

eight Mini Parks, not including Remillard Park or Miwok Park. These two parks fall into a different category since they are more “natural condition” parks.

Public Works Director Houlihan displayed a map of the location of each park and noted they were spread out evenly throughout the City. She stated the plan includes a summary of amenities and an accessibility review prepared by MIG, the firm doing the City’s Americans with Disabilities Act (ADA) Transition Plan. She briefly discussed each park’s Concept Plan.

Public Works Director Houlihan referred to the funding sources for the proposed work and noted CM stands for City Maintenance Projects, CP stands for Community Projects, and CI stands for Capital Improvement Projects. Chair Matteo asked how a project could be both CM and CI. Mr. Holloway stated some of the parks contained small improvements that could be handled by the maintenance crews or could be a Capital Improvement Project. They also had the option of trying to make the improvement a community project.

Public Works Director Houlihan briefly discussed the “Improvement Recommendations” section. Mr. Holloway stated the numbers correspond with the numbers on the plan.

Public Works Director Houlihan briefly discussed the estimated/probable costs and stated it was a great guide for Capital Improvement budgeting.

Chair Matteo stated a resident has expressed concern about signage related to smoking in parks and park closure signs and he asked if this would be addressed. Public Works Director Houlihan stated staff has this on the “radar”.

Commissioner Friedel asked about the status of the play structure at Neighborhood Park. Public Works Director Houlihan stated the plans are approved and the agreement has been executed. She is finding out the schedule from the representatives of the Homeowner’s Association. She noted this was a \$100,000 project that is fully funded by the Homeowner’s Association.

M/s Blauvelt/Friedel, to recommend approval of the Mini Park Action Plan to the City Council.

Ayes: Blauvelt, Friedel, Chair Matteo

Absent: Cimino, McNally

2. Request by St. Patrick’s CYO Volleyball for more HMS Gym time

Recreation Director Whitley presented a staff report. He noted the representative from St. Patrick’s CYO Volleyball was not at the meeting.

Chair Matteo had questions about the schedule including the cut-off time at the gym. Recreation Director Whitley stated the cut-off time was 10:00 p.m.

Commissioner Blauvelt had questions about the Camp Doodles summer camp.

Commissioner Friedel had questions about the use of the gym by the Pipe Band and the San Rafael Basketball program.

Commissioner Blauvelt stated she was not inclined to change the schedules of other long-standing user groups. The other Commissioners agreed.

3. Election of Chair and Vice Chair

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

Ayes: Blauvelt, Friedel, Chair Matteo

Absent: Cimino, McNally

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

Ayes: Blauvelt, Friedel, Chair Matteo

Absent: Cimino, McNally

The Commission thanked Commissioner Matteo for his service as Chair.

INFORMATIONAL ITEMS

1. Community Facility Update

Public Works Director Houlihan presented a staff report and gave a Powerpoint presentation. She noted they were moving forward with the Master Plan. She briefly discussed the roles of the Advisory Committee and the Technical Advisory Committee. She stated this is the community's facility and community input was critical. The schedule was somewhat "fast and furious" with an approval by City Council hopefully in June. There would two workshop meetings- one on January 29th and February 17th. Post cards will be going out in the mail soon to every resident in Larkspur, Greenbrae, and Ross. Staff plans to do on-line surveys.

2. Heatherwood Park Neighborhood Meeting

Public Works Director Houlihan stated they are a very active community and staff is planning a community project. She is recommending the use of some of the Mini Parks dollars for improvements to play structures at Heatherwood, Dolliver, and some infrastructure improvements at Greenbrae School. Staff posted a survey monkey asking for input on a new swing set structure, including a toddler swing, at Heatherwood Park. Improvements would also include some new fall zone material. The residents have committed to a community project and would help the maintenance crew with the removal of sand.

3. Various Facility-related updates

Public Works Director Houlihan presented a staff report. She stated one of the Capital Improvement Projects for this year was refurbishment of the Dolliver Park bathrooms. She stated the building was solid but it needs to be “refreshed” (resurfacing the floor, new fixtures, redoing the plumbing, etc.) and made ADA compliant. She briefly discussed some concepts on how to enhance the entry. Staff plans to install timed locks on the door so they would lock in the evening. Commissioner Blauvelt stated that was a very good idea.

Commissioner Friedel stated the roof in Options A and B appears to be solid but appears to be open in Option D. She asked if this was just the angle of the elevation. Public Works Director Houlihan stated “yes” and noted there is screening and the roof is not all the way open. The current mesh would be replaced with something more appealing. It would not be open. Commissioner Friedel stated she would prefer Options A or B in terms of the privacy screen. Option C could be more conducive to vandalism.

Public Works Director Houlihan stated the Commission discussed park furniture at the last meeting and narrowed down two options- concrete and wood. The Commission’s preference for certain tables and benches was wood. She displayed a detail of a bench indicating metal handles. Staff did not like the garbage cans with the wood on the side so they are recommending a metal, more traditional can. All of the wooden amenities were cost effective. A bench with the backing would cost \$1,500, including the installation. A bench with no back would be about \$1,300. The garbage cans are about \$3,000 and the picnic table is about \$2,900. Staff is having a challenge finding a concrete bench with a backing that is appealing. The cost for concrete is almost double the cost for wood.

Commissioner Blauvelt stated she preferred wood and would like to take the issue of concrete furniture off the table. The Commission agreed.

Public Works Director Houlihan stated the Piper Park play structure was in dire straits. The Piper Park Master Plan gives them some guidance on what the community would like to see. She displayed some options and stated she would like to get a new, safe structure in as soon as possible. The structure should include some flexibility so they could build on it in the future. The goal of the design would be towards children ages five through twelve years of age.

RECREATION DIRECTOR’S ORAL REPORT

Recreation Director Whitley reported preparations for the Super Cool Summer School were under way. Staff is anticipating more students this summer.

Recreation Supervisor Clegg reported there were over 180 students at the 7th and 8th grade dance at the Hall Middle School Gymnasium sponsored by the school and the Recreation Department. The Hall Leadership Class did much of the planning and helped sell tickets. She stated the “balloon drop” needs some work.

COMMISSIONER REPORTS

Commissioner Blauvelt stated she attended the recent Advisory Committee meeting for planning of the new Library/Community Facility.

ADJOURNMENT

The meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Toni DeFrancis
Recording Secretary