



**PARKS & RECREATION COMMISSION
DRAFT Meeting Minutes
Regular Meeting on Thursday, March 19, 2026**

1. CALL TO ORDER

The duly noticed regular meeting of the Burlingame Parks & Recreation Commission was called to order by Chair Brunello at 7:00 p.m.

2. ROLL CALL

COMMISSIONERS PRESENT: Chang, Brunello, Francesconi (arrived at 7:04 p.m.), Giere, Weller (remote), & Yu (arrived at 7:02 p.m.)

COMMISSIONERS ABSENT: Wettan

STAFF PRESENT: Director Glomstad, Recreation Manager Acquisti, Recreation Coordinator Garcia & Recording Secretary Helley

OTHERS PRESENT:

3. APPROVAL OF MINUTES

Chair Brunello noted that the January 15, 2026, draft minutes had been distributed and asked if commissioners had any amendments, changes, or edits.

Motion by Commissioner Chang to approve January 15, 2026, minutes as written. Seconded by Commissioner Giere. Motion Passed: 4-0-3 (Francesconi, Yu & Wettan absent)

4. CORRESPONDENCE

None

5. PUBLIC COMMENTS

None

6. PRESENTATIONS

Informational Overview of the City's Athletic Fields

Rafael Garcia, Recreation Coordinator, introduced himself and stated that he oversees field reservations throughout the City. He said the presentation was to provide a basic overview of all athletic fields in the City that are used for programming and reservations. He noted that the information would be a refresher for some commissioners.

Garcia displayed a map of Burlingame showing the distribution of athletic fields across the City, including City parks and school district fields. He explained that he would walk through each field, starting from the Bayfront, moving through Burlingame, and finishing with the school district fields. The fields include:

- 1. Bayside Park** - Location: Off Airport Boulevard, across Highway 101. Configuration: Fields 1–5: Natural grass with dirt infields. Primarily used for baseball and softball. All fields are lit, except fields 4 and 5. Fields 1 and 2 (the larger ones) are fully enclosed by fencing. Garcia also noted the Bayside Soccer area, a grass section used for soccer, known as “Bayside soccer.” The field is natural grass, set up for 11v11 and 9v9 soccer. It can be subdivided into two halves. Garcia clarified that he would refer throughout the presentation to 11v11, 9v9, and 7v7 formats, explaining that these describe soccer game formats. As players get older, they move to larger fields, so the format is tied to age and field size.
- 2. Murray Field (Murray Turf and Murray Grass)** - Location: Near Anza Boulevard, at the former Golf Center site, now replaced by Topgolf. Field Areas include Murray Field 1, which is a resilient turf field. It is used for soccer, lacrosse, and flag football. The field has limited use for baseball and softball. There are bases and pitching markings painted in the southeast and northwest corners; however, there are no dugouts or backstops, so baseball/softball doesn't use it very often. The field is lighted and supports 11v11 soccer using the full pitch and 9v9 using half the field. It can be further subdivided to maximize the number of groups that can use the space. Murray Grass is natural grass. It is used for soccer, lacrosse, and other sports that do not require strict, permanent markings. It is not lit.
- 3. Washington Park Fields** - Location: Washington Park, 850 Burlingame Avenue. It includes Washington Main and Washington Small. Both are natural grass with dirt infields. They are used for baseball and softball. Washington Main is a 60/90 baseball field. The Burlingame High School baseball team uses Washington Main as its home field. The field has a raised mound and base distances that make it unsuitable for softball and for youth baseball under 14U, due to its size. Washington Small is used for baseball, softball, and soccer. For soccer, the grass areas can be subdivided in the fall to accommodate more 7v7 soccer games. The fields are lit and are an off-leash dog option during designated hours, 6:00 a.m.–2:00 p.m., Monday through Friday.
- 4. Village Park** - Location: On California Drive, next to a preschool. There is one natural grass field. It is used for soccer and flag football and can host 7v7 soccer games.

- 5. Ray Park** - Location: On Balboa Way. Fields 1 and 2 are primarily used for softball. It is natural grass with dirt infields. The grass areas are sometimes used for flag football.

Commissioner Giere asked who owns the concession stands at Ray Park. Garcia responded that the concession stands are the property of the City. Burlingame Girls Softball (BGS) uses them and pays a fee twice a year to use the facilities. Manager Acquisti added that the same arrangement exists at Bayside - Burlingame Youth Baseball Association (BYBA), which rents and uses the concession stand next to Bayside 1.

- 6. Cuernavaca Park** - Garcia explained that as of the end of Fall 2024, the Cuernavaca field had been fully renovated into a resilient turf field. It is used for soccer, softball, and lacrosse. It can host 9v9 soccer games using the full pitch. The field can be subdivided into three smaller zones for 7v7 on the east and west. The south portion is an unmarked strip, used primarily for soccer practices. The grass on the western side is sloped and unusable for most sports, though it is used as an off-leash dog option during designated hours.

Commissioner Yu asked whether lighting at Cuernavaca had been considered and whether it is the only unlit field under consideration for new lights. Garcia responded that Cuernavaca is already set up structurally to support future lighting (conduit and infrastructure in place). Manager Acquisti added that both Cuernavaca and Ray Park are in residential neighborhoods, so any lighting proposal involves concerns about light spill into neighboring homes and requires a careful public process. She said the City plans, within the next five years, to investigate lighting Cuernavaca, and they will likely revisit Ray as well.

Commissioner Weller asked whether Franklin Field lighting is under discussion. Staff clarified that Franklin Field is school district property, not a City field. Any decision on lighting at Franklin would therefore be up to the School District, not the City.

- 7. School District Fields (Franklin & Burlingame Intermediate School – BIS)**

Garcia explained the City–School District field use agreement: The City pays the school district \$50,000 per year for field use. In return, the City has the authority to reserve and schedule these fields outside school hours. Burlingame Intermediate School (BIS) Field is a resilient turf field. It is used for soccer, lacrosse, flag football, softball, and baseball. It supports 9v9 soccer games and can be subdivided into halves for practices. Franklin Field is resilient turf. It is used for soccer, lacrosse, and softball. It can host 11v11 soccer on the full pitch and 7v7 games or practices when divided in half.

General Maintenance and Seasonal Closures

Garcia emphasized that, aside from the School District sites, the City invests substantial effort into maintaining and preserving all the fields. He explained that the winter closure period for natural grass fields is generally from Thanksgiving to early February, and all grass fields (including the grass portion at Murray) are closed. This closure allows the grass to rest, regrow, and maintain quality for long-term use.

Commissioner Comments

Commissioner Brunello commented that the seasonal break has been beneficial, specifically noting that Ray Park’s grass looks very good at present.

Commissioner Giere raised a broader concern about field capacity. He noted that the City is growing at about 5% per year, while the existing fields are already saturated. He asked whether there is any additional land under consideration for new fields, recalling prior discussions about potential land along the Bayfront. Director Glomstad noted that at this time, there is no identified additional land for new fields.

Commissioner Giere stated that improved lighting is an important way to increase field availability, because it extends usable hours without acquiring new land, but acknowledged that lighting is a complex process.

Commissioner Brunello revisited the idea of lighting the Murray grass area. He noted that the existing poles from the former golf facility could potentially be repurposed by pointing lights in the opposite direction to illuminate the grass. He acknowledged the cost considerations but suggested this might be the easiest location to light, even though it is not a full-size field. Garcia mentioned that they had previously considered turning old Golf Center lights to face the grass. Acquisti confirmed the City is considering lighting the Murray grass area, though it would expand practice space only and not accommodate formal games.

The Chair and Commissioners thanked Garcia for the presentation. No formal action was taken on this informational item.

7. OLD BUSINESS

None

8. NEW BUSINESS

a. Approval of Two Didactic Panels, One for the Bayfront and One for the Greyhound Bus Depot

Jo Ann Garrison, board member of the Burlingame Historical Society, introduced herself and explained she was presenting on behalf of the Historical Society because the president did not expect to be able to attend. Garrison referred to the proposed interpretive “didactic” panels as “history panels”, stating that “didactic” sounds too much like an SAT word. She provided background on the history panel program.

The Historical Society first came before the Commission two years ago to initiate the program. The first two panels focused on the history of Washington Park and the High School grounds. The first panels were requested and funded by two private citizens, Bill Walsh and Fred Halley, who were quarterback and wide receiver for Burlingame High School’s class of 1962. They attended the high school’s centennial, enjoyed it, and wanted to highlight more of the school’s history, which led to funding the initial panel.

The third panel was about the Eastern Railway at the top of Alvarado. The fourth panel was about the baseball fields with historic wooden stands (at Washington Park). The fifth panel was about the Old City Hall cupola on Park Road (behind the Apple Store). And lastly, a panel was installed at the Lions Club building.

She noted that the panels have proven to be “very popular,” even “wildly” so, prompting the Society to continue the series. She said they were requesting approval of panels 7 and 8.

Panel 7 is about the Bayfront/Boggs Bay Fill/Bay Conservation and Development Commission (BCDC). The panel would describe the history of Boggs Bay fill and the role of the Bay Conservation and Development Commission in regulating Bayfront development. It describes Bay fill in the 1960s, including a lawsuit related to excess or improper fill, where the corporation involved was required to set aside land for a park as part of the settlement. That requirement led to the small park by the Facebook office building along the Bayfront.

She pointed out that the large cement chunks near that area come from the old San Mateo Bridge, which was used as fill. She also highlighted a human-interest detail about Sarah Winchester, who was known from the Winchester Mystery House, had a houseboat (“Winchester’s Ark”) on the Bay near Anza Boulevard. The location was directly connected to the Burlingame Country Club via Oak Grove. Garrison credited Jennifer from the Historical Society as the “mastermind” of the panel texts and design.

Panel 8 is about Howard Park and Greyhound Bus Depot. Garrison stated that until receiving the draft, she herself had not known that the small, triangular area at Howard Avenue was historically called Howard Park. The panel explains that the Howard family was an important local family (Howard Avenue is named after them). One Howard served as the architect for the Burlingame train station. Howard Park later became the Greyhound bus station, and eventually Sam’s Sandwiches. The panel aims to document the sequence of uses and the location’s historical significance.

Director Glomstad said that the location for the Howard Park/Greyhound Depot panel would be in the circle area noted on the PowerPoint. The Bayfront panel is more complicated because the preferred spot near Embassy Suites is not City-owned land. She said the panel must be installed on property the City maintains, so they were exploring options along Airport Boulevard, particularly the area shown on the left side of the PowerPoint slide. Another suggestion was the area near where the City holds the Muddy Mile race, but staff felt that area is rarely visited, making it an undesirable location for an interpretive panel.

Garrison suggested that locating the panel near the Bayside baseball fields might be logical, since the baseball fields are still part of the Bayfront context, and that is a high-traffic area for families and park users. Staff responded that any City-owned land near the fields could be considered. Garrison suggested Fisherman’s Park. Staff noted it is not City land.

Commission Comments

Commissioner Francesconi asked how the Historical Society knows the panels have been “wildly successful.” Garrison answered that they received numerous comments and phone calls to the

Historical Society. Members observe people stopping on walks to read the panels, which they see as a clear sign of engagement.

Chair Brunello asked what they had learned from the existing panels that might affect future design. Garrison and Jennifer Pfaff (Historical Society designer) explained that they were initially concerned about wear, tear, and vandalism, especially since older City-installed panels in Washington Park have had issues with fading and defacement. They researched many different plaque companies and selected a vendor that produces smooth, modern panels with no nooks and crannies where grime or damage can accumulate. The panels have a protective surface/film that makes it difficult for ink to adhere to and easier to clean if marked.

Pfaff volunteered her graphic design background and the Society's photo archives. She wanted the panels to be part of a consistent, recognizable series, with common fonts, layout, and visual style, so that the public intuitively sees them as part of a connected program.

Garrison mentioned they are open to ideas for future panels, suggesting potential topics such as the Broadway arch, Pershing Park, which has the history of a notable old school and is on City land, and the Mills Estate/Police Station for the north end of town. She noted that if the City is willing to install them, the Historical Society can likely continue to generate new topics and designs.

Commissioner Francesconi suggested adding QR codes to make panels more interactive, linking to the Historical Society website for additional information or feedback. Pfaff responded that she has concerns about the long-term reliability of QR codes and web links, as technology and URLs can change. She preferred a low-tech approach, where the panel may include the Historical Society's name and possibly website. Interested visitors could search the Society's website for more information. Still, she recognized the suggestion and said they could consider including the website explicitly on future panels.

Commissioner Yu stated that they had enjoyed the existing panels and had wondered who was behind them, saying it seemed appropriate that there be more of them around town.

Public Comment

No additional members of the public came forward.

Chair Brunello closed Public Comment.

Commissioner Weller complimented the panels' clarity and design. He acknowledged the challenge of "packing a lot into a little," and expressed appreciation for the effort and editorial work that make the panels readable and informative. He supported locating the Bayfront panel in a high-traffic area, such as near the baseball fields, where the Bayfront story would still be contextually appropriate and likely seen by more people.

Staff clarified that the request before the Commission was to approve installation of the two panels, and that the Historical Society would seek funding from the City Council after Commission approval.

Installation logistics and precise locations would be worked out later between the staff and the Historical Society.

Motion: Commissioner Yu moved to approve the two didactic panels (Bayfront and Howard Park/Greyhound Depot) and their installation with staff coordination. Seconded by Commissioner Chang. The motion passed 6-0-1 (Wettan absent)

b. Commissioner Assignments for 2026

Glomstad noted there are vacancies on some committees for Commissioners to fill. Commissioner Francesconi volunteered to join the Parks & Recreation Foundation Committee and the Ad Hoc Pickleball Committee; Commissioner Weller volunteered to join the Ad Hoc Pickleball Committee and one of the youth organization committees. Brunello noted that BYBA would be available for Weller. Chair Brunello approved the appointments.

9. STAFF AND COMMISSIONER REPORTS

a. Parks & Recreation Department Reports

- Time Capsule Sealing ceremony is scheduled for Thursday, April 9, at 4 p.m.
- The Eagle Scout Portable Stage project is completed and will be making tours of the parks; the potential next project is Owl Boxes for the parks to help with the rodent population
- Wellness Faire will be held Saturday, March 21, from 1–3 p.m. in Washington Park
- Bayshore cleanup on the Bay Trail is scheduled for April 18
- The Town Square ribbon-cutting ceremony is anticipated in March, though the exact date has not yet been set pending completion of remaining tasks. Staff will notify commissioners once the date is finalized.
- “Meet Six Neighbors/Invite the Whole Community” Event is scheduled on April 25 from 11 a.m. to 2 p.m. at the Town Square. Commissioners were invited to attend in Commission attire, provide information to residents, and help welcome the community to the new public space.
- Spring Sniff is scheduled for Saturday, April 4, at Bayside Dog Park at 11 a.m.

b. Commissioner Reports

Commissioner Yu - Who is serving on the Time Capsule Committee, reported that the committee’s work is progressing well. She noted a renewed outreach push after the holidays to encourage participation from all who live or work in Burlingame—including students, families, businesses, and organizations. She explained that the new 50-year time capsule will be housed at the Burlingame Community Center, with plans to seal it in the spring and reopen it in 50 years. She described some items currently on display, letters written by 4th and 5th-graders from Roosevelt Elementary.

Commissioner Chang – None

Commissioner Giere – None

Commissioner Francesconi – None

Chair Brunello – Met with BYBA & BGS reps, and all is going well.

FUTURE AGENDA ITEMS

No additional future agenda items were suggested.

10. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:52 p.m.

The next meeting of the Parks & Recreation Commission is scheduled to be held in person on Thursday, April 16, 2026, at 7:00 p.m.

Respectfully submitted,
Joleen Helley
Recording Secretary