

SAN RAFAEL CITYWIDE PARKS AND RECREATION MASTER PLAN

STEERING COMMITTEE, MEETING #1 - Meeting Minutes

March 16, 2022

(5:00pm-7:00pm)

Meeting

Purpose	Steering Committee Meeting #1
Location	Zoom

Attendance

Name	Organization	Member/Alternate
Susan Andrade-Wax	City of San Rafael	NA
Catherine Quffa	City of San Rafael	NA
April Miller	City of San Rafael	NA
Barbara Lundburg	RHAA	NA
Lauren Ivey-Thomas	RHAA	NA
Kela Cabrales	San Rafael Park & Recreation Commission	Member
Robert Sandoval	San Rafael Park & Recreation Commission	Alternate
Kate Sprague	Pickleweed Advisory Committee	Member
Cheryl Lentini	San Rafael Library Board of Trustees	Member
Tim Park	San Rafael ADA Access Advisory Committee	Member
Ashley Tomerlin	San Rafael ADA Access Advisory Committee	Alternate
Kate Powers	San Rafael Bicycle & Pedestrian Advisory Committee	Member
Susie Pollak	Age-Friendly Community Partnership	Member
Sparkie Spaeth	Age-Friendly Community Partnership	Alternate
Andrei Pasternak	Orcas Swim Team	Member
Matt Foley	Orcas Swim Team	Alternate
Andrew Ward	Marin YMCA	Member
Aaron Burnett	Canal Alliance	Member
Elisabeth Setten	Artworks Downtown	Member
Paul Jensen	Marin Conservation League	Member
Dan Zaich	San Rafael City School	Member
Ian McLorg	Marin County Parks	Member
Joe McCallum	Chamber of Commerce	Member

I. WELCOME

a. Project Team

i. RHAA, Library and Recreation Department, Public Works Department

1. Library and Recreation Department – Catherine Quffa, Susan Andrade-Wax
2. Public Works Department – April Miller
3. RHAA – Lauren Ivey, Barbara Lundburg
 - a. Mack5 – Architectural Assessments
 - b. Bay Area CASp – Certified Access Specialist
 - c. Ballard*King – Recreation Facility Operation and Planning
 - d. Godbe Research – Statistically Valid Survey Provider
 - e. EPS – Financial Planning

b. Steering Committee Introductions

i. Steering Committee represents 16 organizations related to the City of San Rafael

1. Composition of Committee approved by City Council
2. Committee is in place to ensure a diverse representation of the community

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- c. Role of the Citywide Parks and Recreation Master Plan (CPRMP) Steering Committee
 - i. Public voice in Master Planning Process
 - 1. Represent various aspects of San Rafael's community
 - 2. Solicit input from the San Rafael community
 - ii. Keep respective commission, committee and/or agency informed on Master Planning process and Committee activity
 - iii. Review and comment on draft materials provided
 - iv. Provide recommendations to the Master Planning process
 - v. Steering Committee meetings are mandatory for Committee Members, and Alternates, per Member availability

II. PROCESS OVERVIEW & UPDATES

- a. Project Goals
 - i. Assess existing system and previous planning
 - ii. Understand community needs and demand
 - iii. Understand necessary funding and resources to implement identified priorities for maintenance and enhancement of parks and recreation facilities
- b. Master Plan Scope
 - i. Inventory and Assessment of Existing Conditions
 - ii. Community Outreach
 - 1. Surveying
 - a. Statistically Valid Survey – Complete 3/3/22-3/12/22
 - b. Parks and Recreation Questionnaire – 3/30/22-5/20/22
 - 2. 4 Steering Committee Meetings
 - 3. Stakeholder Interviews
 - 4. 2 Intercept Events
 - a. Dining under the Lights – 4/28/22
 - b. San Rafael Farmer's Market – 5/1/22
 - 5. 3 Community Workshops, 1 dedicated to Canal Community
 - 6. Council and Parks and Recreation Commission Meetings
 - iii. Needs Assessment and Gap Analysis
 - iv. Recommendations, Prioritization, and Action Plan
 - v. Master Plan
 - 1. Section 1 – Intro/Executive Summary
 - 2. Section 2 – Analysis and Needs Assessment
 - 3. Section 3 – Vision and Recommendations
 - 4. Section 4 – Implementation
 - vi. Scope does not include libraries, cycling routes, or trails
- c. Current Status
 - i. Document Review – In progress
 - ii. Inventory and Assessment – In progress
- d. Schedule
 - i. Steering Committee Meeting #2 – 5/25/22
 - 1. Meeting location TBD – City/RHAA to communicate with Committee on virtual vs. in-person preference

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- ii. Community Meeting #1 – 3/30/22 at San Rafael Community Center and 4/20/22 at Albert J. Boro Community Center
- iii. Community Meeting #2 – 6/2/22 at Terra Linda Community Center

III. SURVEY

- a. Survey Purpose and Beta Testing
 - i. Survey needs to be in alignment with the Statistically Valid Survey
 - ii. Survey intent is to understand the City's recreation system's use and community priorities
- b. Complete Survey
- c. Survey Feedback
 - i. Survey to include the following feedback:
 - Accessibility
 - Travel method(s) to parks and facilities
 - Link to City parks map
 - Clear question formatting and language
- d. Survey Promotion

IV. QUESTIONS & DISCUSSION

- a. What are the biggest needs in the City's existing parks and recreation system?
 - i. Committee members shared the following:
 - More off-leash dog areas
 - Year-round aquatics programming
 - More spaces for pickup sports in neighborhoods
 - More programming for middle school ages
 - Consideration for environmental mitigation
 - Better maintenance and cleanliness
 - Consider partnerships with local businesses for recreation services
 - More youth sports and spaces for youth sports
 - Pickleball
 - Consideration for environmental justice
 - More amenities for cycling – bike paths/routes, bike racks, bike lockers
 - Skate and scooter spaces
 - Activities to attract older adults
 - Balanced funding for improvements and maintenance
- b. What is the City's greatest strength in supporting San Rafael's existing parks and recreation system?
 - i. Committee members shared the following:
 - Variety of parks and activities
 - Number of parks available
 - City is supportive and responsive of community interests

V. HOMEWORK

- a. Needs Assessment
- b. Document Review
- c. Inventory
- d. Community Profile