

**MINUTES OF THE REGULAR MEETING  
LARKSPUR PARKS AND RECREATION COMMISSION  
JANUARY 16, 2020**

COMMISSION:      PRESENT: Chair Koepfel, Blauvelt,  
                                 Friedel, Harrison

COMMISSION:      ABSENT:    Sunshine

STAFF:              PRESENT: Recreation Director Dick Whitley  
                                 Recreation Supervisor Nick Stone  
                                 Public Works Analyst Rita Schoch

**1. Roll Call**

Chair Koepfel called the meeting to order at 6:33 p.m.

**2. Public Comment**

There were no public comments.

**3. Approval of the Consent Calendar**

**3.1 Approval of Minutes: November 21, 2019**

M/s Blauvelt/Harrison, to approve the November 21, 2019 minutes as submitted.

Ayes: Blauvelt, Friedel, Harrison, Chair Koepfel

Absent: Sunshine

**4. Business Items**

**4.1 Piper Park Picnic Area Improvements- Shade and Tree Installment Project**

Public Works Analyst Schoch presented the staff report and gave a PowerPoint presentation. The Piper Park Master Plan discusses the need for additional shade in the picnic area. Staff worked with a landscape architect to come up with a plan that includes manufactured shade sails and new shade trees. Recreation Supervisor Stone stated the Recreation Department is offering more summer programs such as Music in the Park, which requires the use of a portable stage and portable generators. The design plan includes a permanent, low profile outdoor stage that would reduce staff's set up and break down time for these events. It could also be used by other community groups or other City Departments. Public Works Analyst Schoch referred to the site plan and pointed out the location of the stage, new trees, and shade sails. She discussed the types of shade sails (single, multiple), the proposed fabric, and post colors. The stage would be very low to the ground (from 0" to 24" above ground level) and would be made of concrete. The stage surface and surround would be formed with boards to mimic wood grain. The color would be brown. She discussed the location of the proposed trees and

the proposed three species- Western Redbud, Red Maple, and Big Leaf Maple. Plantings would be phased in from 2020 through 2022. Costs associated with the new trees would come out of the "Tree Fund". Funding for the shade sails and outdoor stage are included in the 2019/20 Capital Improvement Budget for the Piper Park Picnic Area Improvement Project (CIP #22-201). The conceptual design would serve as a working document that would be used to develop planting, site plans, a construction calendar and to obtain quotes from contractors.

Commissioner Harrison asked if the stage would need to be ADA compliant. Public Works Analyst Schoch stated "yes". Recreation Supervisor Stone explained the pathway access to the stage. Commissioner Harrison asked if staff plans to run electricity to the stage. Public Works Analyst Schoch stated "yes". Commissioner Harrison asked about the cost for the improvements. Public Works Analyst Schoch stated she has a general idea but availability of contractors, in this robust market, is a factor. She got a preliminary cost for running the electricity in the amount of \$15,000. This component might not happen this year. The stage can be built without the electrical work.

Commissioner Blauvelt asked about the cost to build the stage. Public Works Analyst Schoch stated it would be about \$5,000. Commissioner Blauvelt asked about the cost of the shade structure. Public Works Analyst Schoch stated they would be about \$5,000 to \$7,000 each. Commissioner Harrison asked how long they would last. Public Works Analyst Schoch stated they start to break down after about 15 years.

Commissioner Friedel stated she supported the project.

Chair Koeppel referred to the shade sails and asked if the posts would be permanent and the sails would be seasonal. Public Works Analyst Schoch stated the posts would be permanent. The sails would be brought down every other year or so to be washed down and perhaps during the winter.

Chair Koeppel asked if the fact that there would be too much shade could affect the winter rentals. Recreation Supervisor Stone stated there were no formal rentals during the winter.

Chair Koeppel asked about the size of the stage (4-piece band, etc.). Recreation Supervisor Stone stated staff was talking about a 12' X 16' stage.

Chair Koeppel asked if the plan was for a mixture of mature and young trees. Public Works Analyst Schoch stated "no"- they will be either 24" or 36" box. The 48" box trees require specialized equipment to plant.

Chair Koeppel asked if there was a City Arborist. Public Works Analyst Schoch stated "yes, there are several on-call". Staff also has a good relationship with a particular nursery. Chair Koeppel asked if the proposed three tree species were already in the park. Public Works Analyst Schoch stated "yes, in Piper and Heatherwood". The existing Pine and Acacia trees are on their way out. She discussed the Approved Tree List that was created by the Public Works Department.

Commissioner Blauvelt stated the costs seemed quite reasonable and people might be willing to donate through the Larkspur Community Foundation.

M/s Friedel/Blauvelt, motion to approve the concept design for adding shade and a permanent outdoor stage in the Piper Park Picnic Area and recommend that staff proceed with construction.

Ayes: Blauvelt, Friedel, Harrison, Chair Koeppel

Absent: Sunshine

#### 4.2 Discussion of Dates for Dedication of New Neighborhood Park Sign

Recreation Director Whitley presented the staff report. He discussed a Saturday morning at 9:00 a.m. or 10:00 a.m. and asked the Commission to email him suggestions. He would like to do it as soon as possible.

#### 4.3 Installation of Officers for 2020

Recreation Director Whitley presented the staff report. He thanked outgoing Chair Koeppel for his year of service.

M/s Blauvelt/Friedel, motion to elect Commissioner Harrison as Chair.

Ayes: Blauvelt, Friedel, Harrison, Chair Koeppel

Absent: Sunshine

M/s Koeppel/Friedel, motion to elect Commissioner Blauvelt as Vice Chair.

Ayes: Blauvelt, Friedel, Koeppel, Chair Harrison

Absent: Sunshine

Chair Harrison chaired the rest of the meeting.

#### 5. Director's Oral Report

Recreation Director Whitley reported Councilmember Scot Candell is the new liaison to the Commission, taking the place of Mayor Catherine Way. Staff is working on the job description for the Super Cool Summer School Director position. Meanwhile, Supervisor Stone is working on putting the Super Cool Summer School program together. Copies of the most recent brochure, a joint venture with Corte Madera Recreation, are on the dais.

Recreation Supervisor Stone reported after-school classes at Bacich Elementary started last week. The Principal at Bacich had asked the department to expand the offerings so a few classes were added, including a Leadership/Empowerment Class for 3<sup>rd</sup> and 4<sup>th</sup> grade girls. He noted the Bacich after-school classes fill up very quickly!

#### 6. Commissioner's Reports

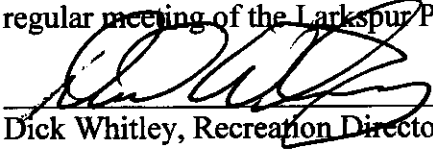
Commissioner Friedel reported on the status and funding of the Larkspur Library Community Center (LLCC).

#### 7. Adjourn Meeting

The meeting was adjourned at 7:20 p.m.

Respectfully submitted,  
Toni DeFrancis  
Recording Secretary

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted at a regular meeting of the Larkspur Parks and Recreation Commission.

  
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Dick Whitley, Recreation Director