



**REGULAR MEETING**  
**Larkspur Parks and Recreation Commission**  
**Thursday, May 17, 2018, 6:30 p.m.**  
**Larkspur City Council Chambers**  
**400 Magnolia Avenue, Larkspur, CA**

*Lisbet Sunshine, Chair*  
*Mike Koeppel, Vice Chair*

*Sandy Blauvelt*  
*Jeanne Friedel*

---

The Recreation Director certifies that this agenda has been posted in accordance with the requirements of the Government Code.

- 1. ROLL CALL**
- 2. PUBLIC COMMENT:** The Parks and Recreation Commission will hear public comments only on matters over which they have jurisdiction. There will be no Commission discussion. The Chair will allot no more than five minutes to any individual. Unless the Chair determines otherwise, the total amount of time allocated to this agenda item will be 15 minutes
- 3. APPROVAL OF THE CONSENT CALENDAR:** The purpose of the Consent Calendar is to group items that may be approved routinely. Anyone may request removal of an item for discussion.
  - 3.1 Approval of Minutes of March 15, 2018
- 4. BUSINESS ITEMS:**
  - 4.1 PRESENTATION OF PARKS CAPITAL IMPROVEMENT PROJECTS FOR FY 2018-19 BY PUBLIC WORKS/ENGINEERING DIRECTOR JULIAN SKINNER
  - 4.2 PRESENTATION OF PARKS SIGN IMPROVEMENTS PROJECT SIGN APPROVAL RECOMMENDATION PRESENTED BY PUBLIC WORKS ANALYST RITA SCHOCH
- 5. DIRECTOR'S ORAL REPORT**
- 6. COMMISSIONER'S REPORTS**
- 7. ADJOURN MEETING**

**IT IS HEREBY GIVEN:** If you challenge any item on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing herein described, or in written correspondence delivered to the Recreation Director at, or prior to, the public hearing. [G.C. § 65009 (b) (2)]

In the interest of time, the Parks and Recreation Commission has established time limits. Public Hearings: applicants and /or appellants shall make their presentations within 10 minutes, and will be allowed a 3-minute summation period. Public participation shall be limited to 3 minutes per speaker per topic. These time limits may be waived by a majority vote of the Commission. [G.C. § 54954.3].

Any writings or documents provided to a majority of the City Council regarding an item on this agenda will be made available for public inspection at the Customer Service Counter at City Hall located at 400 Magnolia Avenue, Larkspur, CA and at the main counter of the Library located at the same address during normal business hours. (SB 343, amending G.C. Section 54957.5)

**ACCESS TO MEETINGS:** Meeting facilities are accessible to persons with disabilities. If you require special assistance, please contact any staff member five business days prior to the meeting. An interpreter for the deaf will be made available upon request to the staff five business days or more prior to the meeting.

# CITY OF LARKSPUR

## Staff Report

May 17, 2018 Parks & Recreation Commission Meeting

**DATE:** May 10, 2018

**TO:** City of Larkspur Parks and Recreation Commission

**FROM:** Rita Schoch, Public Works Analyst  
Julian Skinner, Public Works Director

**SUBJECT:** PARKS CAPITAL IMPROVEMENT PROJECTS FOR FY2018-19

---

### **ACTION REQUESTED:**

Parks and Recreation Commission recommend approval to the City Council of the four Parks capital improvement projects identified for FY 2018-19

### **BACKGROUND:**

The City of Larkspur owns and maintains 11 neighborhood parks and 1 regional park. A wide variety of recreational and social activities are available to the community through the existing facilities, including sports fields and courts, playgrounds, walking paths, picnic areas, benches, community gardens, dog park and passive green space.

In an effort to maintain the infrastructure and identify upgrades, major repairs and replacement, the Public Works and Recreation Departments staff utilize the following documents:

- 2015 Mini-Parks Action Plan
- 2014 Parks, Trails and Storm Utilities 5-Year CIP Evaluation Report
- 2012 Piper Park Master Plan
- 1990 City of Larkspur General Plan

Annually, staff uses these reports in conjunction with input from board members, citizens and park facilities renters, changes in codes or governing standards, restrictions placed by funding sources, and maintenance observations to develop a list of capital improvement projects.

Funding for park improvements and major repairs comes primarily from County of Marin Measure A funds and Development Fees collected through the Building/Planning Department. While staff regularly seeks new grant opportunities, due to limitation of available funds, many projects are identified as necessary but unfunded or underfunded.

For the upcoming fiscal year 2018-19, the 4 projects that were included in last year's CIP will not be complete by the end of this fiscal year and will be carried over.

---

- Parks Sign Improvement Project, Phase 1: the design phase of this project is complete. The second phase of this project encompasses the fabrication and installation of a new entrance sign at each City park. Rather than a stand-alone construction project, a new sign will be included as an item in the scope of work for upcoming park improvement projects. Niven Park will be the first park that will benefit from the completion of Phase 1 of this project. Funding for the signs will be rolled into the overall project budget as the source of funds will be from the Measure A pool. Signs that are not included in upcoming improvements for parks could be packaged into a future CIP project as funding and priorities permit.
- Piper Park Tennis Courts Resurfacing – removal of trip hazards and refreshment of playing surface. This project is tentatively scheduled for completion by end of this summer. No new funding is required.
- Niven Park Improvements – improvements to accessibility, playground safety and park aesthetics at entrance. The public engagement phase will start in late spring/early summer. Project development was funded in FY 17/18. New funding is proposed in FY 2018/19 for construction/ installation of the improvements.
- Piper Park Volleyball Court 2 Upgrade – volleyball-grade sand replacement to the second court. Construction for this project has been deferred to FY 2019/20 based on available funding and priorities.

**FISCAL IMPACT:**

City Council's adoption of the FY 2018/19 CIP as proposed would allocated \$115,000 in County Parks Measure A funding to the Niven Park Improvements project, CIP #18-202.

**ENVIRONMENTAL STATUS:**

Each project will individually comply with CEQA and/or NEPA.

**STAFF RECOMMENDATIONS:**

Staff recommends the Parks and Recreation Commission receive the presentation, asks questions, and provide feedback.

Respectfully submitted,

Julian Skinner  
Director of Public Works/City Engineer

Attachment – FY 2018/19 CIP Planning Worksheet

# CITY OF LARKSPUR

## Staff Report

May 17, 2018 Parks & Recreation Commission Meeting

**DATE:** May 10, 2018

**TO:** City of Larkspur Parks and Recreation Commission

**FROM:** Rita Schoch, Public Works Analyst  
Dick Whitley, Recreation Director  
Julian Skinner, Public Works Director

**SUBJECT:** PARKS SIGN IMPROVEMENTS PROJECT  
SIGN APPROVAL RECOMMENDATION  
(CIP# 500-2018-010-240002)

---

**ACTION REQUESTED:**

Parks and Recreation Commission review final concept for new park sign design and make recommendation to City Council.

**BACKGROUND:**

The City of Larkspur owns and maintains twelve parks in Larkspur. The 2015 Mini-Parks Action Plan identified the need to replace the aging entrance signage to our parks.

The Parks Signs Improvement Project was kicked off in fall of 2017. Staff undertook a public engagement process, including public meetings and website surveys early in project development due the park signs' high visibility and the anticipated level of public interest.

At the November 16, 2017 PRC meeting, staff presented to the Commission and general public the results of the first stages of the public engagement process. The landscape architect team presented 3 preliminary design concepts they developed based on the public feedback.

At the meeting, members of the attending public and Commissioners commented that the designs could be modified to better reflect the look and feel of Larkspur. The desired changes had primarily to do with reducing the overall scale of the signs and to incorporate "small-town charm". While the feedback was positive on several components of the signs' design, there was not consensus of a preferred 'option' moving forward.

The project team made modifications to the 3 design options, based on the feedback, and made the revised designs available for on-line for public viewing and commentary. Social media and direct email were utilized, directing members of the public to the on-line survey and inviting them view and comment on the 3 design concepts.

The collective feedback from the public engagement and PRC meeting commentary was analyzed and the resulting final design concept is the subject of tonight's meeting.

#### **PUBLIC INPUT**

The primary purpose of the survey was to determine if the public felt that the designs captured the unique character of Larkspur and "look and feel" of what our future park signs should be. The online survey was available for 4 weeks and 149 unique responses were gathered.

Over 80% of those surveyed responded that we were on the right track with the designs presented and 2 of the 3 designs came forward as the preferred look and feel.

#### **DEVELOPMENT OF FINAL DESIGN CONCEPT**

The project team carefully read through the public comments and analyzed the survey results.

Rather than using the results to drive the final design, the information from the survey results were used to give the team a good read on which elements, aesthetics and images were resonating with the public. The process was not "design by committee" but rather an interpretation of intangible emotional responses into a tangible design concept.

The final concept design has been developed and staff requests the Commission's review and recommendation to City Council for approval. With approval of the sign design, installation of new signs will be included in upcoming park improvement projects (Niven, Bon Air Landing and Neighborhood Park.) Schedule for remaining signs will be subject to available funding and priorities.

#### **FISCAL IMPACT:**

The funds for the sign design are included in the FY 2017-18 Capital Improvement Program budget for the Park Signage Uniformity Phase 1 project.

#### **STAFF RECOMMENDATIONS:**

Review final concept design for new park entrance sign and make recommendation for approval to City Council.

Respectfully submitted,

Rita Schoch  
Public Works Analyst

#### **Attachments:**

- 1) PowerPoint Presentation of Results of Survey #2 Larkspur Parks Sign Improvement Project
- 2) Visuals of final design concepts

### Option 1: With Corten Steel Grid Wire Mesh



Grid wire mesh



Laser-cut corten steel  
 Mount Tamalpais and  
 foreground mountain

Stained wood timber  
 posts, frame and cap

Laser-cut steel park  
 identifier, unique to each  
 site

Powder-coated steel  
 laser-cut sign panels  
 and lettering

### Option 2: With Stainless Steel Grid Wire Mesh



### Option 3: Open, Without Wire Mesh



**City of Larkspur**  
**Proposed FY 2018/19 CIP Planning Worksheet**

Project No.	Project Name	Project Description	prior funding	<i>project balance</i> 6/30/18	<b>proposed 18/19</b> <b>funding</b>	proposed future funding	projected total funding	Funding Source
-------------	--------------	---------------------	---------------	-----------------------------------	---	----------------------------	----------------------------	----------------

**New Projects for 18/19**

19-301	Measure B Group 1 Pavement Rehabilitation	Pavement rehabilitation on 6.8 miles of City streets (Project 1) per the adopted Measure B Street Repair Plan.	\$ -	\$ -	\$ <b>4,900,000</b>	\$ -	\$ 4,900,000	Measure B, Gas Tax and VIF
19-302	Measure B ADA Curb Ramp Installation	Construction of all estimated 200 ADA curb ramps and misc. conc curb and gutter repairs where required on all Measure B streets.	-	-	<b>1,800,000</b>	-	1,800,000	Measure B and VIF
19-303	Measure B Patch Paving	Asphalt pavement patching on streets not scheduled for reconstruction until years 3 and 4 in the Measure B Street Repair Plan	-	-	<b>165,000</b>	-	165,000	Measure B and VIF

**Projects to be carried over to 18/19 with FY 2018/19 allocations**

2004-011	Bon Air Bridge Replacement	Replacement of the Bon Air Bridge with a new 2-lane bridge including bike lanes and sidewalks.	\$ 8,510,001	\$ 3,885,977	\$ <b>8,050,000</b>	\$ 20,125,000	\$ 36,685,001	HBP and Bridge fund
2015-002	Bon Air Bridge Mitigation Projects	triggered by the Bon Air Bridge permitting. Includes storm water enhancements on Magnolia Avenue, a new tidal marsh and dog park in piper park, and improvements to Bon Air Landing Park and the public dock at the Marin Rowing Club.	904,800	904,800	<b>3,443,200</b>		4,348,000	HBP and Bridge fund
2011-041	City-wide Storm Drain Repairs	miscellaneous storm drain improvements and development of Storm Drain Master Plan	617,000	130,000	<b>131,746</b>	-	748,746	TAM Local Roads
2014-001	Bike and Pedestrian Facilities Improvements	miscellaneous minor improvements to bike and pedestrian facilities including ADA upgrades, signs, patch paving etc.	36,250	25,000	<b>36,250</b>	108,750	181,250	Gas tax
2014-009	Public Stairs Improvements	miscellaneous minor improvements to public stairs including handrails, treads repairs and replacements	25,000	17,000	<b>25,000</b>	-	50,000	Gas tax
<b>18-202</b>	<b>Niven Park Improvements</b>	<b>ADA access, playground fencing, picnic area, shade trees and landscaping</b>	<b>15,000</b>	<b>15,000</b>	<b>115,000</b>	-	<b>130,000</b>	<b>County Parks Measure A</b>
18-301	Doherty Bridge Mitigation Monitoring	5-year Biological Monitoring required for the completed Doherty Drive Bridge Project	18,000	12,000	<b>18,000</b>	36,000	72,000	HBP and Bridge fund

**Projects to be carried over to 18/19 - with completion anticipated in 18/19 - no additional funding allocation**

2011-047	Corte Alejo Storm Drain	replacement of damaged storm drain pipes in the greenbrae hills	1,005,814	895,000	-	-	1,005,814	-
----------	-------------------------	---	-----------	---------	---	---	-----------	---

City of Larkspur

Proposed FY 2018/19 CIP Planning Worksheet

Project No.	Project Name	Project Description	prior funding	project balance 6/30/18	proposed 18/19 funding	proposed future funding	projected total funding	Funding Source
2014-011	Doherty Drive Safe Pathways at RHS	addition of 8' pathway along south side of Doherty Drive between Lucky Drive and Riviera Circle (west)	377,500	295,000	-	-	377,500	
2017-301	Magnolia/ Madrone Int Improvements	improvements at intersection including enhancements to Magnolia crosswalk	111,832	100,000	-	-	111,832	
<b>18-203</b>	<b>Piper Park Tennis Court Resurfacing</b>	<b>crack repair and court resurfacing</b>	<b>40,000</b>	<b>40,000</b>	-	-	<b>40,000</b>	
18-303	Local Streets Pavement FY 17/18	Measure C funded pavement rehabilitation project on city local streets - tentatively programmed for Riviera Circle Corte del Bayo, Corte del Coronado and Via la Brisa, pending utility clearances and analysis of existing pavement condition.	1,953,532	1,800,000	-	-	1,953,532	
18-304	Access Improvements - East Sir Francis Drake	lane and signal reconfiguration on ESFD to improve access to RSR bridge	2,300,000	230,000	-	-	2,300,000	
18-306	Magnolia Ave Bike and Ped Post to Doherty	MUP on east side of Magnolia from Post to Doherty and improved crosswalk at Post with RRFB	232,358	215,000	-	-	232,358	

**Projects to be carried over to 18/19 - with future funding allocations anticipated**

2014-004	Magnolia Avenue ADA Improvements	correction of ADA deficiencies along Magnolia Avenue pedestrian ways within city limits	300,000	250,000	-	800,000	1,100,000	
2014-015	Rose Lane MUP Connection	multi use path connection from Camila Circle to Central Pathway	143,380	110,000	-	-	143,380	
2016-011	Hillview Gardens Storm Drain	replacement of storm drains with new pipes connecting to new strom drain pump station on Bon Air Road	90,000	70,000	-	850,000	940,000	
18-101	Fire Station 16 Improvements	fixes, modifications and improvements to address water intrusion	20,000	11,000	-	300,000	320,000	
<b>18-201</b>	<b>Park Sign Improvements</b>	<b>uniform park entrance signs</b>	<b>10,000</b>	<b>4,000</b>	-	<b>90,000</b>	<b>100,000</b>	
<b>18-204</b>	<b>Piper Park Volleyball Court #2</b>	<b>upgrade Court #2 similar to Court #1 with volleyball sand, new net.</b>	<b>5,000</b>	<b>5,000</b>	-	<b>35,000</b>	<b>40,000</b>	
18-302	Doherty Drive Rule 20A Underground	Remove all utility poles and overhead conductors/ wiring on Doherty Drive from Lucky Drive to Magnolia Avenue	110,000	95,000	-	775,000	885,000	
18-305	Via La Cumbre slide Repair	permanent repair to slope failure on VLC - upper slope retaining wall and lower slope catch fence	34,500	20,000	-	495,000	529,500	

Total \$ 16,859,967 \$ 9,129,777 \$ **18,684,196** \$ 23,614,750 \$ 59,158,913