



**PARKS & RECREATION COMMISSION
DRAFT Meeting Minutes
Regular Meeting on Thursday, September 18, 2025**

1. CALL TO ORDER

The duly noticed regular meeting of the Burlingame Parks & Recreation Commission was called to order by Chair Chang at 7:02 pm.

2. ROLL CALL

COMMISSIONERS PRESENT: Brunello, Curtis, Yu, Wettan, & Chang (Giere attended via Zoom)

COMMISSIONERS ABSENT: Milne

STAFF PRESENT: Recreation Manager Acquisti, Recreation Supervisor Crossfield, Parks Supervisor Barron & Recording Secretary Helley

OTHERS PRESENT: Nemanja Colovic

3. APPROVAL OF MINUTES

Commissioner Brunello made a motion to approve the April 17, 2025 minutes as written. The motion was seconded by Commissioner Yu. The motion was approved 6-0-1 (Milne absent).

4. CORRESPONDENCE

None

5. PUBLIC COMMENTS

None

6. OLD BUSINESS

None

Chair Chang moved New Business Item b to be discussed first.

7. NEW BUSINESS

b. Approval of a Pilot Program for Priority Use Times at Washington Park Sports Court

Molly Crossfield, Recreation Supervisor, introduced the item, stating that the Washington Park Sports Court Ad Hoc Committee recommends that the Commission approve a pilot program for priority use times at Washington Park Sports Court.

She explained that the Washington Park Sports Court opened in March 2020 and can accommodate full-size basketball, futsal, and three pickleball courts. Since the lines for the three sports overlap, it is not possible to play all three simultaneously. The court operates as a drop-in facility, serving customers on a first-come, first-served basis.

In June 2025, concerns were raised by basketball players that their access was being impacted by the growing popularity of pickleball. While additional pickleball courts are nearby, basketball options are more limited.

During July's Commission Meeting, staff presented to the Commission about the rise in pickleball activity and its relation to the sports court, as well as its impact on basketball players. The Commission asked staff to work with an ad hoc committee to propose guidelines for the priority use of the Washington Park Sports Court. The Ad Hoc Committee met and, after discussing what would best serve the community, the committee recommends the following pilot program:

Monday through Friday, priority would go to pickleball from 8:00-10:30 AM, and from 3:30-6:00 PM, priority would go to Basketball. On Sundays, priority would go to pickleball from 9:00 AM-12:00 PM, and from 12:00-3:00 PM, priority would go to Basketball

Outside of these hours, the court would remain open for all users on a first-come, first-served basis.

The Committee also recommended new signage encouraging players to check nearby courts before using the Sports Court, and to share the space by using the middle pickleball court first.

The goal of this pilot program is to reduce conflict by clearly communicating priority hours for both sports, while still allowing flexibility at other times. If approved, the pilot would be implemented on Monday, September 22, and run through May 31, 2026. During this time, staff would monitor usage, collect community feedback, and present recommendations to the Commission in June 2026 on whether to continue, modify, or formalize the program.

The total cost for the signs, staff time, and materials is approximately \$1,500, which can be covered by the Department's current budget.

Additionally, the Commission requested that staff develop a similar program for the renovated court at Victoria Park. Staff requests that the Commission Chair direct the Ad Hoc Committee to determine if a similar pilot program is needed at Victoria Park, and if so, propose hours to be reviewed at a future meeting.

She concluded the overview and invited any questions.

Commissioner Curtis asked what the term priority means. Crossfield stated that the signs on site would display the hours during which a sport would have priority on the court. For example, if there are pickleball players on the court at 1 PM on Sundays and basketball players want to play, then the pickleball players would have to move until after 3 PM.

Commissioner Wettan noted that the schedule is a product of thoughtful consideration and several hours of the committee's time.

Motion by Commissioner Curtis to approve the pilot program for priority use times at Washington Sports Court. The motion was seconded by Commissioner Yu. 6-0-1 (Milne absent).

a. Appointment of One Commissioner to the Time Capsule Ad Hoc Committee

Commissioner Chang asked for a volunteer for the Time Capsule Ad Hoc Committee. Commissioner Yu volunteered and was appointed.

8. STAFF AND COMMISSIONER REPORTS

a. Parks & Recreation Department Reports

Recreation Manager Acquisti– Commissioners' terms expiring October 2025 are Milne, Curtis, and Yu. The Council will open the application period at the October 6 meeting^h, and it will then be posted on the city website. Once the application deadline has passed, interviews will be held. She also reminded the Commissioner to share their feedback on what should happen to the existing City Hall site. The Survey closes on Monday, October 6; the In-person community meeting is on Wednesday, October 22, and the virtual community meeting is on Tuesday, October 28.

Victoria blacktop has reopened for the resurfacing of the court. In October, Parks staff will be ordering landscape to create privacy buffers. Around Howard and Victoria, they will be planting trees and small shrubs because the area is a bit smaller. On the apartment side, Parks will do a larger planting because there's more area available to accommodate it.

Commissioners Reports

Commissioner Giere – No Report

Commissioner Curtis – No Report

Commissioner Yu – Met with BSC and forwarded emails to the committee to note the their concerns regarding the field use policy on resident requirements and membership caps.

Commissioner Brunello – No Report

Commissioner Wettan – (left at 7:04pm to attend another meeting)

Commissioner Chang – No Report

9. FUTURE AGENDA ITEMS

- a. Laguna Swing
- b. Victoria Park – Renovated Court Usage

10. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:12 pm.

The next meeting of the Parks & Recreation Commission is scheduled to be held in person on Thursday, October 16, 2025, at 7:00 pm.

Respectfully submitted,
Joleen Helley
Recording Secretary