



NOTICE OF MEETING

ADA ACCESS ADVISORY COMMITTEE

Wednesday, September 8, 2021 at 2:00 PM

Virtual Meeting

Webinar: <https://tinyurl.com/ada-2021-09-08>

Telephone: (669) 900-9128

Meeting ID: 881-3994-6289#

AGENDA

1. **Call to Order**
 - a. **Determination of a Quorum**
2. **Public Comments: 3 min each**
3. **Approve Meeting Minutes from 6/2/2021.**
4. **Staff Reports and Information Items (Staff)**
 - a. **Parks & Recreation Update**
 - b. **Public Works Update**
 - c. **ADA Coordinator Report**
5. **Selection of one (1) committee member to serve on the Parks and Recreation Master Plan Steering Committee and one (1) committee member to serve as the alternate.**
6. **Future Topics**
7. **Next meeting of the ADA Access Advisory Committee – December 1, 2021**
8. **Adjournment**



Any records relating to an agenda item, received by a majority or more of the board or commission less than 72 hours before the meeting, shall be available for inspection in the Building Division. Sign Language interpreters and assistive listening devices may be requested by calling (415) 485-3066 (voice), emailing Lindsay.lara@cityofsanrafael.org or using the California Telecommunications Relay Service by dialing "711", at least 72 hours in advance of the meeting. Copies of documents are available in accessible formats upon request. Public transportation is available through Golden Gate Transit, Line 22 or 23. Paratransit is available by calling Whistlestop. Wheels at (415) 454-0964. To allow individuals with environmental illness or multiple chemical sensitivity to attend the meeting/hearing, individuals are requested to refrain from wearing scented products.

ADA Coordinator: Don Jeppson, AIA CBO, 1400 Fifth Avenue, San Rafael, CA 94901;
Phone: 415-485-3357; TTY/TDD/TRS: 711; E-mail: don.jeppson@cityofsanrafael.org



MINUTES OF SPECIAL MEETING ADA ACCESS ADVISORY COMMITTEE

Wednesday, June 2, 2021 at 2:00 PM

Webinar :<https://tinyurl.com/ADA-2021-04-07>

Telephone (669) 900-9128

Meeting ID: 845-0504-2481

Attendees: John Erdmann, Timothy Park, Ashley Tomerlin, Francine Falk-Allen; Don Jeppson, Chairman

Absentees: Fred Divine; Timothy Lord; Ewen McKechnie; Dianne Wolfe;

1) Call to Order - The Chairman called to order the meeting at 2:07 pm.

a) Determination of a Quorum was made and was present.

2) Public Comments for Items Not on the Agenda - The Chairman opened the meeting for public comments; there was no public comments.

3) Approved Meeting Minutes from 4/7/2021 – Minutes were approved.

4) Staff Reports and Information Items

a) Chairman gave a brief report on City projects including possible business Tenant Improvement Accessibility Program and Aging in Place. There was a brief discussion on building staff ADA training and monies available by the State through a \$4 business license fee for possible programs.

b) Chairman gave a brief report on Public Works CIP and Parks Projects. The committee discussed Public projects including Canal Paving Project, Parking at City Hall and Park Master Plan update. The committee and chair express interest in getting updates from Public works and Parks.

c) There was no County update, but the Committee continue discussing projects and issues regarding ADA accessibility including access to a drive up mail box in the downtown that was displaced with new two way traffic. Chairman will follow up.

5) Future Topics - The Chairman open a discussion on future topics. The following list was established by the Committee.

a) Brown Act, CIP, DPW, EOC, Sidewalk/Curb Updates, Transition Plans, ADA Parking Downtown, Emergency Preparedness, Police, Postal Access

6) Next meeting: Discussed and set by the Committee to September 8, 2021 at 2:00 pm..

7) Adjournment: The Chairman adjourned the meeting at 2:45 pm.



**September 8, 2021
Item #5**

TITLE: SELECTION OF ONE (1) COMMITTEE MEMBER TO SERVE ON THE PARKS AND RECREATION MASTER PLAN STEERING COMMITTEE AND ONE (1) COMMITTEE MEMBER TO SERVE AS THE ALTERNATE

SUMMARY:

The City of San Rafael is about to begin the process of developing a comprehensive Parks and Recreation Master Plan that will inventory the City’s current facilities and programs; and identify what parks and recreational facilities and funding mechanisms will be needed over the next ten (10) years.

Over the past few years, the City has developed a model for using “ad-hoc” and/or “steering” committees to achieve desired outcomes; recent examples include the General Plan 2040, Downtown Precise Plan, Bicycle and Pedestrian Master Plan, Climate Change Action Plan, Wildfire Prevention and Protection Action Plan, and Library and Community Center Conceptual Design Plan. This model of City and public collaboration has served well to address the issues in a timely manner while allowing for a participatory community process.

At its regular meeting on July 6, 2021, the City Council approved the formation of the Parks and Recreation Master Plan Steering Committee to assist with the Parks and Recreation Master Plan process.

RECOMMENDATION:

That the ADA Access Advisory Committee select one (1) Committee member to serve on the Parks and Recreation Master Plan Steering Committee and one (1) Committee Member to serve as the Alternate.

BACKGROUND:

There has been a significant growth in the demand for recreation services and facilities that is requiring a thorough assessment. In addition, the scope of recreational programming has been changing such that it is now defined not so much in terms of specific leisure activities, but in terms of meaningful experiences that contrast with work and school obligations, enhance personal skills and increase an awareness of the larger community.

To address this situation, the City Council's Goals and Objectives and Measure A Work Plan includes a Parks and Recreation Master Plan. This plan will provide a foundation for the future development and maintenance of parks, facilities, and amenities. Specifically, the Master Plan will analyze the use of existing facilities, assess their condition, gather community input, provide recommendations for improvement, and suggest funding/implementation strategies.

The Master Plan will be based upon the 2040 General Plan which set forth specific actions to help implement public facilities and community programs, objectives and policies. This process shall meet the City's goal to provide a diverse and inclusive process. After significant collaboration between the consultant, City staff, Parks & Recreation Master Plan Steering Committee, and the community, the Master Plan will be a valuable strategic guide and create a roadmap for both current and future development.

ANALYSIS:

Over the past few years, the City has developed a model for using "ad-hoc" and/or "steering" committees to achieve desired outcomes; recent examples include the General Plan 2040, Downtown Precise Plan, Bicycle and Pedestrian Master Plan, Climate Change Action Plan, Wildfire Prevention and Protection Action Plan, and Library and Community Center Conceptual Design Plan. This model of City and public collaboration has served well to address the issues in a timely manner while allowing for a participatory community process.

DISCUSSION:

Steering Committee

The 15-person Steering Committee will be instrumental in guiding the project team regarding engaging the community and reviewing content before releasing the Master Plan to a broader audience. The project team will meet with this group 5-7 times throughout the process. Each meeting will focus on presenting the project team's research, exploring the City's history of parks/recreation, and strategizing on how to engage the community during workshops most effectively.

The Steering Committee includes individuals who come from diverse backgrounds to get input and feedback from the broadest cross-section. Throughout the process, the Steering Committee will be the project team's primary support in spreading the word about engagement and answering questions about local knowledge and City culture.

- One (1) Park and Recreation Commissioner
- One (1) Pickleweed Advisory Committee Member (Non-P & R Commissioner)
- One (1) Library Board of Trustees Member
- One (1) Bicycle & Pedestrian Advisory Committee Member
- One (1) Age-Friendly Task Force Board Member
- One (1) ADA Access Advisory Committee Member or Marin Center for Independent Living
- Two (2) Youth Sports Organizations Board Members (1 Field Based Youth Sport & 1 Non-Field Based Youth Sport)
- One (1) Local Non-Profit Recreation Service Provider Representative
- One (1) Local Non-Profit Multi-Cultural Social Service Provider
- One (1) Artworks Downtown Representative
- One (1) Marin Conversation League Representative (Open Space)
- One (1) SRCS District Representative
- One (1) Marin County Parks Representative
- One (1) Chamber of Commerce Representative

The Park and Recreation Commission, Library Board of Trustees, Pickleweed Advisory Committee, Bicycle & Pedestrian Advisory Committee and Age-Friendly Task Force representatives will be selected from their respective memberships. The other advisory groups and/or organizations will each select a representative.

Committee Roles and Expectations

To assure a successful and timely process, it is important to define the role of the Committee. Similar to other recently formed committees, staff have identified the following roles and responsibilities:

- Be informed, collaborative and solution oriented. Be committed to attending meetings, reviewing relevant information and being prepared to balance individual and special interests for the overall good of the community.
- Provide a forum for community discussion. Actively engage the community in a constructive dialogue about the options for future services and facilities. Be open to varied comment and viewpoints.
- Provide input on draft products. Review and provide input on draft documents as requested by staff.
- Keep their respective commission, committee and/or agency informed and up to date regarding Committee activity. Keeping the lines of communication open at their commission, committee or agency assures that there is collective collaboration throughout the process which helps lead to a successful conclusion.
- Provide recommendations as requested by City staff. Providing recommendations to the City Council and/or commissions is important to assure they receive guidance prior to making decisions needed to formally adopt the Master Plan.

COMMUNITY OUTREACH OF MASTER PLAN PROCESS:

Community Engagement Process

Creating a shared vision for San Rafael's diverse population means creating a multi-pronged community outreach plan. To ensure the project team receives the most feedback from the broadest cross-section of the City, the process will solicit input through community meetings, surveys, and interviews with community stakeholders. The purpose is to collect as much information as possible to create a complete understanding of how San Rafael's current park and the recreational system is meeting or failing to meet community needs.

Stakeholder Interviews

Interviews with selected stakeholders such as key City personnel and community leaders to gain valuable perspective regarding needs, expectations, and current conditions.

Focus Groups

Focus Groups are a critical tool for understanding the community's concerns, opportunities, values, and needs. Focus Group meetings would provide an in-depth discussion with a select group of experts and constituents on specific topics. This will allow the project team to leverage the community's existing knowledge to collect as much pertinent information as possible in a comfortable, open forum. Participants will represent a myriad of community partners, non-profits, activists, volunteers, and employees.

Community Workshops

Community workshops will be held to get feedback from a larger group of San Rafael residents. Workshops will be held during weekday evenings in different areas of the City to make it more convenient for people to attend.

Statistically Valid Survey & Open Participation Survey/Questionnaires

The purpose of this survey is to receive an objective, unbiased response from constituents. Surveys will be made available in both English and Spanish. These surveys will be in addition to the community workshops, series of focus groups, and advisory committee meetings that involved a broad spectrum of stakeholders.

City Website

All meeting information and materials will be available on the City's website and City staff will encourage participants to provide the City with their e-mail addresses in order to keep them informed of the processes progress and upcoming meetings and events.

FISCAL IMPACT:

Although there are no costs associated with the review of this item, the City has allocated \$250,000 in Measure A funding for the development of the City-wide Parks and Recreation Master Plan. The project has been programmed into the City's FY 2021-2022 Capital Improvement Program (CIP) Budget and Measure A – Work Plan.

ALTERNATIVE ACTION:

Any other action as determined by the ADA Access Advisory Committee.

Submitted by:

A handwritten signature in cursive script, reading "Susan L. Andrade-Wax".

Susan Andrade-Wax, Library and Recreation Director