I. **Call to Order**: The Chair opened the meeting at 8:00 a.m.

   - **Discussion of April Meeting**: The April meeting will be moved back one week to April 22, 2010 in order for the Planning and Zoning Director to attend and make a presentation on the City’s Waterfront Plan.

II. **Legislative Requirements and Governance Procedures - James Spengler**
   - Review of City Code Section: Chapter 4- Committees, Boards and Commissions.
   - Note: The above items are incorporated by reference.

   - **Discussion of Top Priorities - Facilitator-Commission Dave Dexter.**

   - **CONSOLIDATED LIST OF ACTION ITEMS DEVELOPED AT THE RETREAT.**

III. **PLANNING FOR JOINT SCHOOLS/RECREATION EXPANSION:**

   - **Mr. Ron Kagawa, Division Chief, RPCA, Park Planning, provided a brief staff presentation which was followed by a Commissioner Discussion:**

     1. **Define the Problem**

        - Coordination efforts
          - How to monitor school board discussion and action on this topic?
        - Communication, method, & timing

        - **Proper Information**
          - How to coordinate development opportunities?

        - Open up line of communication with Alexandria City Public Schools (ACPS)
Be proactive, not reactive
Be a part of integrated planning- site and program
Focus on impact on physical activities-youth physical activities

- Physical Activity Impact Statement
  - School expansion impact(s) on adjacent park space(s)
  - Why does it matter?
  - How it affects physical activity of children?
  - Healthy Alexandria Involvement?

- Master Plan Chinquapin?
  - T.C. Williams H.S. & Rec. Center and Field

- K-8 School Process Involvement
  - Liaison Efforts between Boards and Commissions
    - Athletic Impact Study for new/proposed construction quantifiable numbers.
  - City Staff and Departments
  - Big Scale/Broad Issues Planning and Zoning
  - How P&RC is involved in the process of the proposed new K-8 school?

- Open Space Conservation- Easements to preclude school bldg. expansion on City-owned land
  - Easements? What are the athletic impacts of open space removal?

- Holistic Planning across programs.

- Schools entering a phase of Capital Construction
  - Identify positive net changes
  - Develop Position Statement
  - How decision of one site affects other locations?

**Action Item:** Rich Brune and Ripley Forbes to Draft a Resolution Statement on Proposed Work and Coordination of Projects/ACPS, RPCA for March Meeting of P&RC

**IV. A MASTER PLAN FOR PARKS:**

- Mr. Ron Kagawa, Division Chief, RPCA, Park Planning, provided a brief staff presentation which was followed by a Commissioner Discussion.

1. **Inventory Standards**
   - Passive Areas
     - Inventory of standards for passive vs. active sites?
• Maintenance Levels
  o Adoptive statement of maintenance level-identify to guide

• Appropriate standards for sites and passive areas.

• *Adopt statement about park sites and guidance for decision making in the future
  o Competing interests resolution
    ▪ Birds vs. dogs vs. invasive species (example)
  o What are ideal standards and uses for individual sites?

• *Sustainable process revisit over time (federal land management agencies update park/forest master plans every ten years through a full public process).

2. Process and Input

• Focus on issues

• “Friends of Groups” for park sites
  o * Process for identifying and making a “Friends Group” for sites.
  o *Process for Developing a scope and Charge of Work for “Friends Groups”
  o Identify community support for standards and uses.
  o District Participation from Community, what should it be?
  o How do we recognize “Friend Groups”? 
    ▪ Identify? Entitlement issues?

• - Precents guidance, SOP, Lessons Learned
  o Need a Roadmap for engagement

• *Interface Process with P&RC
  o P&RC as forum for information exchange
  o Inventory and standards updates at P&RC meetings
  o Potential for meeting overload by P&RC members-identify process
  o The business cycle is an “unpredictable mistress”…. 
  o When does the public provide input?
  o P&RC Communication with Rec. Center Advisory Board/Groups.
  o *Better identify process to assist.
Identify $$ to complete planning

Need to be prepared by 2014

*Staff-provide a transparent process and models for “Friends Groups” w/NRPA, etc.

NRPA & NPS Standards for governing “Friends Groups? Do they exist?

Develop standards/how to set up “Friends Groups”

V. TOP PRIORITIES FOR NEXT 12 to 24 MONTHS:

Administrative:

Fulfill Requirements for Legislative Regulations (Annual)

- Commission Officer Slate
- Election at March 2010 P&RC Meeting

Define P&RC rules, roles, procedures

- Establish sub-group
- Staff (SB) to identify example/precedent

Planning:

Coordination between ACPS, P&RC, RPCA

Dog Park Master Plan Update

- Update in context of new regulations, ex. Chesapeake Bay Protection Act.

City Open Space Master Plan

- Advisory Group
- Funding
- Easements

Overall Citizen Engagement in supporting parks

- Metrics

Community Gardens

- Standards
- Process

Waterfront Master Plan

- Input in Process

Cultural Resources

- Ft. Ward Park
- Freedmen’s Cemetery
o Waterfront

**Recreation:**

- Overall Citizen Engagement in supporting parks
  - Metrics
- Adult Recreation Needs
  - What is the demand/program
- Recreational Needs Assessment Update/Health and Physical Activities.

**VI. Questions/Comments/Next Steps.**

- Election of Officers.
- Development of Operating Procedures and Draft Bylaws for the Park and Recreation Commission.
- Follow-up on Consolidated List of Action Items.