

City of Fairfax  
Parks and Recreation Advisory Board (PRAB)  
Meeting Minutes

February 10, 2022  
City of Fairfax Hybrid Meeting  
10455 Armstrong Street and GoToMeeting

**PRAB Members Present:**

Sarah Ross, Chair  
Brian Knapp, Vice Chair  
Mike Anderson  
Jon Buttram  
Brian Cipriano  
Pat Gallagher  
Diana Gibson  
Matt Rice  
Frank Francis

**Absent:**

Tatum Anderson  
Kim Luckabaugh  
Chuck Paceley

**Staff:**

Cathy Salgado  
Brienne Baglini  
Karen Lussier  
Katie MacCammon  
Jamie Smith

**Guests:**

Brooke Harden, CD&P Director  
James Patterson, Blue Heron

**1. Call to Order**

*Meeting called to order by Chair Ross*

**Time:** 7:01 p.m.

**2. Adoption of Agenda**

*Agenda for February 10, 2022, meeting amended to add 7D - Parks and Recreation Director Search.*

*Motion: Jon Buttram*

*Second: Pat Gallagher*

*Approved unanimously*

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**3. Adoption of Minutes**

*Minutes from January 2022*

*Motion: Jon Buttram*

*Second: Diana Gibson*

*Approved*

**4. Presentations**

**a) Briefing and Discussion with the Willard-Sherwood Health and Community Center Project Team**

Brooke Hardin, Director of Community Development and Planning and James Patteson of Blue Heron, Inc. attended to present information about the Willard-Sherwood Health and Community Center (WSHCC). They provided a power point presentation that provided background on the project, site information, programming elements and schedule. The purpose of the presentation was to inform and solicit input from PRAB regarding key elements.

Site related comments:

- Don't be afraid of height, go with topography; buildings across Layton Hall Drive have height; Farrcroft neighborhood is far enough away not to be affected; Layton Hall apartments already up the hill and at a distance
- Maximize height to save green space
- Consider covered entrance for people loading/unloading – one or more
- Reference to Occoquan outdoor social area, used for more than just seniors
- Include space to display art
- Consider a traffic signal
- Have connections to Van Dyck Park and to and from Old Town area
- Don't encourage driving with design; integrate with Old Lee Highway transportation improvement and Old Town Fairfax small area plan; integrate with area behind Safeway, connect the two areas, tying together
- Carefully think through vehicle connection point, but it will be good to get circulating traffic off of Old Lee Highway
- Integrate outdoor features of Green Acres into the new site, might be difficult
- Ease of movement inside and outside for seniors
- Integrate with Van Dyck Park, concerned how parking will impact park
- Think about number of parking spaces with functions
- Wayfinding will be important; look at "what 3 words" app (?) that helps with location
- Playground access would be great, Van Dyck is close

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Building related comments:

- The more multipurpose the better, don't know what the future will be, make spaces work for other things
- Teens need dedicated space, hopefully not too late for this
- Other thought is a teen space at the high school?
- Green Acres had teen center for a while, need to think about what attracts teens
- Maintain lobby space with presence
- Cafeteria space at Green Acres is used for activities, would there be some space for these activities
- Think about a full-service kitchen, do we want that
- Storage is a huge issue, multipurpose works if there is storage
- Sherwood never fulfilled promise of performances, we are told we have to wait if there is a wedding or paid event
- Need warming up space for performers, also a "green room" type space
- Have entrances labeled (door 1, door 2, etc.)
- Have good chairs for seniors
- Include technology, bigger screens, build into facility
- Careful with how partitions are implemented, don't always get used much
- Using roof for green spaces, solar panels, or activities
- Generators for emergency power
- Covered parking, light, and space for senior center
- For children's programs, there are standards for levels of the program; use materials that are child safe, no carpet or removable carpet tiles

**5. New Business**

**a) Summary of recent council meetings and actions pertaining to Parks and Recreation**

Council meetings in January included the following items related to Parks and Recreation:

Stafford Drive Turf replacement project was approved in amount of \$505K.

Public Hearing was held for the Pickett Road Connector Trail – went well, much public support and appreciation for prioritizing the saving of trees

Discussion on the Construction Manager At Risk procurement approach for the Community Center project. Mayor and Council were supportive and directed staff to move forward with finalizing approach with Fairfax County.

Additional fees for Stantec for the George Snyder Trail were approved in the amount of \$738K.

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**b) PRAB Charter – Review and Discussion**

Ms. Salgado provided the PRAB Charter for all to review per the request of Vice Chair Knapp. The Charter details the composition of PRAB and their duties as an advisory board. Vice Chair Knapp wanted to ensure all members are aware and familiar with the document to understand the general role and responsibilities of PRAB as an advisory board to the City Council.

**c) National Trails Day Event – Saturday, June 4th**

Ms. Gibson led the discussion on reviving National Trails Day. Numerous ideas were shared such as photo contest, trail walk and talk, having non-profits involved, scavenger hunt. Vice Chair Knapp asked when the city last did an event. The last event was 2012. All thought it would be a good event for PRAB to sponsor and put together. It was decided to not do anything this year but to think about it for 2023.

**6. Old Business**

**a) FY23 CIP Budget DRAFT Review – Updates – Action: approval**

PRAB reviewed the proposed FY23 CIP budget for parks and recreation and recommended adding the following projects:

Open Space Acquisition Fund  
West Drive property yard feasibility study

Attendees discussed the pros and cons of using funds to rehab small neighborhood parks every few years verse major renovations of larger heavily used parks spaced further apart.

*Vice Chair Knapp moved for adoption to move the 2014 CIP Strategic Master Plan for \$50,000 to FY 2024 and add new item West Drive Feasibility Study for \$75,000 to FY 2024.*

*Seconded by Pat Gallagher*

*Approved by majority vote*

*Abstained: Brian Cipriano*

**b) FY23 Operating Budget Review**

Ms. Salgado shared there has not been an update since last month. It will be presented to Mayor and Council on February 22, 2022.

**7. Parks and Recreation Department Reports**

**a) Project Updates – Community Center**

Provided during presentations

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**b) Upcoming Meetings, Events and Programs**

Ms. Salgado reported department staff are gearing up for spring. Karen and Katie are finishing up the final touches on summer camps and finalized the spring break camps. The department is collecting and organizing information for the Summer Parks and Rec Connected brochure. Several staff members are training and setting up the new registration system. A go live date has not been decided yet. On May 7 a new event will take place it's a Jazz and Wine Festival being put together by Mitzi and Megan.

**c) Trail Updates**

Mrs. Salgado provided an update via the excel spreadsheet

**d) Parks and Recreation Director Search**

Ms. Salgado shared she hasn't officially submitted her retirement paperwork and has updated her job description upon request. The plan is to submit paperwork after March 1<sup>st</sup>. From there it is in the City Manager's hands. Vice Chair Knapp would like PRAB to be involved in the selection process.

**8. Stakeholder Updates**

**a) School Board - Jon Buttram**

Shared the School Board received and approved the FY2023 Proposed Budget.

**b) Planning Commission – Matt Rice**

Shared the Planning Commission was tasked with considering several updates to the current Comprehensive Plan.

**c) Senior Center – Chuck Paceley**

Absent

**d) Student Representative – Tatum Anderson**

Absent

**e) Commission on the Arts – Pat Gallagher**

Shared this weekend there will be two live events after a lot of cancellations and rescheduling.

**f) NOVA Parks - Brian Knapp**

Encouraged PRAB members to visit and familiarize themselves with Gateway Regional Park before the next PRAB meeting when it will be discussed with NOVA Parks in attendance.

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**9. Matters of the Members**

Ms. Salgado shared that department staff member Brianne Baglini will be joining next months meeting to update PRAB on the reaccreditation progress.

Mr. Cipriano shared there is a lot of local park work going on. Prince William is looking into activating some of their parks with third party vendors. For example, bring in a vender to operate an obstacle course and share in the revenue. Once more of these ideas are public information, he'll share with PRAB.

**10. Meeting Adjournment**

**Time:** 9:55 p.m.

***The next PRAB meeting will be held on Thursday, March 10, 2022 @ 7:00pm at City Hall and Virtually.***