

DRAFT  
MINUTES OF THE REGULAR MEETING  
LARKSPUR PARKS AND RECREATION COMMISSION  
CITY COUNCIL CHAMBERS  
JANUARY 18, 2024

COMMISSION:       PRESENT: Chair Sunshine, Baxter, Friedel, Koeppe

COMMISSION:       ABSENT: Harrison

STAFF:             PRESENT: Recreation Director Nick Stone

1. Roll Call

Chair Sunshine called the meeting to order at 6:30 p.m.

2. Public Comment

There were none.

3. Approval of the Consent Calendar

3.1 Approval of Minutes of November 16, 2023

M/s Koeppe/Friedel, to approve the November 16, 2023 minutes as submitted.

Ayes: Baxter, Friedel, Koeppe, Chair Sunshine

Absent: Harrison

4. Public Hearing

There were none.

5. Business Items

5.1 Installation of Officers

Recreation Director Stone presented a staff report and noted there is a traditional rotation of officers- everybody takes turns.

M/s Friedel/Baxter, to elect Vice Chair Koeppe as Chair and Commissioner Harrison as Vice Chair.

Ayes: Baxter, Friedel, Koeppe, Chair Sunshine

Absent: Harrison

Chair Koeppe took his seat as Chair at the dais.

The Commission thanked Commissioner Sunshine for her year of service as Chair.

5.2 Parks Update

Public Works Analyst Schoch presented the staff report and a PowerPoint presentation that included the following: 1) Public Docks- Marin Rowing Club is open and Bon Air Landing Park installation is complete with some modifications underway; 2) Tidal Marsh at Piper Park; 3) Niven Park- Preliminary Reconfiguration Design.

Chair Koeppel asked if the dock at Marin Rowing Club was a repair or a replacement. Public Works Analyst Schoch stated it was a replacement. Chair Koeppel asked if the new dock was similar in size and construction. Public Works Analyst Schoch stated there is more metal with a composite decking. It is about the same size.

Commissioner Baxter asked about the permitting process for the Bon Air Landing Park dock. Public Works Analyst Schoch stated it, along with the Tidal Marsh Project, was one of the Bon Air Bridge Replacement mitigations.

Chair Sunshine asked about the locker system and rental of kayaks. Recreation Director Stone stated staff is looking into it in terms of liability, etc.

Chair Koeppel asked if there were any other ideas for the Tidal Marsh Project. Public Works Analyst Schoch stated the project has to have some type of mitigating factor and nexus in relation to the bridge. Chair Koeppel asked if the Commission would be reviewing the plan. Public Works Analyst Schoch stated “yes, as part of the annual update”.

Chair Koeppel asked how long construction would take at Niven Park. Public Works Analyst Schoch stated about three months.

Commissioner Baxter referred to the Niven Park Project and asked if a traffic study was required. Public Works Analyst Schoch stated “no” since it is an existing use and would be exempt under the California Environmental Quality Act (CEQA).

The Commission thanked Public Works Analyst Schoch for the great work!

## 6. Director’s Oral Report

Recreation Director Stone reported the new garden season started in January. There are seventy plots and there will be a turnover of about seven plots. Staff is making calls from the very extensive wait list that dates back to the pandemic. Signs were installed in Piper Park asking people to keep his or her dog(s) on a leash. The signs are red. The Code Enforcement Officer will help with this endeavor and initially issue a warning then a ticket. Staff is receiving a lot of complaints- this type of enforcement is not popular. The new Dog Park has been closed in an attempt to save the turf and do some re-seeding. The rains and heavy use has done some damage. CYO Basketball season is under way and the gymnasium is fully booked- day and night! Rugby is underway on the synthetic field and lacrosse starts next month. The grass fields remain closed. The theater group, Katia and Company, finished up two performances- The Wizard of Oz (Kindergarten through 7<sup>th</sup> grade) and Mean Girls (middle school through high school). They will start Aladdin in the Spring. Lights in the Park will be twinkling down. He thanked the main sponsors- the Commons Foundation and the Larkspur Community Foundation and the smaller donors. It will be “bigger and better” next year. He discussed the use of Placer

AI and how it could track park visitors. The Recreation Brochure will be back in the Spring but will not be a joint effort with the Corte Madera Recreation Department as was done in the past. It will include Library programming and community events including the very popular Chipper Day. Staff is planning to mail the brochure in early March to Greenbrae and Larkspur residents.

Chair Koeppel asked about the decision to not do a joint brochure with Corte Madera. Recreation Director Stone stated there was confusion about where to go for certain events, which Town was sponsoring a particular class, and who to contact. There is a lot of cross marketing that is done with Corte Madera.

Chair Koeppel asked about the Pickleball questionnaire. Recreation Director Stone stated the “Pickleball and Tennis Court” survey went out last week and staff has received over 130 responses. The survey is also posted at the courts. Tennis court #3 is currently lined for four Pickleball courts. Open Pickleball is scheduled for Monday through Friday from 2:00 p.m. to dark. There tends to be a long line waiting to rotate on. The thought is to add lines for another four Pickleball courts to court #4. Responses to the survey are due by February 9<sup>th</sup>.

#### 7. Commissioner’s Reports

Commissioner Friedel gave an update on the process for the new Library building. A Request for Qualifications (RFQ) and Request for Proposal (RFP) was sent out and a group worked on scoring the proposals. The contract is a “design/build” which does not include change orders. The City Council chose a firm in December. Fundraising continues and will help with the final landscaping. They received grants from the State and the County. She is very excited- they are close to the finish line!

The Commission thanked Commissioner Friedel for her work on this project!

#### 8. Adjourn Meeting

The meeting was adjourned at 7:05 p.m.

Respectfully submitted,

Toni DeFrancis,  
Recording Secretary

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted at a regular meeting of the Larkspur Parks and Recreation Commission.

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Nick Stone, Recreation Director