

**Town of Corte Madera Park and
Recreation Commission Meeting**

**Fred Casissa
Commission Chair**

**Emily Janowsky
Commission Vice Chair**

**Nathan Blomgren
Commissioner**

**Sarah Elsen
Commissioner**



**Alden Miles
Commissioner**

**Elein Phipps
Commissioner**

**Pat Ravasio
Commissioner**

**Cambry Weingart
Commissioner**

Monday, August 26, 2019 6:30pm

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

2. 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.

3. TOUR OF POTENTIAL DOG PARK LOCATION IN TOWN PARK, ADJACENT TO THE REAR OF PARK MADERA CENTER, WHICH IS LOCATED AT 510 TAMALPAIS DRIVE IN CORTE MADERA

The Commission, and any interested members of the public, will walk over to the proposed site in Town Park for a brief tour. It is anticipated that the tour, including walking time, will begin following conclusion of Item 2, Open Time for Public Comment, and will run approximately 20 minutes, with the Commissioners expected to return to the Council Chambers by 6:50pm.

The purpose of the tour is to provide a visual inspection of the proposed site only. All discussion and public comment on the proposed dog park site and amenities will take place during Business Item 6A.

4. PRESENTATIONS - NONE

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5. 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. BUSINESS ITEMS

- 6 A. Recommendation and Feedback to Corte Madera Town Council Regarding Location of Dog Park and Amenities in Town Park, Adjacent to the Rear of Park Madera Center, Which is Located at 510 Tamalpais Drive in Corte Madera
- 6 B. Discussion and Possible Action to Establish Process, Timeline and Formation of Ad-Hoc Committee Regarding Town Park Masterplan Update
- 6 C. Approval of July 22nd Meeting Minutes

7. DIRECTOR OF RECREATION AND LEISURE SERVICES AND COMMISSIONER REPORTS

- Director of Recreation and Leisure Services
 - Summer Playground
 - Facility Closure
 - Soccer Program
 - Basketball Court Remodel
 - Office Remodel
 - Chili Cook-off Event
- Commissioner Reports
 - August: Town Council Update
 - Executive Advisory Committee
 - CMPR / IGC Programming Ad-Hoc Committee
 - Individual Commissioner Updates

8. 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.

- 8 A. FUTURE AGENDA ITEMS

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8 B. ITEMS FOR YEARLY REVIEW

Month	Agenda Items
January	
February	<ul style="list-style-type: none"> • Commission Capital Improvement Wish List • Summer Brochure Preview • Capital Improvements: Director Public works
March	<ul style="list-style-type: none"> • Budget
April	<ul style="list-style-type: none"> • Commission Capital Improvement Wish List
May	<ul style="list-style-type: none"> • Volunteer of the Year • Summer Playground Presentation
June	<ul style="list-style-type: none"> • Reorganize Commission (Select Chair and Vice-Chair @ end of meeting) • Commission Goals
July	
August	
September	<ul style="list-style-type: none"> • Summer Playground Re-Cap • Review Corte Madera Age Friendly Intergenerational Center • Capital Improvements: Director Public Works • Annual Programming Report
October	<ul style="list-style-type: none"> • Fee Resolution
November	<ul style="list-style-type: none"> • Commission Goals • Annual Programming Report • Commission Meeting Schedule
December	

8 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

9. ADJOURNMENT

Next regular meeting will be on September 23, 2019

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

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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: rvaghn@tcmmail.org.

BUSINESS ITEM 6 A.

Recommendation and Feedback to Corte Madera Town Council Regarding Location of Dog Park and Amenities in Town Park, Adjacent to the Rear of Park Madera Center, Which is Located at 510 Tamalpais Drive in Corte Madera

The Staff Report for this item was not available at time of publication. The agenda packet will be updated to include the report once available and copies will also be available for the Commission and the public at the meeting.

BUSINESS ITEM 6 B.

Discussion and Possible Action to Establish Process, Timeline and Formation of Ad-Hoc Committee Regarding Town Park Masterplan Update

The Staff Report for this item was not available at time of publication. The agenda packet will be updated to include the report once available and copies will also be available for the Commission and the public at the meeting.

BUSINESS ITEM 6 C.

Approval of July 22nd Meeting Minutes

**TOWN OF CORTE MADERA
PARKS AND RECREATION COMMISSION REGULAR MEETING
CORTE MADERA TOWN HALL COUNCIL CHAMBERS
JULY 22, 2019
DRAFT MINUTES**

Commissioners

Present: Fred Casissa, Chair
Nathan Blomgren
Sarah Elsen
Alden Miles
Elein Phipps
Pat Ravasio

Commissioners Emily Janowsky
Absent: Cambry Weingart, Youth Commissioner

Staff Mario Fiorentini, Recreation Director
Present: Brian Hernandez, Recreation Supervisor
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. SWEARING IN OF COMMISSIONERS

Town Clerk Vaughn administered the Oath of Office to Commissioners Blomgren, Ravasio, Phipps, and Chair Casissa.

3. OPEN TIME FOR PUBLIC COMMENT

There were no public comments.

4. PRESENTATIONS

There were no presentations.

5. CONSENT CALENDAR

There were no Consent Calendar items.

6. BUSINESS ITEM

A. Continued Discussions on Dog Park in Corte Madera- Town Park

Recreation Director Fiorentini presented a staff report. At the direction of the Town Manager and the Town Council, staff is reviewing two locations in Town Park- the median strip along Pixley Avenue and the area behind the Park Madera Center (south of the east soccer field).

Chair Casissa asked staff if ADA access would be necessary and if there were any environmental issues.

Recreation Director Fiorentini stated he is discussing these issues with the Planning Director and the Public Works Director. Staff will review other dog parks recently constructed to find out how these concerns were mitigated. No major environmental concerns have been raised to date. The Planning Director indicated major concerns that might be brought up could require further review (Initial Study, etc.).

Commissioner Miles had a question about the two locations. Recreation Director Fiorentini stated there is strong support by the Council for looking at the Park Madera Center location over the Pixley Avenue location. There is a concern about adding to the existing impacts to the “Pixley corridor” but this location is not “off the table”. Commissioner Miles stated neighborhood impacts are a consideration but that strip of land is never used. She did not want to rule this area out.

Commissioner Ravasio stated the Park Madera Center location does not encroach into the soccer field, stays south of the pathway, and is gently sloped for drainage. Commissioner Miles stated the sloping nature of this lot might not be conducive to a dog park. Commissioner Ravasio stated the Town purchased the Park Madera Center and needs to create a sense of a “community gather site”. She asked if they could recommend two dog parks- the Park Madera Center location for smaller dogs and the Linear (Bayside) Park location for bigger dogs. Chair Casissa stated this area abuts houses and marshland. Commissioner Ravasio stated the goal would be to serve both sides of Town.

Commissioner Miles stated they need to serve this user group while making the best use of the limited square footage available. The Pixley Avenue location was green space that was not being used. Commissioner Ravasio stated the concern was that there was already too much going on in that area- the Post Office, the tennis courts, the bathrooms, the Tot Lot, etc. The Park Madera Center location was not as heavily used.

Commissioner Phipps stated she liked the Park Madera Center location since it could build on what is already a gathering place at Café Verde. Commissioner Ravasio agreed- she liked the idea that this space would be tucked away and mainly used by residents.

Chair Casissa stated they should focus on the Park Madera Center since the Council seems to prefer this location. He discussed some conceptual ideas with respect to fencing, tree trimming, parking spaces designated for the dog park, access to the park, etc. They need to think long-term and all-encompassing with respect to all the recreational facilities.

Commissioner Miles asked if there were any public restrooms on the Park Madera Center side of the park. Chair Casissa stated “no”. Commissioner Ravasio stated the owner of Café Verde allows park users to use the restroom. Recreation Director Fiorentini stated there were restrooms in that part of the park years ago and the infrastructure remains.

Recreation Director Fiorentini discussed the parking issue and stated more people walk or bike to the park than in the past. The dynamics of how the park is being used has also changed. However, the tenants at the Park Madera Center have legitimate concerns about parking.

Chair Casissa asked staff to meet with the Public Works and Planning Departments about ADA requirements, rough costs, maintenance issues, trimming those bushes, etc. He asked for “ball park” figures. He asked staff if they could use the orange fencing around the perimeter of what would be the dog park to get an idea about the size, what it would look like, etc. Commissioner Elsen asked staff to notice the neighbors prior to installing this fencing.

B. Approval of June 24, 2019 Meeting Minutes

M/s, Elsen/Miles and approved unanimously (Janowsky and Weingart absent, Ravasio abstained) to approve the April 22, 2019 meeting minutes as corrected.

7. Director of Recreation and Leisure Services and Commissioner Reports

- Director of Recreation and Leisure Services
 - Community Center
 - Outdoor
 - Neil Cummins Gym
 - Summer Playground Program
 - Special Events
 - Capital Projects
 - Corte Madera Age Friendly Intergenerational Center

Recreation Director Fiorentini reported the new fiscal year started on July 1 and staff plans to undertake a host of maintenance items at the Community Center. The Community Center and the Intergenerational Center will be closed for the week of August 26th in order to do these maintenance items along with some staff training. Staff plans to announce the closure through the Town Website, the digital marquee, etc. He reported Chair Casissa or Recreation Supervisor Hernandez will be running the August 26th meeting in his absence. Practices for the soccer program will start the third week of August with emails being sent to coaches, etc. The program has close to 1,200 kids signed up. Chair Casissa asked staff to arrange a presentation of the program by Soccer Director Frank Bernardi. He asked if there were enough soccer fields for practices. Recreation Director Fiorentini stated “yes- they use Town Park, the Cove, and Piper Park a bit”. He reported the Summer Playground Program is going extremely well and the lunch program has been a big hit! Last Friday was Harry Potter Day with decorations set up in the Community Center. Staff has to wait until the Summer Playground Program is over to start the Basketball Court Project. The initial concrete work will start on August 22nd and 23rd. The concrete must cure for several weeks before the re-surfacing can be done. The re-surfacing will take several weeks to complete. Chair Casissa asked staff to start planning the Grand Opening! Recreation Director Fiorentini reported on upcoming Special Events- Movie Night is schedule for mid-August and the Chili Cook-off is scheduled for the opening day of soccer season. Annual maintenance of the Neil Cummins Gymnasium (refinishing the floor- strip, sand, repaint, etc.) usually occurs in the middle of August but the Larkspur/Corte Madera School District wants to do it over the winter break due to heavy use. He continues to work with the designers on the Skunk Hollow Renovation Project. Staff will go to the Council for authorization of bids on the new Recreation Department offices in August or September. Construction could be finalized around Thanksgiving. The current space will become part of the Intergenerational Center. He reported the Fall Brochure should be arriving in the mail soon!

- Commissioner Reports
 - July Town Council Update

Chair Casissa stated the meetings were cancelled.

- Executive Advisory Committee

Chair Casissa stated he and Commissioner Janowsky met with Recreation Director Fiorentini to go over the agenda. They then walked around the proposed dog park locations.

- CMPR/IGC Programming Ad-Hoc Committee

Recreation Director Fiorentini stated the meeting was cancelled but the committee will meet soon.

- Individual Commissioner Updates

Commissioner Phipps stated the 4th of July Parade was wonderful and she worked the Lions Club Tent.

- Commissioner Goal: Update to Town Park Master Plan

Recreation Director Fiorentini stated he would like to meet with sub-committee members Phipps and Ravasio soon. He will provide them with the 2007 Town Park Master Plan that was accepted (not adopted) some time ago.

Commissioner Ravasio noted the Park Madera Center was owned by the Town and she asked if it should be included in the Town Park Master Plan. Recreation Director Fiorentini stated that was a good topic for discussion. Chair Casissa agreed.

Commissioner Ravasio stated she had two “wish list” items. The Town owns quite a bit of land that could possibly be used for recreational purposes and she would like to do an inventory of these resources. Chair Casissa asked Commissioner Ravasio to start to work with staff on this and then report back to the Commission. Commissioner Ravasio stated there were a lot of programs for small children and seniors and she would like to provide more for teens such as a monthly teen night at the Community Center or some cool, outdoor activities like laser tag, etc. Chair Casissa stated this would be a good thing for the Ad Hoc Programming Committee to discuss. Commissioner Elsen stated she would like to get some input from local teens. Recreation Director Fiorentini stated there was a lot of activity surrounding the elimination of substance abuse among teens and he could ask one of those groups, such as the Coalition for Healthy Teens, to make a presentation.

8. ROUTINE AND OTHER MATTERS

A. Future Agenda Items

Chair Casissa stated the following items would be on an upcoming agenda: 1) Town Park Master Plan; 2) Discussion about a Dog Park in Tow Park.

B. Items for Yearly Review

8. ADJOURNMENT

The meeting was adjourned at 7:35 p.m. Chair Casissa stated the next Regular Meeting was scheduled for Monday, August 26, 2019 in the Council Chambers.

Respectfully submitted

Toni DeFrancis
Recording Secretary