

**Town of Corte Madera  
Parks and Recreation Commission**

**Emily Janowsky  
Commission Vice Chair**

**Nathan Blomgren  
Commissioner**

**Sarah Elsen  
Commissioner**

**Alden Miles  
Commissioner**



**Elein Phipps  
Commissioner**

**Pat Ravasio  
Commissioner**

**Cambry Weingart  
Youth Commissioner**

**Monday, May 18, 2020 6:30pm  
REGULAR MEETING**

NOTICE TO PUBLIC: Due to Coronavirus (COVID-19), the May 18, 2020, meeting of the Parks and Recreation Commission will occur via videoconference only. All committee members will be participating remotely, and residents are urged to follow the orders issued by the Marin County Public Health Officer and Governor and participate in the meeting remotely as well. As allowed under the Governor's Executive Order N-29-20 (March 17, 2020), during the duration of the COVID emergency the Town of Corte Madera will no longer offer an in-person meeting location for the public to attend.

Members of the public may view and participate in the meeting remotely through the following link:

<https://tinyurl.com/yanl69rx>

(No Pre-Registration Needed- Click on Link at Meeting Start Time)

Zoom webinar ID: 916-0411-9216

Or call in using any of the following phone numbers:

1 (408) 638-0968    1 (253) 215-8782    1 (301) 715-8592    1 (346) 248-7799

1 (669) 900-6833    1 (312) 626-6799    1 (646) 876-9923

(for higher quality, dial a number based on your current location)

Submit public comment remotely by:

1. Emailing [PublicComment@tcmmail.org](mailto:PublicComment@tcmmail.org) prior to 3:00 P.M. on the day of the meeting.
2. Emailing [PublicComment@tcmmail.org](mailto:PublicComment@tcmmail.org) during the meeting.
3. Registering for the meeting at the link above and selecting the "Raise Hand" icon during the meeting to provide public comment verbally when recognized by the Clerk at the appointed time.

Anyone with a disability needing further assistance with public comment should contact the Clerk at least 2 hours before the beginning of the meeting to make alternative arrangements at [rvaughn@tcmmail.org](mailto:rvaughn@tcmmail.org) or 415-927-5050.

Click [here](#) for more information on how to register to watch the meeting and submit public comment remotely.

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**1. CALL TO ORDER, ROLL CALL, AND SALUTE TO THE FLAG**

**2. SWEARING IN OF NEW COMMISSIONER**

2A. Oath of Office Will be Administered to Newly Appointed Commissioner Louise Brown

**Town of Corte Madera  
Parks and Recreation Commission**

**3. REORGANIZATION OF THE COMMISSION**

- 3A. Selection of Chair
- 3B. Selection of Vice Chair

**4. OPEN TIME FOR PUBLIC COMMENT**

At the beginning of each regular Commission meeting, any member of the public may address the Commission concerning any item not on the Commission's agenda. Speakers will be limited to three (3) minutes unless otherwise specified by the Chair or the Presiding Officer. The public will be given an opportunity to speak on each agenda item at the time it is called. The Commission may discuss and/or take action regarding any or all of the items listed below. Once the public comment portion of any item on this agenda has been closed by the Commission no further comment from the public will be permitted unless authorized by the Chair or the Commission and if so authorized, said additional public comment shall be limited to the provision of information not previously provided to the Commission or as otherwise limited by order of the Chair or Commission.

**5. PRESENTATIONS**

- 5 A. Introducing Of Virtual Summer Day Camp And Modified Summer Playground

**6. CONSENT CALENDAR**

The purpose of the Consent Calendar is to group items together which are routine or have been discussed previously and do not require further discussion. They will be approved by a single motion. Any member of the Commission, Town Staff, or the Public may request removal of an item for discussion. Rescheduling of the item(s) will be at the discretion of the Chair and Commission.

- 6 A. Approval of Draft Minutes of the February 24, 2020 Regular Commission Meeting

**7. BUSINESS ITEMS**

- 7 A. Update From Todd Cusimano, Town Manager, Regarding Current Impact Of COVID-19 Pandemic On The Town Budget And Specifically The Parks & Recreation Department Budget
- 7 B. Update From Jared Barrilleaux, Department Of Public Works, On Skunk Hollow Park, Green Room/Office Remodel, Town Park Restroom Upgrades, And The Town Park Dog Park
- 7 C. Discussion And Possible Action To Approve Final Signage, Dog Park At Town Park
- 7 D. Discussion On 2020 Volunteer Of The Year

**8. STAFF UPDATE AND COMMISSIONER REPORTS**

- Staff Update
- Commissioner Reports
  - Updates from Recent Town Council Meetings

**Town of Corte Madera  
Parks and Recreation Commission**

- Executive Advisory Committee
- CMPR / IGC Programming Ad-Hoc Committee – On hiatus
- Individual Commissioner Updates

**9. ROUTINE AND OTHER MATTERS**

The following items do not require a formal hearing, although the Chair and staff will indicate why each item is on the agenda. Commission may decide to reschedule the item as a public hearing.

9 A. DISCUSSION OF POTENTIAL FUTURE AGENDA ITEMS

9 B. ITEMS FOR YEARLY REVIEW

Month	Agenda Items
January	• Commission meeting schedule
February	• Capital Improvements: Director Public Works • Commission Strategic Planning/Goals
March	• Budget • Summer Brochure Preview • Reorganize Commission (Select Chair & Vice Chair at end of meeting)
April	• Commission Capital Improvement Wish List (Moved to June 2020)
May	• Volunteer of the Year • Summer Playground Presentation
June	• Commission Capital Improvement Wish List (Moved from April 2020)
July	
August	• Update: Commission Goals
September	• Summer Playground Re-Cap • Review: Corte Madera Age Friendly Intergenerational Center • Capital Improvements: Director Public Works
October	• Fee Resolution Discussion
November	• Commission Goals • Annual Programming Report
December	

7 C. TOWN COUNCIL MEETINGS

MONTH	COMMISSIONER	MONTH	COMMISSIONER
January	Blomgren	July	Janowsky
February	Phipps	August	Blomgren
March	Ravasio	September	Phipps
April	Weingart	October	Ravasio
May	Miles	November	Casissa
June	Elsen	December	Miles

**10. ADJOURNMENT**

Next regular meeting is scheduled for June 22, 2020

**Town of Corte Madera  
Parks and Recreation Commission**

**DOCUMENTS:** All documents relating to agenda items are available for the public review in the Parks and Recreation Departments of the Town of Corte Madera Offices at 498 Tamalpais Dr., between the hours of 8am – 5pm Monday – Thursday. Staff reports are normally available on Thursday afternoon preceding the Monday meeting. It is recommended that you contact the Parks and Recreation Department for availability.

**APPEAL:** Following the actions by the Parks and Recreation Commission at a public hearing or meeting, any decision of the Commission may be appealed to the Town Council within TEN (10) calendar days.

**AMERICANS WITH DISABILITIES ACT:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Parks and Recreation Department at (415) 927-5072. For auxiliary aids or services or other reasonable accommodations to be provide by Town at or before the meeting, please notify the Parks and Recreation Department at least 3 business days (the Wednesday before the meeting) in advance of the meeting date. If the Town does not receive timely notification of your reasonable request, the Town may not be able to make the necessary arrangements by the time of the meeting.

**NOTIFICATION LIST:** To sign up to receive automatic notifications regarding meetings and agendas, please visit the Town's website at <https://www.townofcortemadera.org> and click on "Notify Me" to register, or email the Town Clerk at: [rvauahn@tcmmail.org](mailto:rvauahn@tcmmail.org)

**TOWN OF CORTE MADERA**  
**PARKS AND RECREATION COMMISSION REGULAR MEETING**  
**CORTE MADERA TOWN HALL COUNCIL CHAMBERS**  
**FEBRUARY 24, 2020**  
**DRAFT MINUTES**

Commissioners

Present: Fred Casissa, Chair  
 Nathan Blomgren  
 Sarah Elsen  
 Emily Janowsky  
 Alden Miles  
 Pat Ravasio  
 Cambry Weingart, Youth Commissioner

Absent: Elein Phipps

Staff  
 Present: Ashley Howe, Recreation Director  
 R.J. Suokko, Public Works Director  
 Rebecca Vaughn, Town Clerk

1. CALL TO ORDER, ROLL CALL, AND SALUTE TO THE FLAG

Chair Casissa opened the Regular Meeting at 6:30 p.m.

2. OPEN TIME FOR PUBLIC COMMENTS

Ms. Patti Stoliar, Casa Buena Drive, stated she recently rented the corner section of Town Park for a party and found the wooden benches to be in disrepair. She asked the Commission to find funds for bench work.

3. PRESENTATIONS

A. Introduction of Ashley Howe, New Town of Corte Madera Parks and Recreation Director

Recreation Director Howe discussed her background, education, and goals for the department including engaging with the community and performing a needs assessment. She stated she starts on Tuesday, March 17<sup>th</sup>.

Chair Casissa opened the meeting to public comments.

There were no comments.

Chair Casissa closed the meeting to public comments.

The Commission welcomed Recreation Director Howe.

4. CONSENT CALENDAR

A. Approval of Draft Minutes of January 27, 2020 Regular Commission meeting.

M/s, Janowsky/Ravasio, and approved unanimously (Phipps absent) to approve the January 27, 2020 Regular meeting minutes as submitted.

5. BUSINESS ITEM

A. Discussion and Possible Action to Approve Final Signage, Location, and Post Size for Old Corte Madera Square

1 Town Clerk Vaughn presented a staff report and a PowerPoint presentation. The proposed location is the  
2 entrance to Menke Park/Old Corte Madera Square, the wording is “Old Corte Madera Square”, and the size  
3 of the sign is approximately three feet by five feet. The posts would be 8” X 8”, with 6” X 6” as an option.  
4 She displayed a rendering of how the sign would look and noted the addition of the egret.  
5

6 Ms. Julie Christopher, a member of the Beautification Committee, discussed the proposal.  
7

8 Commissioner Elsen asked about the post material. Ms. Christopher stated they would be wood.  
9

10 Chair Casissa asked if the sign would be double-sided. Ms. Christopher stated “no”.  
11

12 Commissioner Janowsky stated she liked the design.  
13

14 Commissioner Ravasio asked if the design was done by a professional and if it would be cut into the wood.  
15 Ms. Christopher mentioned the name of the person who did the design. It would be cut into the wood.  
16

17 Commissioner Blomgren stated the Commission comments about font size and legibility were taken into  
18 consideration. It will be easy to read and looks great!  
19

20 Chair Casissa opened the meeting to public comments.  
21

22 Ms. Carla Condon, Paradise Drive, stated she likes the look of the sign and noted it is an interpretation of  
23 the Town logo.  
24

25 Chair Casissa closed the meeting to public comments.  
26

27 Commissioner Ravasio stated the square used to be called the Village but that got confusing when the  
28 shopping center opened. The Beautification Committee renamed it Old Corte Madera Square. She loves  
29 the sign but would like to remove the word “old”.  
30

31 Commissioner Miles stated she liked the 8” X 8” posts.  
32

33 Commissioner Janowsky stated she did not have a preference on the posts.  
34

35 Chair Ravasio made a motion to approve the sign proposal but to strike the word “Old”. There was no  
36 second to the motion and it died.  
37

38 Chair Casissa re-opened the meeting to public comments.  
39

40 Ms. Condon stated they need to keep in mind that the gazebo was donated by a resident with the  
41 understanding that it would be placed in the “Old Corte Madera Square”.  
42

43 Chair Casissa closed the meeting to public comments.  
44

45 M/s, Miles/Elsen, and approved unanimously (Phipps absent) to approve the sign design, using 8” X 8”  
46 posts, with the use of the word “Old” at the discretion of the Beautification Committee.  
47

48 B. Update from Public Works Director R.J. Suokko Regarding the Following Projects: Skunk Hollow  
49 Park, Green Room Remodel, and the Town Dog Park  
50

51 Public Works Director Suokko presented a staff report and PowerPoint presentation regarding Skunk  
52 Hollow Park that included the following: 1) Skunk Hollow Park Improvements; 2) Current Condition; 3)  
53 New play structure, add swings and benches, ADA accessible, concrete path, fencing, replace water  
54 fountain; 4) Remove and update landscaping; 5) 70% Design Plans; 6) Design options; 7) Manufacturer  
55 selection; 8) Tentative Schedule.  
56

57 Commissioner Miles asked if the playground will be fully enclosed with the new fence. Public Works  
58 Director Suokko stated there is currently no fencing on the street side. Staff had not proposed fencing at  
59 the southeast side since it has large trees that serve as a vegetation barrier. He stated the blue line in the

1 slide depicts the location of the vinyl fence. Commissioner Ravasio asked if there would be a gate. Public  
2 Works Director Suokko stated “yes”. The proposal would enclose the park in a more secure fashion.

3  
4 Commissioner Miles questioned the rationale for one bucket vs. two bucket swings. Commissioner Elsen  
5 stated the demographics of this park are five to twelve years old. Commissioner Miles stated she thought  
6 this park scaled a lot younger.

7  
8 Commissioner Ravasio asked if they could get four swings in the park. Public Works Director Suokko  
9 stated that would add a lot to the cost of the project.

10  
11 Commissioner Janowsky noted Madera del Presidio has a dedicated “tot lot”.

12  
13 Chair Ravasio stated staff should hold another community meeting once the conceptual drawings are  
14 firmed up.

15  
16 Commissioner Blomgren stated he thought they went above and beyond in terms of meetings. He did not  
17 want to hold up the project. The proposal incorporates what the public wanted.

18  
19 Commissioner Janowsky noted the neighbors were in very close proximity and she stressed the aesthetic  
20 nature of the option that has rocks, green and brown colors, etc. Commissioner Ravasio agreed- it should  
21 have a natural look.

22  
23 Chair Casissa asked if the sand pit was open. Public Works Director Suokko stated there would be a curb  
24 and then a ramp that gently falls into the pit.

25  
26 Commissioner Ravasio stated she would love to see one streetlamp with a hanging flower basket. It could  
27 be funded by the Beautification Committee.

28  
29 Commissioner Elsen stated she would like to see some monkey bars or some other type of bars. Kids love  
30 the tall, “spinner thing”. Public Works Director Suokko stated the options do have interchangeable features  
31 or the ability to customize.

32  
33 Chair Casissa opened the meeting to public comments.

34  
35 There were no comments.

36  
37 Chair Casissa closed the meeting to public comments.

38  
39 Public Works Director Suokko asked the Commission if they would like staff to schedule a focused,  
40 neighborhood meeting. He did not want to go through multiple iterations of different designs.

41  
42 Commissioner Ravasio suggested staff hold a neighborhood meeting and bring the design back to the  
43 Commission if there are other concerns. Public Works Director Suokko was concerned about losing time.  
44 Commissioner Ravasio asked if staff could do an informal outreach to the neighbors who were involved.  
45 Public Works Director Suokko stated “yes”. Commissioner Janowsky stated she had a list of the  
46 stakeholders that she could provide to Public Works Director Suokko.

47  
48 Public Works Director Suokko presented a staff report and PowerPoint presentation regarding the Green  
49 Room Remodel that included the following: 1) Location map; 2) Scope of project; 3) Status of project.  
50 He noted this would be the new office for the Recreation Department staff.

51  
52 Chair Casissa asked if the door to the kitchen would be closed off. Public Works Director Suokko stated  
53 the access would be cut off since that area would be converted to a closet.

54  
55 Commissioner Ravasio stated cutting off that access was not a good idea since it would make it difficult to  
56 run events. They need to leave some type of passageway to the other parts of the building. It would  
57 decrease the versatility of the space for potential renters. She asked staff to make sure the Fire Department  
58 reviews the plan for evacuation purposes.

59

1 Chair Casissa stated the area will be used by the Recreation Department staff and access by the general  
2 public is not a good idea.  
3  
4 Public Works Director Suokko stated the plan is being reviewed by the Planning, Building, and Fire  
5 Departments. Staff needs to finalize the bid package with the intent of starting construction in the summer.  
6 They could have more conversations about “flow”.  
7  
8 Chair Casissa referred to the summertime construction and asked staff to factor in the Summer Playground  
9 Program. Public Works Director Suokko asked if there was a preferred construction window. Chair  
10 Casissa stated probably after the Summer Playground Program.  
11  
12 Commissioner Ravasio referred to the entryway to the Recreation Department offices and asked if the  
13 receptionist would still be stationed at the front door of the Community Center. Town Clerk Vaughn stated  
14 “yes”. She discussed the current and proposed staffing levels.  
15  
16 Chair Casissa opened the meeting to public comments.  
17  
18 Ms. Julie Christopher stated she was concerned about construction crews in the parking lot during the 4<sup>th</sup> of  
19 July Parade and weekend. She stated her group stores stuff in the Green Room and asked if there was other  
20 storage space. Chair Casissa asked her to talk to Recreation Director Howe.  
21  
22 Chair Casissa closed the meeting to public comments.  
23  
24 Public Works Director Suokko presented a staff report and PowerPoint presentation regarding the Town  
25 Dog Park that included the following: 1) Status of project; 2) Project budget; 3) Project in stages; 4) Site  
26 plan. He briefly discussed some of the proposed park amenities including a dog wash station and drinking  
27 fountain. Staff was looking at three locations for the dog washing station. The last stage of the project  
28 would be signage and rebuffing existing benches. He noted staff was doing the project management in-  
29 house to save money. They plan to start the project in April and he thinks it will take about two months.  
30  
31 Commissioner Miles asked if there was a cost advantage to keeping the water amenities close together.  
32 Public Works Director Suokko stated this would not be a huge factor.  
33  
34 Commissioner Blomgren stated the dog wash station area could get saturated in the winter months. Public  
35 Works Director Suokko stated he had some ideas for that. Commissioner Blomgren reiterated that the area  
36 gets quite wet and he suggested installing a single French drain along the wettest area. Public Works  
37 Director Suokko stated the budget was constrained and they might be able to add it in later. Using mulch is  
38 another option.  
39  
40 Chair Casissa asked if there was a three-foot buffer between the path and where the fence starts. Public  
41 Works Director Suokko stated staff was thinking about reducing that to two feet making it easier to  
42 maintain. It would be an awkward strip to mow. Chair Casissa stated the fence should not be too close to  
43 the path.  
44  
45 Commissioner Janowsky stated she preferred the first suggested location for the dog washing station.  
46 Containing it in the dog park feels safer.  
47  
48 Commissioner Elsen asked if staff is proposing to clear the brush from under the trees on the south side  
49 where the fence will be installed. Public Works Director Suokko stated they plan to do some minor  
50 trimming under the trees. Chair Casissa stated there had been previous discussions about utilizing the  
51 existing parking lot fence.  
52  
53 Commissioner Ravasio stated there should not be a secluded area where dogs were not visible. She did not  
54 want a lot of the vegetation removed since it blocks the view of the parking lot, dumpsters, etc. The less  
55 asphalt and interfering with the natural “green” the better.  
56  
57 Commissioner Blomgren stated the Town Manager had talked about the Town possibly extending from the  
58 existing parking lot to the yellow fence line in the future. They did not want to get into that area.  
59  
60 Chair Casissa opened the meeting to public comments.



1  
2 Mr. David Macpherson, Corte Madera Avenue, was pleased to see the addition of a dog washing station  
3 and would vote for location number three. Being outside of the park where the water could runoff makes  
4 sense. He asked if the gate leading to the parking lot could be a part of Phase One. Public Works Director  
5 Suokko stated staff could look at a simple, black, chain link fence in the future. Mr. Macpherson  
6 recommended staff put up a “Your Tax Dollars at Work” for any project funded by Measure C.  
7

8 Ms. Patti Stoliar asked what the signage would say- “Corte Madera Pet Commons”?  
9

10 Chair Casissa closed the meeting to public comments.  
11

12 Commissioner Ravasio stated the Commission should review the Dog Park Rules at the next meeting. She  
13 liked the black vinyl fence but five feet seems high. Less asphalt is better and gravel would be preferred.  
14 She thanked the Public Works Department staff for being able to manage the project and save the Town  
15 some money.  
16

17 Chair Casissa asked staff to rethink the location of the water fountain since he did not want kids to go into  
18 the dog park to fill water bottles.  
19

20 C. Discussion and Direction to Staff Regarding Commission Goals for FY 2020/21 Topics to Include,  
21 but not Limited to:

- 22 • Town Park Master Plan
- 23 • Bayside Park Master Plan
- 24 • Use Analysis of Town Recreational Facilities
- 25 • Evaluation of Town-Owned Properties to Determine Opportunities for New Recreation  
26 Uses
- 27 • Pop-up Parks  
28

29 Chair Casissa gave a report and asked for comments.  
30

31 Commissioner Ravasio stated she was glad this was on the agenda for discussion. The Town Park Master  
32 Plan should include the Park Madera Center since they are using some of those facilities already. She  
33 would be happy to work on an evaluation of Town-owned properties.  
34

35 Chair Casissa discussed the idea of a pop-up park which could include one-day soccer free clinic near the  
36 Sandra Marker Trail or other ideas. He referred to the use analysis of facilities and stated he was not sure if  
37 any of them are under or over utilized. Commissioner Ravasio stated this analysis should include Menke  
38 Park.  
39

40 Commissioner Miles stated the list seems to focus on facilities and not necessarily programs. She would  
41 like to bring the issue of climate change into the discussion.  
42

43 Commissioner Ravasio asked if it would be in the Commissions’ purview to try to make events more  
44 environmentally sustainable (switching from plastic to paper bowls, etc.). Rules for the use of the Town  
45 facilities could also encourage sustainability- limit the use of plastic, reusable silverware, etc. She  
46 volunteered to work on some general guidelines.  
47

48 Commissioner Elsen stated they need to look at the bathroom situation in Town Park. They need more  
49 bathrooms particularly in the east side. She stated the Town Website could be more user-friendly and  
50 registering for classes could be easier. Town Clerk Vaughn stated staff was looking at upgrading the  
51 current software. Commissioner Ravasio agreed that the bathrooms should become a priority  
52

53 Chair Casissa opened the meeting to public comments.  
54

55 Ms. Carla Condon stated there had been discussion about the Intergenerational Center using Petco to  
56 provide more space. This should be included in the Town Park Master Plan.  
57

58 Chair Casissa closed the meeting to public comments.  
59

1 Commissioner Blomgren stated it would be helpful to have a list and a schedule of the items that the  
2 Commission will be taking on in the future.

3  
4 Chair Casissa asked if they want to handle these as a whole or ask a Commissioner to champion one or  
5 more. Commissioner Blomgren stated having a subcommittee or a single person taking on an item helps  
6 spread the load. They can also liaison with staff.

7  
8 Commissioner Ravasio stated she was working on the Town Park Master Plan/Madera Center and would  
9 like to be involved in the evaluation of Town-owned properties.

10  
11 Commissioner Janowsky stated she was working on the east fields. She suggested everyone give it some  
12 thought and they could discuss it at the next meeting.

13  
14 Chair Casissa stated he would like to improve the public relations on projects such as the Basketball Hoops  
15 Project, etc.

16  
17 D. Update and Direction to Staff Regarding Exploration of a Possible Partnership Between the Lions  
18 Club and Redwood High School to Design and Install a Mural on the Walls of the Wornum Drive  
19 Underpass (continued from January 27, 2020 meeting)  
20

21 Chair Casissa gave a report. The idea was to have a “Corte Madera” theme of some type and not let it  
22 become a “free for all”. This could be a true community event.

23  
24 Town Clerk Vaughn stated she received emails from CalTrans subsequent to the preparation of the packet.  
25 There are copies on the dais. These include the CalTrans District Four Transportation Art Community  
26 Identification Proposal Instructions, application form, and guidelines for community art. CalTrans stated  
27 they would consider an art proposal from the Town of Corte Madera but they wanted to check with the  
28 Structure Maintenance and Inspection Office to ensure that the wall surfaces could be painted. Public  
29 Works Director Suokko confirmed that that part of the wall is in Corte Madera Town Limits. She asked the  
30 Commission to review the materials and noted it could take up to a year to get approval for an  
31 Encroachment Permit from CalTrans. The Town would need to enter into a Maintenance Agreement for  
32 the artwork. She noted it is doable and worthwhile- but it is a process.

33  
34 Chair Casissa stated the Lions Club would need to team up with Redwood High School to come up with a  
35 design, come to the Commission for approval, and then submit it to the Town Council for approval and  
36 filling out of the appropriate paperwork.

37  
38 Chair Casissa opened the meeting to public comments.

39  
40 There were no comments.

41  
42 Chair Casissa closed the meeting to public comments.

43  
44 6. Staff Update and Commissioner Reports

- 45 • Staff Update
- 46 • Commissioner Reports
  - 47 - February Town Council Meeting Update

48  
49 Chair Casissa stated the Council approved a Recreation Coordinator position who will operate  
50 programming and implement classes. Commissioner Ravasio asked if teen program would be included.  
51 Town Clerk Vaughn stated “yes”.

- 52
- 53 - Executive Advisory Committee

54  
55 Chair Casissa stated the committee did not meet.

- 56
- 57 - CMPR/IGC Programming Ad-hoc Committee-on hiatus
- 58 - Individual Commissioner Updates

59

1 Commissioner Ravasio asked if the Town could provide a spotlight for groups that rent the Community  
2 Center. Town Clerk Vaughn stated “yes, but it would require some advanced notice”  
3

4 Commissioner Ravasio asked if the pond project at the Corte Madera Inn would come under the purview of  
5 the Commission. Chair Casissa stated “no”.  
6

7 7. ROUTINE AND OTHER MATTERS

8 A. Future Agenda Items  
9

10 Chair Casissa asked the Commission to forward any future agenda items to Recreation Director Howe or  
11 Town Clerk Vaughn.  
12

13  
14 8. ADJOURNMENT  
15

16 The meeting was adjourned at 8:20 p.m. Chair Casissa stated the next Regular Meeting was scheduled for  
17 Monday, March 23, 2020 in the Council Chambers.  
18

19  
20 Respectfully submitted  
21

22  
23 Toni DeFrancis  
24 Recording Secretary



**CORTE MADERA  
PARKS AND RECREATION COMMISSION  
STAFF REPORT**

**REPORT DATE:** May 13, 2020  
**MEETING DATE:** May 18, 2020

**TO:** Honorable Chair and Members of the Commission  
**FROM:** Rebecca Vaughn, Town Clerk/Assistant Town Manager  
**SUBJECT:** Final Review and Acceptance of Proposed Rules for the Corte Madera Dog Park



**RECOMMENDED ACTION:**

Review proposed rules for the Corte Madera Dog Park, as discussed by the Commission at its November 18, 2019 Special Meeting, provide any additional direction as needed.

**BACKGROUND/DISCUSSION:**

At the November 18, 2019 Special Parks and Recreation Commission Meeting, the Commission discussed proposed rules and signage for the Corte Madera Dog Park to be located in Town Park. After reviewing the posted signage from several dog parks, both local and around the Bay Area, the Commission decided on seven rules that should be included on the dog park signage: 1) Vaccinations are required; 2) A limit of three (3) dogs; 3) No unattended dogs; 4) Owners must clean up after pets; 5) No food allowed; 6) Children must be accompanied by an adult; 7) Pets must be well behaved.

Staff also recommends adding two additional rules, covering noise deterrence and the Town's No Smoking policy. With those additions, staff proposes that the signage read as follows:

Corte Madera Dog Park Rules

Welcome to the Corte Madera Dog Park. This park gives dogs a healthy and safe environment for leash-free socialization and exercise. Please help us keep it that way by following these rules:

- All dogs must have up-to-date vaccinations.
- There is a limit of 3 dogs per person.
- No unattended dogs. Any unattended dog will be impounded.
- Owners must clean up after their pets.
- Do not bring food into the dog park.
- Children under 12 must be accompanied by an adult.
- All dogs must be well-behaved.
- Aggressive animals are prohibited, dogs that bark persistently must be removed.
- No Smoking (CMMC 6.14.020).

The Commission also recommended that dog park operational hours be posted on separate signage, so that any future revisions to the operational hours would not result in reprinting of the rules signage. For your reference, the Town's Planning Commission, upon its approval of the Design Review and Conditional Use permit, set the hours for the park as: June to September: 7am to 7pm, October to May: 7am to 5pm.

Should the Commission wish to post a phone number or instructions for reporting of any infractions, that information could be printed on the operational hours signage, as well. The Central Marin Police Authority prefers that the Town be first line of reporting and response for any infractions, as that is how it is handled with the dog parks in Larkspur and San Anselmo. Staff will work on a plan for addressing the reporting of infractions and monitoring the facility for general compliance with dog park rules.

The dog park is currently under construction, with a tentative opening scheduled for early summer.

**FISCAL IMPACT:**

There is no fiscal impact associated with the requested action.

**ENVIRONMENTAL IMPACT:**

This activity is not defined as a project under CEQA (Section 15378 CEQA Guidelines).



**CORTE MADERA  
PARKS AND RECREATION COMMISSION  
STAFF REPORT**

**REPORT DATE:** May 14, 2020  
**MEETING DATE:** May 18, 2020

**TO:** Honorable Chair and Members of the Commission

**FROM:** Ashley Howe, Parks & Recreation Director

**SUBJECT:** Review and Discuss 2020 Volunteer of the Year



**RECOMMENDED ACTION:**

Review past practices for nominations and recognition of the Volunteer of the Year Recognition Program. Discuss possible ways to modify past practices impacted by the COVID-19 pandemic, and provide any additional direction as needed.

**BACKGROUND/DISCUSSION:**

The Senior Citizen of the Year awards began in 1980; the name was changed to Senior Volunteer of the Year in 2002 and was changed to Volunteer of the year in 2013. In 2018, the Commission added a Youth Volunteer of the Year award to include Corte Madera youth who contributed to the community. Past recipients include:

1980	ALICE HIGGINS
1981	GERRIE REICHARD
1982	ELVA WILSON
1983	BILL FORD
1984	LUCILLE STUART
1985	-----
1986	GERRIE AND KEN REICHARD
1987	ELLA & BOB BRINTON
1988	MARY & HAROLD BATES
1989	TRUDIE KLING
1990	NINA BRANDT
1991	AL DeMELLO
1992	BETTY McGINN
1993	JOHN ARMANINI
1994	WALTER KOZAK
1995	CECIL W. "BILL" THOMAS

1996	LLOYD AND KITTY PROSSER
1997	COLETTE O'DEA
1998	SONIA DeLEW
1999	MARGUERITE GILBERT
2000	HARRY & ANNETTE SCHRIEBMAN
2001	HARRY FITZGIBBON
2002	BEN & CAROLYN LARSON
2003	HARRY & CONNIE MARTIGOPOLOUS
2004	SUE BIGALL
2005	KITTY PROSSER
2006	BEVERLY CUPP & BARBARA SLUSHER
2007	GWYN LYSTER
2008	PAULINE ANGLEMAN & CLYDE MARQUART
2009	MARLENE FELDMAN
2010	DR. ROBERT BUNDY
2011	ALAN BEST
2012	JOYCE GORDON
2013	JAN SHAW
2014	SPRING KRAEGER
2015	JIM CAMPBELL
2016	DAVID KUNHARDT
2017	CENTENNIAL COMMITTEE
2018	DAVID STAINBROOK
2018	FRIENDS OF THE CORTE MADERA SKATE PARK
2019	PAULINE ANGLEMAN
2019	CATHERINE TUAN & RYAN CLEMMON

Each Spring the Parks and Recreation Department sends letters to the local Homeowners' Associations, civic organizations, churches, clubs, media outlets, and individuals to solicit nominees for this prestigious award.

The parameters include description of the nominee's involvement in community affairs, and why the person(s) should receive the honor. Nominees for the adult award are required to be 60+ years of age, and a Corte Madera resident (Current Parks and Recreation Commissioners are ineligible). An additional award recognizing Youth Volunteer of the Year was added in 2018 with similar parameters, other than age.

The recipient(s) of the honor traditionally receive a plaque from the Corte Madera Town Council and an invitation to ride in the Fourth of July Parade.

Due to the Shelter in Place Order related to the COVID-19 Pandemic, the Commission did not meet in March or April 2020 and the nomination information was not created or distributed to the community. Schools closed early, making it harder to advertise a youth award and the Fourth of July Parade has been cancelled, eliminating the opportunity to showcase awardees beyond receiving a plaque.

Staff recommends modifying the traditional parameters of the award(s) for the 2020 term to recognize efforts of the community rather than an individual, delaying the nomination process from a traditional May deadline to a later month, and determining alternative formats to showcase awardees.

**FISCAL IMPACT:**

There is no fiscal impact associated with the requested discussion.

**ENVIRONMENTAL IMPACT:**

This activity is not defined as a project under CEQA (Section 15378 CEQA Guidelines).