance of the project to the community, he will review options, but at the very least it would be presented as a study session at the Planning Commission.

Mayor Beach thanked the developers for coming to the study session.

1. CALL TO ORDER

A duly noticed meeting of the Burlingame City Council was held on the above date in the City Hall Council Chambers at 7:05 p.m.

2. PLEDGE OF ALLEGIANCE TO THE FLAG

The pledge of allegiance was led by the Youth Advisory Committee.

3. ROLL CALL

MEMBERS PRESENT: Beach, Brownrigg, Colson, O'Brien Keighran, Ortiz
MEMBERS ABSENT: None

4. REPORT OUT FROM CLOSED SESSION

There was no closed session.

5. UPCOMING EVENTS

Mayor Beach reviewed the upcoming events taking place in the city.

6. PRESENTATIONS

a. UPDATE FROM YOUTH ADVISORY COMMITTEE ("YAC")

Recreation Coordinator Nicole Houghton introduced the Youth Advisory Committee ("YAC") to discuss the projects they completed in 2019 and what they were working on for 2020.

A YAC representative discussed the Committee's previous initiatives on mental health and anti-vaping. He noted that this year, YAC is focusing on environmental awareness.

Another YAC representatives discussed the events that YAC had worked on in 2019 including the Pet Parade, YAC Social, Fall Fest, Mom's Against Poverty gift wrapping, and the Royal Ball. YAC members reviewed a few of their upcoming events including Mills Canyon clean-up, YAC Attack, and Game Night.

Councilmember Brownrigg thanked YAC for their hard work. He asked that YAC give their input on the Rollins Road Specific Plan so that the City can get feedback from young people.

Vice Mayor O'Brien Keighran asked YAC to provide the Council feedback on the sustainability and environmental issues that the City is working on.

Councilmember Colson talked about YAC's anti-vaping initiative and the City's decision to ban the sale of flavored tobacco products. She asked that YAC have a candid conversation with Councilmembers about vaping and if the ordinance that the City passed is effective.

Mayor Beach asked if there is date set up for YAC's next Conversations with Council event. Ms. Houghton stated that it is March 4, 2020.

Mayor Beach asked if the Conversations with Council events were valuable. A YAC representative replied in the affirmative.

Mayor Beach asked that YAC think of two or three topics that they would want to focus on with Councilmembers on March 4.

Mayor Beach thanked YAC for their work.

b. BICYCLE PEDESTRIAN MASTER PLAN UPDATE

DPW Murtuza explained that staff has been working with the Bicycle/Pedestrian Advisory Committee (BPAC) and the Traffic, Safety & Parking Commission ("TSP") on the City's Bicycle Pedestrian Master Plan.

Transportation Engineer Michael Tsai discussed the timeline of the project, which included workshops, walk and bike tours, and meetings with both BPAC and TSP. He noted that the Bicycle Pedestrian Master Plan should be finalized in the summer. He added that staff is still seeking input from the community.

Alta Planning + Design ("Alta") President Brett Hondorp reviewed the public engagement that was undertaken for the project:

- Two BPAC meetings
- Farmer's Market Pop-up Booth
- Two Community Workshops
- School Map Surveys – 100 completed
- Bicycle Tour
- Online Engagement

Mr. Hondorp displayed a map that Alta utilized to gather input on the routes that individuals used in the city for biking or walking and issues that arose on different routes. He stated that Alta received 452 comments.

Mr. Hondorp reviewed the key takeaways from the public outreach. He noted that for bicycle routes, the public requested expanding the network of paths, creating a separation from vehicles, wayfinding, signal timing, and facility maintenance. He stated that the key concerns for pedestrians were crossings, school safety, vehicle speeds, signalization, and facility improvements.

Mr. Hondorp explained that Alta reviewed four areas of data for this project: demand, connectivity, accessibility, and safety.

Mr. Hondorp first discussed the data that they collected on demand. He explained that Alta looked at how people in Burlingame commute, and the key destinations they are accessing by walking and biking. He noted that the key destinations were schools, downtown districts, parks and recreation, transit, and employment centers. He stated that focusing on how to create accessible bicycle and pedestrian routes to these locations will assist the City in the future in obtaining grant funding.

Mr. Hondorp stated that they pulled data from the US Census on how residents in Burlingame are commuting to work. He displayed a pie chart that showed that:

- 68% drive alone
- 15% use public transit
- 8% carpool
- 6% work from home
- 2% walk
- .3% bike
- 1% other

He noted that these statistics reflect the primary trip and don't take into consideration if an individual uses multiple forms of transportation to get to work.

Mr. Hondorp next discussed the data that Alta collected concerning connectivity. He explained that connectivity looks at how readily people can walk or bike between various locations in Burlingame. He added that the data focuses on the perception of safety and how comfortable people feel when they are biking or walking.

Mr. Hondorp explained that when reviewing the public's perception of safety for biking, they use an analysis called the Level of Traffic Stress ("LTS"). He stated that this analysis looks at the City's roadway network and reviews what level of bikers will utilize the different roads. He noted that the factors affecting this analysis are: vehicle speed, existing bike facilities, number of vehicle lanes, and street classification. He stated that there are four Levels of Traffic Stress:

- LTS 1 – off street paths and residential neighborhoods with little traffic where all ages and abilities would feel comfortable biking
- LTS 2 – usually have a marked bike lane with little traffic where a casual biker would feel comfortable
- LTS 3 – higher traffic and speeds where an enthusiastic and confident biker would feel comfortable using for commutes
- LTS 4 – street with high volume speeds and most likely no bike lanes – only for those who are fearless

Mr. Hondorp stated that when they are looking at creating an approachable bike network in a city, Alta focuses on LTS 1 and 2.

Mayor Beach stated that she read a statistic that a majority of people would bike if they felt safe. Mr. Hondorp replied in the affirmative, stating that it is about 40-60% of a population.

Mr. Hondorp reviewed connectivity for pedestrians. He displayed a map that showed the different LTS levels and crosswalks in the city.

Mr. Hondorp next discussed the data that Alta collected concerning accessibility. He explained that accessibility looks at the level of bicycle and pedestrian access the public has to different places in the city. He showed a series of maps that depicted pedestrian access to parks, schools, and shopping.

Mr. Hondorp stated that the final piece of the data analysis was safety. He explained that in reviewing the safety of the pedestrian and bicycle networks in the city, Alta looks at historical safety data. He stated that the three areas of focus for bicycle crashes were El Camino Real, California Drive, and the Downtown Burlingame Avenue district. He added that the areas of focus for pedestrian safety are Burlingame Intermediate School, El Camino Real/Broadway, El Camino Real/Murchison, Broadway Caltrain Station, and the Downtown Burlingame Avenue district.

Mr. Hondorp reviewed the key themes from their analysis.

1. Crosstown Networks/Residential Streets – reduce stress level on major corridors and utilize residential streets to create route links and alternatives
2. Access to Downtown and Major Destinations – encourage bicycle and pedestrian travel with facility enhancements
3. Safe Routes to Schools – maximize on residential networks and reduce stress level network near schools
4. Commute Travel and Safe Routes to Transit – prioritize access and connectivity to major transit

Mr. Hondorp discussed the four bikeway types as defined by Caltrans:

1. Class I Shared Use Path – an off-street paved bikeway that is separated from vehicle traffic but is almost always shared with pedestrians
2. Class II Standard Bike Lane – a portion of the road is reserved for the preferential or exclusive use of biking, indicated by road markings.
3. Class III Shared Lane – typically wide travel lanes shared by bicyclists and vehicles. These lanes are commonly marked with the standard or greenback sharrows and wayfinding signs to indicate shared use.
4. Class IV Separated Bikeways – bike facilities that are separated from traffic by parked cars, safe-hit posts, transit islands, or other physical barriers.

Mr. Hondorp showed a map that depicted the City's existing bike network. He stated that City has an extensive network of Class III bike routes. He then showed a map that depicted Alta's recommendations. He noted that the recommendations include additional Class III and Class II bike lanes.

Mr. Hondorp discussed the proposed pedestrian improvements, which include bulb-outs, high-visibility crosswalks, rectangular rapid flash beacons, advance yield markings, signals, and radar speed signs. He showed a map that indicated where the proposed pedestrian improvements are located.

Mr. Hondorp reviewed the measures that could be done to the different types of streets: arterial, collectors, local, and high-volume pedestrian areas. These measures include red curb management, sidewalk repair, crossing guards, and traffic calming.

Mr. Hondorp displayed a map of the park link routes. He explained that this is a set of three routes that creates loops around park areas.

Mr. Hondorp discussed the next steps of the project:

- Continue gathering online feedback
- Detailed street level options
- Community workshop
- Develop implementation strategy
- Finalize recommendations

Councilmember Brownrigg asked why the City can't implement Class IV bike lanes on California Drive. Mr. Hondorp stated the master plan's purpose is to establish the bicycle network. He explained that the City will then review the networks and undertake design and feasibility studies to see what can be done.

Councilmember Brownrigg stated that he thought the Council should make it a goal to establish Class IV bike lanes on California Drive from Broadway to Peninsula Avenue.

Councilmember Brownrigg asked if pedestrian improvements around Franklin School were included in the recommendations. Mr. Hondorp replied in the affirmative.

Councilmember Brownrigg suggested a pedestrian bridge over Caltrain to link the new Rollins Road neighborhood with the north end of Burlingame.

Councilmember Ortiz voiced support for Class IV bike lanes on California Drive. He noted that his vision is for a Class IV bike lane from San Francisco to San Jose.

Vice Mayor O'Brien Keighran asked about the prioritization of the recommendations in the Bicycle Pedestrian Master Plan. Mr. Tsai stated that staff will be evaluating the community's input and reviewing the number of bikers and pedestrians on different routes.

Vice Mayor O'Brien Keighran asked that when Mr. Tsai finished collecting the usage and community input data that he share it with Council. Mr. Tsai replied in the affirmative.

Vice Mayor O'Brien Keighran asked why Adeline was classified as a Class III bike lane. Mr. Hondorp stated that it is about the roadway cross section and what can be accommodated. Mr. Tsai added that Palo Alto has set a precedent on how to design Class III bike lanes with different traffic calming features. He explained that staff would be utilizing these features in the city.

Councilmember Colson thanked the City Attorney for pushing ADA and pedestrian accessibility measures around the city.

Mayor Beach discussed the importance of creating bicycle and pedestrian networks in the city. She voiced her support for Councilmember Brownrigg and Councilmember Ortiz's suggestion for a Class IV bike route on California Drive. Additionally, she discussed the importance of creating safe routes to school and asked that staff review whether Davis could be an alternate route to Burlingame Intermediate School.

Mayor Beach stated that she listened to the Traffic, Safety & Parking Commission meeting where the Bicycle Pedestrian Master Plan was discussed. She thanked BPAC and TSP for their thoughtful discussion on the matter. She added that this plan is an opportunity to do vision work with TSP, BPAC, and the community on understanding the tradeoffs of making streets safer for bikes and pedestrians.

Mayor Beach opened the item up for public comment.

Burlingame resident Irvin Dawid thanked Council for the improvements on Carolan, California Drive, and the roundabout. He discussed pedestrian traffic on Ansel and asked for improved pedestrian crossings.

Mayor Beach closed public comment.

7. PUBLIC COMMENT

There were no public comments.

8. CONSENT CALENDAR

Mayor Beach asked the Councilmembers and the public if they wished to remove any item from the Consent Calendar. Councilmember Ortiz pulled item 8i.

Councilmember Brownrigg made a motion to adopt items 8a, 8b, 8c, 8d, 8e, 8f, 8g, and 8h; seconded by Vice Mayor O'Brien Keighran. The motion passed unanimously by voice vote, 5-0.

a. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR DECEMBER 2, 2019

City Clerk Hassel-Shearer requested Council approve of the City Council Meeting Minutes for December 2, 2019.

b. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR DECEMBER 4, 2019

City Clerk Hassel-Shearer requested Council approve of the City Council Meeting Minutes for December 4, 2019.

c. **APPROVAL OF CITY COUNCIL MEETING MINUTES FOR JANUARY 6, 2020**

City Clerk Hassel-Shearer requested Council approve of the City Council Meeting Minutes for January 6, 2020.

d. **ADOPTION OF AN ORDINANCE AMENDING CHAPTERS 13.24.010 AND 13.24.015 OF THE BURLINGAME MUNICIPAL CODE TO REDUCE THE POSTED SPEED LIMIT ON CALIFORNIA DRIVE BETWEEN OAK GROVE AVENUE AND PENINSULA AVENUE TO 25 MPH**

DPW Murtuza requested Council adopt Ordinance Number 1971.

e. **ADOPTION OF A AN ORDINANCE TO AMEND CHAPTERS 13.36.030, 13.36.040, AND 13.40.010 OF THE BURLINGAME MUNICIPAL CODE TO EXTEND THE PARKING TIME LIMIT FROM ONE HOUR TO TWO HOURS, AND INCREASE THE PARKING METER RATE ON BROADWAY FROM EL CAMINO REAL TO CALIFORNIA DRIVE**

DPW Murtuza requested Council adopt Ordinance Number 1972.

f. **ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH FREYER & LAURETA FOR THE NEIGHBORHOOD STORM DRAIN PRIJECT #12, CITY PROJECT NO. 85600 IN THE AMOUNT OF \$31,150**

DPW Murtuza requested Council adopt Resolution Number 003-2020.

g. **CONSIDERATION AND ADOPTION OF A RESOLUTION APPROVING AN INTERFUND LOAN POLICY FOR THE CITY OF BURLINGAME**

Finance Director Augustine requested Council adopt Resolution Number 004-2020.

h. **ADOPTION OF A RESOLUTION ACCEPTING THE BAY TRAIL FITNESS EQUIPMENT PROJECT AT THE COST OF \$205,576.89, CITY PROJECT NO. 85440**

Parks and Recreation Director Glomstad requested Council adopt Resolution Number 005-2020.

i. **ADOPTION OF A RESOLUTION DIRECTING STAFF TO NOTIFY THE CALIFORNIA COMMUNITY HOUSING AGENCY THAT THE CITY WILL NOT BECOME AN ADDITIONAL MEMBER OF THE AGENCY**

Councilmember Ortiz stated that he received a call from a constituent concerning this item and whether the City's decision to not become an additional member of CalCHA meant that the City wasn't interested in this type of partnership in the future. He explained that he wanted to clarify that the City had been presented with a unique opportunity to preserve affordable housing. He noted that it was unlikely that this option would present itself to the City again. Therefore, the City's decision to not become an additional member was due to the uniqueness of the original opportunity and because the City would be a nonvoting member.

Councilmember Brownrigg stated that CalCHA had presented the City with a terrific opportunity. He noted that it would have preserved 139 units on Skyline Terrace for household incomes between \$60,000 to \$110,000. He explained that the City's partner in this deal was outbid. However, he stated that this is a tool that the City should consider developing with local organizations.

Councilmember Colson stated that the Home for All Initiative had a meeting with HEART where this structure was discussed and how it could be set up for localized acquisitions.

Mayor Beach opened the item up for public comment. No one spoke.

Councilmember Ortiz made a motion to adopt Resolution Number 006-2020; seconded by Councilmember Colson. The motion passed unanimously by voice vote, 5-0.

9. PUBLIC HEARINGS

There were no public hearings.

10. STAFF REPORTS

a. ADOPTION OF A RESOLUTION APPROVING THE PARKS MASTER PLAN

Parks and Recreation Director Glomstad explained that a Parks Master Plan is a comprehensive planning document used to guide future planning, policy, and development of Burlingame's parks and recreation program. She added that the Parks Master Plan ("PMP"):

- Reflects community trends, priorities, and values
- Prioritizes investments and improvements for the next five to ten years
- Develops strategies for sustainable funding and staffing levels

Parks and Recreation Director Glomstad stated that one of the challenges that the Parks and Recreation Department faced in the past was the economic downturn in the mid-aughts. She explained that a lot of the projects that should have been done couldn't be funded. As a result, the City recently had to undertake a lot of maintenance to repair and refurbish facilities in the parks. She stated going forward, staff wants to look at the big picture so that they can fund future projects independent of economic downturns.

Parks and Recreation Director Glomstad discussed what is included in the PMP:

- Evaluate existing park system by identifying needs and opportunities
- Establish recommendations, standards, and goals
- Evaluate existing park system by identifying needs and opportunities
- Expand funding sources
- Identify potential partnership opportunities

Parks and Recreation Director Glomstad discussed the community outreach that was undertaken for the PMP. She stated that in March 2018, the Parks Master Plan Committee composed of Councilmember Ortiz, Councilmember Colson, Parks and Recreation Commissioners Shari Lewis and Emily Matthews, staff, and the consultant, MIG, began engaging with the community. She stated that they utilized several methods of community engagement including:

- Stakeholder interviews
- Pop-up surveys
- Mapita online survey
- Community workshops
- Statistically valid phone survey

She stated that they learned from the mapita and phone survey that they were a little short on obtaining input from the City's Asian population. Accordingly, staff conducted targeted surveys in order to ensure that the input the City received correlated with Burlingame's demographic breakdown.

Parks and Recreation Director Glomstad discussed the priorities that arose from the public outreach:

- Trails for running, walking, biking and additional nature trails and wilderness areas
- Expand recreation programs for kids, adults, and seniors
- Universally designed play areas
- Additional restrooms
- Additional sports programs
- Additional art programs

Next, Parks and Recreation Director Glomstad stated that the Committee crafted a vision statement: "Create, activate and sustain a connected system of thriving and accessible parks, public spaces, and recreation facilities that spans Burlingame from hillside to Bayfront." She explained that from the vision statement the following goals arose:

- Enhance public spaces
- Support healthy people
- Create ecologically healthy places
- Establish strong physical connections
- Ensure strategic growth
- Advance stewardship
- Expand partnerships
- Stabilize funding

Parks and Recreation Director Glomstad displayed a map showing the 93.55 acres of existing developed parks in the city. She stated that the City also has 37.80 acres of natural park areas including Mills Canyon and Skyline Park. And she noted that the City could potentially utilize the State Lands Commission areas: Robert E. Wooley State Park and Fisherman's Park.

Parks and Recreation Director Glomstad stated that the goal is for everyone in the community to be able to walk or bike to a park. She displayed a map that depicted the park clusters and recreation hubs in Burlingame's neighborhoods.

Parks and Recreation Director Glomstad discussed the Recreation Hub recommendations:

Wayfinding Elements	Public Art Installations
Monument/Entry Sign	Parking Lot Upgrades
Field Upgrades	Maintain Hiking Trails
Retrofit Small Spaces	Improve Pedestrian/Bicycle Connections
Add Shaded Seating	Expand Water Access
Universal Play Area	

Parks and Recreation Director Glomstad discussed the Park Cluster recommendations:

Nature Play Areas	Add Fenced in Dog Area
Shade Sails	More Seating
Soft-Surface Loop Trail	Add Art Elements
Enhance Entries	Strengthen Connections
Replace Lawn	Enhance Ecological Value
Add Moveable Furniture	Add Permanent Restrooms
Add Bicycle Parking	Enhance Sound Wall
Small Scale Features	Consider Community Gardens

Parks and Recreation Director Glomstad discussed recommendations that arose for new areas. She explained that in the Downtown Burlingame Avenue district, the committee discussed signage features, enhanced visual connections, an active town square, and additional seating. Another area that was discussed was Benito Triangle, which would service a part of the city that didn't have a park. Other areas that were discussed were North Burlingame Mixed-Use Area, North Rollins Road, and Southwestern Burlingame.

Parks and Recreation Director Glomstad discussed the City's partnership with Summerhill for parks on North Rollins Road.

Parks and Recreation Director Glomstad stated that the Parks and Recreation Commission reviewed the draft PMP on December 19, 2019. She explained that they recommended approval with the following changes:

- Added emphasis on public art throughout the citywide parks and recreation system

- Identify the location of Benito Triangle in the PMP

Parks and Recreation Director Glomstad stated that after the December 19, 2019 meeting, some additional changes were proposed:

- Correcting figure on page 8 to reflect 23% growth
- Adding off-leash dog areas to Park Cluster Recommendations
- Updating Adrian Court Project park name to Rollins Road Area Recommendations
- Adding additional context-specific amenities to Rollins Road Recommendations including outdoor fitness equipment and adult game areas

She noted that these updates weren't included in the draft PMP before the Council but are recommended by staff.

Parks and Recreation Director Glomstad stated that the Parks and Recreation Commission recently modified the Department's mission statement to: "Creating a better community in which to live and play through quality recreational environments, enriching programs, and opportunities for empowerment." She noted that the updated mission statement would be in the final PMP.

Parks and Recreation Director Glomstad reviewed the next steps:

- Bring back potential funding options for Council's review at a future meeting
- Collaborate with Community Development and Public Works to help reach the goals developed in the PMP
- Use the PMP to inform and guide upcoming Department projects and support grant opportunities
- Collaborate with the North Rollins Road Specific Plan team to develop specific parks and open space recommendations using input from the PMP

Councilmember Colson asked about the Parks Yard in Washington Park and how its needed renovations fit into the Parks Master Plan. Parks and Recreation Director Glomstad stated that it isn't included in the Parks Master Plan and is instead under Public Works' list of facilities.

Councilmember Colson asked if revenue bonds are voter-approved bonds. Finance Director Augustine stated that lease revenue bonds do not require voter approval.

Councilmember Colson asked what type of project could be funded through a lease revenue bond. Finance Director Augustine replied that the new Community Center was an example.

City Manager Goldman stated that the City is part of the 21 Elements group that is reviewing the commercial impact fees. Therefore, prior to staff presenting the Council recommendations on potential park fees, staff wants to see what is plausible.

Councilmember Colson asked if Lorton Park and the future town square on Lot E are classified as parks. Parks and Recreation Director Glomstad stated it depends on what they will have and what activities can be done there.

Councilmember Colson stated that Lorton Park gets more use per square foot than any other park. She noted that she didn't see any reference to Lorton or Lot E in the PMP. She asked how these parks would get incorporated into the PMP. Parks and Recreation Director Glomstad stated that the PMP would be updated.

Councilmember Colson stated that it would be important to establish a funding pool that could be utilized for land purchase opportunities in the future. She discussed her dismay that the City hadn't purchased the plot of land at the end of Broadway that was sold by the Transportation Authority.

Vice Mayor O'Brien Keighran stated that the County is working on certifying cities to be age friendly cities. She discussed creating a senior park that would include facilities and equipment geared towards older citizens. She noted that 30% of the County's population will be over 65 by 2030.

Vice Mayor O'Brien Keighran asked how the Burlingame Parks and Recreation Foundation fit into the PMP. Additionally, she asked if the Foundation spent funds for improvements on City land. Parks and Recreation Director Glomstad stated that they have made improvements at the dog park and purchased water fountains, game tables, cornhole set ups, and lights for the bocce ball courts.

Vice Mayor O'Brien Keighran asked how much the lights for the bocce ball courts cost. Parks and Recreation Director Glomstad replied that they cost approximately \$26,000.

Vice Mayor O'Brien Keighran asked how the Foundation determines how they spend their funds. She explained that she wanted to make sure that if the Foundation is spending funds, it matches what is listed in the Parks Master Plan. Parks and Recreation Director Glomstad stated that prior to the PMP, the Foundation held an annual goal setting session where they established their priorities. She explained that the PMP would be presented at their goal setting session to help guide their future fundraising efforts. She added that she wanted the Foundation to focus on the new Community Center.

Vice Mayor O'Brien Keighran stated that she wanted to make sure that funds that are spent match what is in the PMP. She noted that if it isn't in the plan, then she would want it to come before the Council for review.

Mayor Beach opened the item up for public comment. No one spoke.

Councilmember Ortiz and Councilmember Brownrigg both voiced their support for the Parks Master Plan.

Mayor Beach voiced agreement with Councilmember Colson that a fund should be set up to purchase open space. She noted that she was also disappointed that the Transportation Authority sold the land and wished that the City had purchased the land. She added that she appreciated staff's outreach to all the demographic groups in the city.

Mayor Beach voiced support for Victoria Park being a priority and the progress on creating parks on North Rollins Road. She noted that there is a lot to learn from Bay Meadows in San Mateo. She thanked Elaine Breeze from Summerhill for supporting the creation of open spaces.

Councilmember Brownrigg made a motion to adopt Resolution Number 007-2020 with the updates outlined by Parks and Recreation Director Glomstad; seconded by Vice Mayor O'Brien Keighran. The motion passed unanimously by voice vote, 5-0.

**b. DISCUSSION OF BURLINGAME HILLS SEWER MAINTENANCE DISTRICT
OPERATIONAL AND GOVERNANCE OPTIONS ADMINISTRATIVE DRAFT REPORT**

Mayor Beach noted at the top of the meeting that Supervisor Pine requested that this discussion be postponed. She asked the public if there was anyone there for that item. No one responded. Accordingly, the item was postponed until a future meeting.

11. COUNCIL COMMITTEE AND ACTIVITIES REPORTS AND ANNOUNCEMENTS

a. COUNCILMEMBER COLSON'S COMMITTEE REPORT

12. FUTURE AGENDA ITEMS

The Council discussed how items are placed the agenda. It was noted that there are several ways to place an item on the agenda including during the Mayor's agenda setting meeting, under future agenda items, and as needed by staff.

Councilmember Brownrigg requested agendizing the Berkeley Ordinance requiring warning signs in cellular retailers that alert the public to pay attention to the fine print about the emission of radiation. Vice Mayor O'Brien Keighran seconded this request.

13. ACKNOWLEDGEMENTS

The agendas, packets, and meeting minutes for the Planning Commission, Traffic, Safety & Parking Commission, Beautification Commission, Parks and Recreation Commission, and Library Board of Trustees are available online at www.burlingame.org.

14. ADJOURNMENT

Mayor Beach adjourned meeting at 9:17 p.m.

Respectfully submitted,

Meaghan Hassel-Shearer
City Clerk