

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

**Alden Miles
Chair**

**Emily Charley
Vice Chair**

**Louise Brown
Commissioner**

**Sarah Elsen
Commissioner**



**Chenin Kenig
Commissioner**

**Elein Phipps
Commissioner**

**Tim Rose
Commissioner**

**Alexander Blumling
Youth Commissioner**

**Monday, May 22, 2023
6:30PM**

REGULAR MEETING

Interim Town Council Chambers

240 Tamal Vista Blvd., Suite 108, Corte Madera, CA 94925

The Commission will meet in person. Members of the public may attend in person or by video/teleconference.

Members of the public may attend the meeting in person, or view and participate in the meeting remotely through the following link: <https://us06web.zoom.us/j/84104397707>

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

You may call in using: 1 (408) 638-0968 (Zoom webinar ID: 841 0439 7707)

Or iPhone one-tap: +14086380968,,84104397707#

Submit public comment by:

1. Emailing publiccomment@tcmmail.org prior to 5:00 P.M. on the day of the meeting,
2. Attending the meeting in-person at the Interim Council Chambers, 240 Tamal Vista Blvd., Suite 108, Corte Madera
3. Selecting the "Raise Hand" icon in the Zoom meeting, or dialing *9 if calling in to the meeting.

Click [here](#) for information on how to attend the meeting in person, participate remotely or submit public comment.

To download the complete agenda packet for this meeting, visit our archive center by clicking [here](#).

Please be advised that those participating in the meeting remotely via Zoom do so at their own risk. The Parks and Recreation Commission meeting will not be cancelled if any technical problems occur during the meeting.

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. PRESENTATIONS

- 3.A. Presentation of Proposal for Renovation of Town Park Skate Park in partnership with the Scotty Lapp Foundation.

4. 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.

4.A. Approve Minutes Of The April 24, 2023 Commission Regular Meeting

Recommendation: Approve item as requested

4.A. 04.24.2023 Draft Parks & Recreation Commission Regular Meeting Minutes

5. BUSINESS ITEMS

5.A. None

6. STAFF UPDATE AND COMMISSIONER REPORTS

This item provides staff and commissioners with an opportunity to briefly report on current developments and make announcements. The Commission may not take action on or engage in discussion of these items, but Commissioners may request that staff report back to the Commission on any item or request that the item be placed on a future agenda

- Director Update
 - Active Older Adult Programs/Activities
 - Corte Madera Children’s Center
 - Afterschool Enrichment Classes
 - Adults with Disabilities/Rec Inc
 - Upcoming Activities and Events
 - Town Park Restroom Project Progress
 - July is “Parks Make Life Better” Month-CPRS 2023 activity calendar
 - Staff Recruitment-Recreation Supervisor Update

- Commissioner Reports
 - Updates from Recent Town Council Meetings
 - May Charley- Commissioner Charley
 - Executive Advisory Committee
 - Individual Commissioner Updates

7. 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.

7.A. DISCUSSION OF POTENTIAL FUTURE AGENDA ITEMS

7.B. AD-HOC COMMITTEE ASSIGNMENTS

7.C. ITEMS FOR YEARLY REVIEW

2023 Tentative Meeting Dates	Tentative Agenda Items
January 23, 2023	<ul style="list-style-type: none"> • Commission meeting schedule

February 27, 2023	<ul style="list-style-type: none"> • Capital Improvements: Director Public Works • Commission Strategic Planning/Goals
March 27, 2023	<ul style="list-style-type: none"> • Budget • Presentation on Summer Activity Guide
April 24, 2023	<ul style="list-style-type: none"> • Presentation on Active Older Adult Programming • Commission Capital Improvement Wish List
May 22, 2023	<ul style="list-style-type: none"> • Summer Camp Presentation
June 26, 2023	<ul style="list-style-type: none"> • Presentation on plan for Parks Make Life Better Month (July) • Corte Madera Children's Center- Year Two Summary
July 24, 2023	
August 28, 2023	<ul style="list-style-type: none"> • Reorganize Commission (July or August)
Wednesday, September 27, 2023 (special meeting)	<ul style="list-style-type: none"> • Update: Commission Goals • Summer Camp Re-Cap • Presentation on Fall/Winter Activities
October 23, 2023	<ul style="list-style-type: none"> • Begin Fee Resolution Discussion
November 2023 (no meeting)	
December 4, 2023 (special meeting)	<ul style="list-style-type: none"> • Fee Resolution Discussion • Annual Programming Report 2023 • Presentation on Spring Activity Guide Preview

7 C. TOWN COUNCIL MEETINGS

MONTH	COMMISSIONER	MONTH	COMMISSIONER
January	Rose	July	Brown
February	Blumling	August	Phipps
March	Brown	September	Charley
April	Phipps	October	Elsen
May	Charley	November	Kenig
June	Elsen	December	Miles

8. ADJOURNMENT

Next regular meeting of the Parks and Recreation Commission is scheduled for **June 26, 2023**.

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 9am – 4pm Monday – Friday. 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: rvaughn@tcmmail.org

TOWN OF CORTE MADERA
PARKS AND RECREATION COMMISSION REGULAR MEETING
April 24, 2023
DRAFT MINUTES

Link to Video [here](#).

Commissioners

Present: Chairperson, Alden Miles
Vice Chairperson, Emily Charley
Elein Phipps
Chenin Kenig
Tim Rose
Youth Commissioner, Alexander Blumling

Absent: Louise Brown
Sarah Elsen

Staff Present: Rebecca Vaughn, Town Clerk/Asst. Town Manager
Tim Barry, Acting Parks & Recreation Director

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

Chair Miles opened the Regular Meeting at 6:30 p.m. The Commissioners saluted the flag and recited the pledge of allegiance.

2. OPEN TIME FOR PUBLIC COMMENT

Chair Miles introduced Public Comment. There were no hands raised and no email comments

3. PRESENTATIONS

None

4. CONSENT CALENDAR

4.A Approval of Minutes of the January 23rd and March 27th 2023 Commission Meetings.

Commissioner Kenig made a motion to approve the minutes and Commissioner Charley seconded. All commissioners approved.

There was no public comment.

5. Business Items

- 5.A Update on the Parks and Recreation Master Plan from Tim Barry, Acting Parks and Recreation Director.

Update On the Parks and Recreation Master Plan from Tim Barry, Acting Parks and Recreation Director and consultants David Ross, Senior Project Manager, mack5 and Alyssa Gill Project Manager, rhaa Landscape Architecture & Planning. This is a first pass at identifying draft recommendations.

RECOMMENDATION TYPES:

Existing Amenities – Identifying existing park and facility elements relevant to this analysis.

Addresses Deficiencies – Recommendations addressing previously identified deficiencies of existing conditions and addressing code and ADA compliance.

Proposed Amenities – Recommendations that support new recreation amenities or enhancing existing, improving Corte Madera’s park system

Granada Park, discussed adding pickleball lines to existing courts, updating and/or removing landscape. Consider adding children’s play area and more parking. Concern about how much noise pickleball play makes especially since Granada Park is up at the top of the hill.

Higgins Landing, discussed lack of parking, drop off ability and type of launching available. Without any “park” type space, only thing that may be feasible would be benches and concrete path for ADA compliance. Further discussion on this location was tabled.

Bayside Trail Park, this area is used for walking, bike riding and watching the birds. No parking spaces available. Located in an area with residential and business traffic. Possibly adding a few more benches. Question was asked if there maybe a way to have direct access when new overpass is done.

Cove Park, in need of field repair and trimming or removal of overgrown bushes. Limited use of the Sand Volleyball pit could be changed to bocce ball or horseshoe pit.

Cove Park Bathroom, Facility is in fairly good condition with room to add additional stalls and/or storage.

Skunk Hollow Park, removal of oleanders, trimming other large foliage to create better view of both ends.

Menke Park, extensive discussion on updating area. Doing a short wall for seating, picnic area etc.

Town Park, extensive discussion on tennis courts, pickleball lines on tennis courts, adding pickleball courts, need to improve field conditions for soccer, lacrosse & rugby.

Town Park Bathroom, existing building needs to be replaced. It has outlived itself. Suggestion was made to either slap some graffiti free paint on it, demolish it and use current foundation pad to rebuild since water and power were already there. Concern if we have a lovely new

bathroom on the east side people will be walking through the park to use it and not want to use the bathroom on the west side.

Community Center, building is large, old and concern was brought up that once we start to improve and update each area within the center, we will run into code issues and additional construction with each improvement. Needs for more ADA compliance is big concern that should be done sooner not later.

After School F1 & F2, portables are nearing the end of their lifespan. There is no bathroom available so the instructors for after-school classes must walk with those children who need to use restroom during class. They have to use the gym bathroom. Possible solution is to give access to the Child care building to use the bathroom there.

Child Care G1 & G2, similar issues with lifespan of the portable. Suggestion was made to keep up the buildings until need to replace them.

Dance Studio, one suggestion was to take down the loft and put an ADA restroom on the first floor under where the loft was. Discussion about possible public bathrooms for the strip mall might be more beneficial for everyone whose uses the businesses there.

508 Tamalpais (Pet Club building), quite a few proposed uses and amenities would be a plus to the Parks & Recreation programs. One point brought up was what would the cost difference between rental income and income from our programs.

6. STAFF UPDATE AND COMMISSIONER REPORTS

Director Report: Acting Parks & Recreation Director Barry reported on the following:

- • Active Older Adult Programs/Activities
- • Corte Madera Children's Center
- • Afterschool Enrichment Classes
- • Adults with Disabilities/Rec Inc
- • Upcoming Activities and Events
- • Adults with Disabilities/Rec Inc

7. PUBLIC COMMENTS

There were hands raised and no emails. 3 of the hands raised were regarding the poor field surfaces for soccer, all requested expedited upgrades with soccer fall season starting soon. Pati Stoliar had comments about our senior residents and the need for more than public speaker presentations.

8. ADJOURNMENT

Meeting was adjourned 8:20pm. The next regular meeting of the Parks and Recreation Commission is scheduled for May 22, 2023.