



ADMINISTRATIVE DRAFT

GROUP 4

ARCHITECTURE
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**TECHNICAL MEETING #1 –
LARKSPUR RECREATION DEPARTMENT DIRECTOR
LARKSPUR ROSE GARDEN CFP MASTER PLAN**

MEETING ON

11 October 2012

MINUTES

INVITED ATTENDEES

<u>Name</u>	<u>Initials</u>	<u>Attended</u>	<u>Company or Organization</u>
Dick Whitley	DW	X	Larkspur Recreation Department Director
Dawn Merkes	DM	X	Group 4 Architecture Research + Planning
Carolyn Wong	CW	X	Group 4 Architecture Research + Planning

DISTRIBUTION

Attendees, Ad Hoc Committee

WAYNE GEHRKE
ARCHITECT

DAWN E. MERKES
ARCHITECT

DAVID SCHNEE
ARCHITECT

DAVID M. STURGES
ARCHITECT

JILL EYRES
ARCHITECT

JONATHAN HARTMAN
ARCHITECT

PAUL JAMTGAARD
ARCHITECT

WILLIAM LIM
ARCHITECT

ANDREA WILL
ARCHITECT



A	PARKS AND RECREATION	who	status
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A1 COMMUNITY ROOM

1.01 Space description

- Carpeted
- Capacity 60 people

1.02 Rentals

- Church, social service program(s)
- Facility limitations – limitations on rentals: no alcohol permitted

1.03 Limitations

- Lack of storage
- No A/V power/data/screen
- Size; divider not acoustically separated – can only be used for one program at a time
- Kitchen is adequate (Corte Madera has an example of a community space with kitchen for rental)
- Flooring finishes – carpet is limiting
- No sink for arts and crafts
- Aerobics happens at the gym
- Multi-purpose classroom – technology lab

A2 OTHER FACILITY AND PROGRAM ANALYSIS

1.04 Current Programs

- Jazzercise
- Art classes
- PE Classroom
- Yoga (12-15 currently attend)
- Woodworking
- Kinder Music
- Tai kwan do
- Computer animation class
- Scout troops
- Monthly meetings – local sports groups

1.05 Partnership with Corte Madera

- Jointly published brochure
- Reciprocity for residence

1.06 Current offices

- 3 offices with doors
- Reception area
- Staffing:
 - Recreation Director
 - One full-time Recreation Supervisor
 - One half-time receptionist
 - Hourly employees



1.07 Hall Middle School Gym

- Jointly funded by the City of Larkspur and the School District
- Operations and maintenance performed by School District, prorated by percent of use, rental revenue goes to offsetting O&M costs
- CYO volleyball and basketball, season charge per head – subsidized
- 73% cost recovery
- Gym is used for after school teams, talent shows, etc.
- Aerobics class (8-10 participants) currently held here
- Special events – no alcohol permitted on school grounds
- Communities emergency shelter
- Corte Madera also has a gym that they use in partnership with the school district

1.08 Student Programs

- Afterschool programming at Greenbrae Bacich School, sometimes Hall Middle school
- Access to two other classrooms at Hall – after school homework support and activity at “The Lounge” is an opportunity for latch key students
- Super Cool Summer School – Bacich and Kent Middle school (academic and activity based)

1.09 Current outdoor programming and amenities

- Synthetic Field at Hall Middle school
 - Great revenue generator
 - \$70/hr rental fee, people willing to pay
 - Lacrosse, adult and youth soccer, rugby
- Grass Fields at Piper Park
 - Used by Marin Catholic Girls’ field hockey
 - Series of adult and youth soccer leagues
 - Adult cricket league on the weekends
 - Lacrosse and rugby more limited
- Softball Fields
 - Recreational league
 - Corte Madera league (occasional use)
 - Twin Cities Girls Softball League and the Blue Angels Girls' League
 - Outside league rental – 2-3 times each month from June – September
- Piper Park Dog Park
- 4 tennis courts
- 30 picnic tables
- Sand volleyball courts
- Playground
- Boat dock
- Walking path around Piper Park (1 kilometer long)

1.10 Field Needs

- Additional fields are needed; no more land to build on
- Currently do not have plans to add fields

1.11 Swimming pool

- Tam /Union High school District, College of Marin Partnership is being explored for public access



A3 RECREATION TRENDS

- 1.12 ▪ Active older adults – baby boomer needs?

These minutes were prepared on 16 October 2012.

Discussion of this meeting has been recorded as understood by the recorder noted below. If there are any omissions or corrections, please contact this office within 5 days. Unless notified to the contrary, these notes are assumed to be accurate.

GROUP 4 ARCHITECTURE, RESEARCH + PLANNING, INC.

Dawn Merkes
Principal

DM/mm