



# CITY *of* BRISBANE

## Parks and Recreation Commission Meeting Agenda

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Wednesday, April 8, 2026 at 6:30 PM • 50 Park Place, Brisbane, CA

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The public may observe/participate in Commission meetings using remote public comment options or attending in person. Commissioners shall attend in person unless remote participation is permitted by law. The Commission may take action on any item listed in the agenda.

### **TO ADDRESS THE COMMISSION IN PERSON**

Location: 50 Park Place, Brisbane, CA 94005, Community Meeting Room

Masking is not required but according to the California Department of Public Health guidelines, people at higher risk for severe illness should consider masking. To help maintain public health and safety, we respectfully request that people not attend in-person if they are experiencing symptoms associated with COVID-19 or are otherwise ill and likely contagious (e.g., respiratory illnesses).

Members of the public are encouraged to submit written comments before the meeting, to be discussed in Written Communications.

### **REMOTE PARTICIPATION**

Members of the public may participate in the Commission meeting by logging into the Zoom Webinar listed below. Commission meetings may also be viewed live and/or on-demand via the City's YouTube Channel, [youtube.com/brisbaneca](https://www.youtube.com/brisbaneca), or on Comcast Ch. 27. Archived videos may be replayed on the City's website, [brisbaneca.gov/meetings](https://brisbaneca.gov/meetings). Please be advised that if there are technological difficulties, the meeting will still continue if remote participation is available.

The agenda materials may be viewed online at [brisbaneca.gov/meetings](https://brisbaneca.gov/meetings) at least 72 hours prior to a Commission meeting.

### **Remote Public Comments:**

Remote meeting participants may address the Commission. Aside from commenting personally while in the Zoom Webinar, you can also use the call-in number. The public comments received will be noted for the record during Citizen Communications. We encourage you to email comments in advance of the meeting to [brisbanerec@brisbaneca.org](mailto:brisbanerec@brisbaneca.org) since this email will not be monitored during the meeting. Emails received during the meeting will not be addressed and will not be brought to the attention of the Commission.

**Join Zoom Webinar:** [brisbaneca.org/pr-zoom](https://brisbaneca.org/pr-zoom) (please use the latest version: [zoom.us/download](https://zoom.us/download))

**Webinar ID:** 920 4174 1911

**Call-in Number:** (669) 900-9128

## **SPECIAL ASSISTANCE**

If you need special assistance to participate in this meeting, please contact the Parks & Recreation Department (415) 508-2140 in advance of the meeting. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

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**Commissioners: Davis, Anderson, Gornitsky, Greenlee, Ocampo, Seawell, Sims**

### **1. Call to Order**

### **2. Roll Call**

A. Remote Attendance Under the Just Cause Provisions of the Brown Act

### **3. Adoption of Agenda (Deletions, Additions, Changes)**

### **4. Approval of Minutes**

B. March 11, 2026 (**Attachment**)

### **5. Citizen Communications**

### **6. Presentations**

C. Youth Advisory Committee and Teen Programming

### **7. Old Business**

n/a

### **8. New Business**

D. David Schooley Acknowledgment

*The City Council has expressed a desire to honor David Schooley for his work on San Bruno Mountain and in the field of environmental stewardship. At this time, the Commission is being asked to designate one representative to be part of an ad hoc subcommittee including representatives from Open Space and Ecology (OSEC), and Public Art to work on this project.*

E. Community Garden Overview and Survey Results (**Attachment**)

F. Commission Reorganization

*It is customary for the Parks & Recreation Commission to designate a new Chair, Vice Chair, and Secretary on an annual basis. This is done so that Chairperson responsibilities are rotated amongst Commissioners throughout their terms. The Commission will need to facilitate a discussion around nominations and vote in a Chair, Vice Chair, and Secretary which would be in effect for the Commission's next regular meeting.*

G. Subcommittee Reassignments (**Attachment**)

*The attachment denotes current subcommittee assignments and available seats for each respective subcommittee. This is an opportunity for both new Commissioners to opt into subcommittees and for those Commissioners previously assigned to modify their subcommittee seats if desired.*

### **9. Reports**

H. Chairperson

**I. Subcommittees**

a. Public Art Advisory Committee Meeting (Held on 3/16/26)

b. Setting Subcommittee Meetings

**J. Commissioners**

**K. Staff**

**10. Commission Matters**

L. Written Communications

**11. Adjournment**

**NOTE: The next regularly scheduled meeting will be May 13, 2026.**



## Brisbane Parks and Recreation Commission Action Minutes

### Regular Meeting

March 11, 2026

*Hybrid Commission Meeting, 50 Park Place, Brisbane, CA*

#### Call to Order

Chairperson Davis called the meeting to order at 6:33pm.

#### Roll Call

Commissioners present: Davis, Anderson, Gornitsky, Greenlee, Seawell, Sims

Commissioners absent: Ocampo

Staff present: Recreation Director Leek, Recreation Supervisor Houghton

#### Adoption of Agenda

The Commission voted unanimously to adopt the March 11, 2026 agenda.

#### Approval of Minutes

##### A. February 11, 2026

The Commission voted unanimously to approve the February 11, 2026 minutes.

#### Citizen Communications

None

#### Presentations

None

#### Old Business

##### B. Age-Friendly Action Plan update

Supervisor Houghton reviewed the background and timeline of the Age-Friendly action plan. The overarching goal is to inform and enable older adults to sustain independence, activity, and community.

##### C. Crocker Trail CEQA study progress update and timeline

The City reached an agreement with RRM Design Group in 2025 for trail improvements and environmental compliance. The process is expected to continue through summer 2026. Public comment was received by Michael Barnes.

#### New Business

##### D. Discuss topics for annual Commission workshop scheduled for 4/22/26

Recommended topics include volunteer projects, Age-Friendly Action Plan, Crocker Trail, trail development, and the Parks and Recreation Foundation.

## **Reports**

### **E. Chairperson**

None

### **F. Subcommittees**

#### **a. Public Art Advisory Committee Meeting (Held on 2/24/26)**

Subcommittee members reviewed Artful Bench proposals, hoping to identify 2-3 finalists for each location: Marina, Mission Blue Center, and Dog Park.

#### **b. Setting Subcommittee Meetings**

None

### **G. Commissioners**

Commissioner Seawell voiced his concerns about possible lack of Parks and Recreation representation on the Public Art Advisory Committee.

### **H. Staff**

Staff shared the latest on the following:

- Successful electric conversion of pool boiler will allow the pool to reopen 3/12
- YAC Attack in Los Altos, for which former Commissioner and current Councilmember Frank Kern presented
- Latest activity guide releases 4/1
- 3/13 BES Exploration Day
- Summer recruitments for recreation leaders and lifeguards
- 3/14 Parents Night Out, 3/11 and 3/25 Teen Nights
- Spring Camp 3/30-4/10
- 4/23 lifeguard certification course
- 5/9 Mental Health Walk as part of Mental Health Month
- 5/16-5/17 BDW spring performances
- 5/30 Garden Show

## **Commission Matters**

### **I. Written Communications**

Janet Pearson's 2/28/26 communication regarding the Dog Park was acknowledged.

## **Adjournment**

Chairperson Davis moved to adjourn the meeting at 7:25pm. The next regularly scheduled meeting will be April 8, 2026.



## PARKS & RECREATION COMMISSION AGENDA REPORT

**Meeting Date:** 4/8/2026

**From:** Jovi Bondoc, Administrative Assistant

Noreen Leek, Parks & Recreation Director

**Subject:** Community Garden overview and survey results

### **Recommendation**

Review the results of the 2026 Community Garden survey.

### **Background & Discussion**

Brisbane's Community Garden is located along San Francisco Ave, just past Inyo. The Community Garden is a non-profit group of gardeners engaged in the growing of plants for their private use. The gardeners are assigned a specific plot and agree to maintain the plot and surrounding grounds in a condition acceptable to the City of Brisbane (the landowner and sponsor). As sponsor, the City of Brisbane provides all water, storage for tools, bark chips for walking paths, and regular trash collection and green waste recycling of plant materials that are not readily composted (tree limbs, large stalks, and invasive plants).

To assist in maintaining compliance with the City's expectations, the City Council appoints one or more "Garden Stewards" as the first point of contact between gardeners and the City. Garden Stewards also ensure compliance with the garden's policies and expectations (Attachment 1). The current Garden Steward is Wendy Frisk who works directly with City staff on issues related to the garden.

Community garden plots are renewed on an annual basis. Staff determined that distributing a survey to plot holders would be beneficial in gathering feedback on participant experiences and identifying both successful aspects of the program and areas where improvement may be warranted. A total of 19 responses were received, and the collected input is provided as Attachment 2 for reference. The Commission should review the survey results summary, discuss any desired future opportunities or improvements, and provide direction to staff accordingly.

### **Attachments**

Attachment 1 Community Garden Policies and Expectations

Attachment 2 2026 Community Garden survey results

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Jovi Bondoc, Administrative Assistant

## **Brisbane Community Garden Policies and Expectations**

November 1999, Rev. December 2010, Rev. December 2015, December 2021

The Brisbane Community Garden is a non-profit group of gardeners engaged in the growing of plants for their private use. The gardeners are assigned a specific plot, and agree to maintain the plot and surrounding grounds in a condition acceptable to the City of Brisbane (the landowner and sponsor). To assist in maintaining compliance with the City's expectations, the City Council appoints one or more "Garden Stewards" as the first point of contact between gardeners and the City.

As sponsor, the City of Brisbane provides all water, storage for tools, bark chips for walking paths, and regular trash collection and green waste recycling of plant materials that are not readily composted (tree limbs, large stalks, and invasive plants).

### Fees

- Each plot rents for \$40 a year. A one-time refundable key deposit of \$5 is also charged.
- No portion of the \$40 fee is refundable in the event a gardener chooses to give up their plot partially through the year.
- Plots are nontransferable.

### Safety & Security

- All gardeners shall sign a waiver of liability before being assigned a plot.
- Use of weed killer is prohibited. The exploration and use of non-chemical fertilizers and pest control are encouraged. Pesticides that are toxic to pets are prohibited.
- Children shall be supervised.
- Any tools left in the garden shed are considered "communal" and may be used, but not removed, by any/all gardeners. The one exception is tools used during community beautification projects, which would require notification to the gardeners group. Tools taken from the shed shall be returned clean, and stored safely and securely.
- The gate and shed shall be kept closed and locked when the garden is unattended.

### Courtesy

- The permissible hours of use are sunrise to sunset.
- No music/radios is permitted except through headphones.
- All gardeners should respect the garden's neighbors, as well as their fellow gardeners and their property.
- Water shall be shut off completely when done watering. Only hoses with an automatic, self-closing nozzle shall be permitted for use.
- Planters may only be placed on the horizontal pathway adjacent to your plot and shall not restrict movement in the pathways.
- Walkways shall remain navigable. No plantings that restrict movement in pathways are permitted.

- Highly invasive plants such as Blackberries and Bamboo are not permitted. Aggressive or potentially invasive plants such as raspberries must be strictly controlled within a gardener's plot, preferably in containers. Mint is permitted only in containers. Trees or large perennials are considered invasive.
- No dogs are permitted in the Garden

### Expectations

- Individual plots and surrounding pathways shall be maintained in a condition acceptable to the city. If necessary, the Garden Steward has authority to take actions as needed to correct unacceptable conditions (excessive weed growth, insect infestation, blight, etc.) throughout the garden and in individual plots. The space between perimeter plots and the fence line is considered pathway, and shall be kept free of all obstructions.
- Maintenance is required year-round. Year round growing is possible in our microclimate. If not actively planted, the use of cover crops during winter months is encouraged.
- Should a plot appear abandoned or neglected for more than 30 days, or a renter is in non-compliance with any of the other policies and expectations, the renter will be contacted and a specific deadline for compliance will be given. Failure to bring a plot and adjoining walkway into compliance may result in the city's unilateral revocation of the annual agreement. Repeated instances requiring notice of non-compliance (3 or more within any one-year period) may also result in the revocation of the agreement.
- Temporary care of your garden for vacation or illness is available. Please contact the Garden Steward and she/he will be happy to assist you.
- All gardeners are encouraged to donate time and labor on a regular basis to special and recurring garden projects.
- Specific committees to accomplish tasks may be established when determined to be necessary by the Garden Steward(s). Joining a committee is encouraged and will help to make the work easier and less time consuming.
- The garden as a whole should appear productive and attractive all year round.

### Membership

- First-come, first-served basis, with priority given to Brisbane residents.
- Overflow applications will be put on a waiting list. As plots become vacant, they will first be made available to participating gardeners who want to move. The waiting list applicants will be admitted on a priority basis determined by the original date of their application.

### Organization

- Meetings of the Gardeners will be held no less frequently than 4 times a year. Attendance of these meetings is open to all.
- A Notice Board is located on the outside of the shed for Garden Communications. Please check this on a regular basis.
- Contact the current Garden Steward, whose contact information is posted on the Notice Board, with questions or concerns regarding the garden.

## 2026 Community Garden Survey Results

- Paper form: mailed and emailed
- Google Forms survey: e-mailed link
- 19 responses – Note: not all questions were answered

### 1) How often do you visit the community garden?

- Once per week: 37%
- 2 or more times a week: 32%
- Season-dependent (less in winter): 31%

### 2) How long have you held a plot at the community garden?

- 1-3 years: 26%
- 4-10 years: 42%
- Since the start (about 20 years): 32%

### 3) What do you enjoy most about the community garden?

- Community! Learning gardening from others. Good conversations
- Privacy, having a community garden, staff support, locked gate, and so much more.
- growing food and seeing others and their gardens.
- Connection with nature, quiet time, growing my food. Learning from gardeners.
- Growing my own veggies & fruits
- Tending my plot
- My summer tomatoes.
- Gardening
- Plenty of organic kale and other vegetables. The camaraderie of the gardeners.
- Space, solitude, the gift to grow my own veggies, community
- Learning from others (gardening tips and what's going on in Brisbane)
- Solitude and friendship
- producing eatable vegetables year round
- Seeing what other folks are growing, peace and quiet, bird watching
- having the space to garden and grow needed veggies and community
- Sharing gardening tips & fruits of the harvest, Helping one another, sense of community
- The ability to grow some of my own food. The camaraderie with some of the other gardeners. The compost bins that allow us to recycle nutrients. The greenhouse is a real bonus - growing from seed is the best! (And cost-effective too.)
- Discussing gardening tips w/fellow gardeners Sharing plants/seedlings/produce
- The opportunity to productively garden year-round

### 4) From 1-5 (lowest to highest), how would rate the cleanliness and maintenance of the garden?

- Poor: 13%

- Fair: 13%
- Adequate: 20%
- Good: 33%
- Excellent: 21%

**5) From 1-5 (lowest to highest), please rate your overall experience at the community garden.**

- Poor: 6%
- Fair: 0%
- Adequate: 16%
- Good: 22%
- Excellent: 56%

**6) What additional amenities, if any, would you like to see added?**

- regular meetings
- 1. Water point in each bed, so that automatic watering system can be installed, 2. Cleanup of black boxes, they are filled with Green Trash. Due to overflow of trash cans, lots of mosquitoes are around, I'm afraid Ticks might be there! 4. Orchard next to community garden has overgrown grass, unhealthy trees, that lot can be used effectively! 5. Finally Garden community meetup is requested; it will be great to meet other gardeners. Need platform to communicate with other gardeners! 6. New Metal Garden beds will be great!
- Maybe some ground cover such as hay
- A bench under the lemon tree where the table was removed would be great. Doesn't have to be new.
- Better hand tools (clippers, hand shovels)
- More plots so more gardeners could join
- so happy to have what we have... less is more...
- Porta potty
- Scheduled quarterly (or at least semi-annually) drops of bark for the paths. As the wooden plots fall apart, can we have a coordinated replacement with the metal plots (including hardware cloth for the gophers.) Small lockers in the shed for personal hand-tools. (I have tried donating hand-tools to the shed, but they disappear.)
- It would be great to have a wash station to wash produce before taking it home We started a sharing box by the gate, it would be nice to have a good permanent box there
- Gazebo near shed

**7) What improvements or changes would you like to see in the community garden?**

- I don't know how to solve the gopher rodent problem humanely. Almost everything gets eaten from my garden
- Control of gofers.
- Cleanliness around the plots. Some gardeners left too much clutter around their plot. Give abandon's plots to new gardens. Compost bins are not being manage as compost. Some gardeners just dispose their green waste there.

- People need to make more of an effort to keep the area around their plots clean (weed & grass-free)
- 1. Clean up and maintenance 2. Bigger Green house! 3. More communication. 4. City can help cleanup outside perimeter 5. City can help put tiles or build common pathway which can stop overflowing weeds!
- Minimize unattended plots
- We need COMPOST delivery if possible for plots and community areas, if that's not asking too much - it would be appreciated. THANK YOU!
- I would like people to pull weeds around their plots in the winter instead of trying to cover them up with bark in the spring when they decide to come back to the garden
- Just that people who don't end up using their plot should be notified to do something or give it to the next person on the waiting list
- Must be resident or property owner in order to have a garden plot Non-residents must forfeit their plot. This should improve the long waitlist
- - Help with the compost bins. - Restore the hose bibs that have been capped throughout the garden. - Plant nectar-rich flowers (for butterflies) and herbs (for the community) along the sidewalk/fence. (We can cut back on rosemary though, we have too much.) (Repeating my answer to question #4 in case it gets cuts off. -For the last few years, the garden has become very weedy and untended. Some plots are falling apart. (And with elderly plot owners, they are difficult to rebuild. Gophers and moles are a problem.)
- Organizing group activities, such as weeding/cleaning Plant exchanges Fall harvest potluck would be wonderful
- An avocado tree would be nice

## **PARKS & RECREATION COMMISSION SUBCOMMITTEES:** Updated 1/14/2026

*The purpose of designated subcommittees is to investigate specific topics of interest to the Parks & Recreation Commission. They are to gather information and develop proposed solutions which are then to be presented to the Commission at a regular or special meeting as determined by the Chairperson.*

### **SUBCOMMITTEE**

BRISBANE DERBY / DAY IN THE PARK  
CONCERTS IN THE PARK  
EVENTS  
FESTIVAL OF LIGHTS  
HABITAT RESTORATION  
PUBLIC ART ADVISORY  
RECREATION PROGRAMS  
RECREATIONAL FACILITIES  
SENIORS  
TEEN SERVICES (YAC)  
TRAILS DEVELOPMENT  
SIERRA POINT PARK AD HOC  
FOUNDATION AD HOC  
IDEA AD HOC  
ECONOMIC VITALITY

### **COMMISSIONERS**

(3) ANDERSON, GREENLEE, OCAMPO  
(3) OCAMPO, SIMS  
(3) ANDERSON, GREENLEE, SEAWELL  
(3) DAVIS, OCAMPO  
(3) DAVIS, OCAMPO, SIMS  
(2) SEAWELL, SIMS  
(3) OCAMPO, SIMS  
(3) GREENLEE, OCAMPO, SEAWELL  
(3) ANDERSON, DAVIS, SIMS  
(3) ANDERSON, SIMS  
(3) DAVIS, GREENLEE  
(3) DAVIS, SEAWELL, SIMS  
(2) SEAWELL, SIMS  
(1) DAVIS  
(3)

### **STAFF**

MONROY & FRANCO  
HOUGHTON & FRANCO  
HOUGHTON  
HOUGHTON & RODAS  
FRANCO & ETHELTON (W/OSEC)  
LEEK (W/ COMMITTEE)  
HOUGHTON & MONROY  
LEEK & MONROY  
HOUGHTON & FRANCO  
HOUGHTON & NAHASS  
LEEK  
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