



**November 17, 2022  
6:00 P.M.**

Watch on Zoom:  
<https://tinyurl.com/PRC-11-17-2022>  
Telephone: Telephone: (669) 900-9128  
Meeting ID: 841 0672 5048

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**CALL TO ORDER**

- Roll Call

**AGENDA AMENDMENTS**

**MINUTES**

1. Approve regular meeting minutes of October 20, 2022

**MEETING OPEN TO THE PUBLIC**

2. Public Comment from the audience regarding items not listed on the agenda. *Speakers are encouraged to limit comments to 3 minutes.*
3. Introductions/Awards/Recognitions/Presentations

**MATTERS BEFORE THE COMMISSION**

If necessary, to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

4. Gold Hill Grade Open Space Donation
5. Community Gardens Program Report
6. Terra Linda Community Center Report
7. Aquatics Program Report
8. Selection of Chair, Vice Chair and Committee Assignments
9. Review of Park and Recreation Commission Meeting Schedule 2023

**COMMISSION REPORTS AND COMMENTS**

10. Other brief reports on any meetings, conferences, and/or seminars attended by the Commission members.

**STAFF COMMENTS**

11. Schedule of Upcoming Meetings and Events of Interest

**NEXT MEETING: January 19, 2022**

**ADJOURNMENT**

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**Notice**

*Any records relating to an agenda item, received by a majority or more of the Commission less than 72 hours before the meeting, shall be available for inspection online. Sign Language interpreters may be requested by calling (415) 485-3066 (voice), emailing [Lindsay.lara@cityofsanrafael.org](mailto: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.*

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**Telephone: (669) 900-9128**  
**Meeting ID: 841 0672 5048**

**CALL TO ORDER**

Chair Emerson called the meeting to order at 6:02 p.m.

**ROLL CALL**

**Present:** Commissioner Cabrales  
Chair Emerson  
Commissioner Gutierrez  
Commissioner Sandoval

**Absent:** Commissioner Machado

**Also Present:** Catherine Quffa, Library & Recreation Director  
Craig Veramay, Assistant Library & Recreation Director  
Becky Ordin, Senior Administrative Assistant  
Steve Mason, Senior Recreation Supervisor  
Darcie Chellew, Recreation Supervisor  
Joanna Kwok, Senior Civil Engineer

**AGENDA AMENDMENTS**

None.

**MINUTES**

**1. Approve regular meeting minutes of September 15, 2022**

Commissioner Gutierrez moved, and Commissioner Sandoval seconded, to approve the meetings minutes of September 15, 2022.

**AYES:** Commissioners: Cabrales, Emerson, Gutierrez, Sandoval  
**NOES:** Commissioners: None

ABSENT: Commissioners: Machado  
ABSTAINED: Commissioners: None

*Minutes approved as submitted.*

## **MEETING OPEN TO THE PUBLIC**

### **2. Public Comment from the audience regarding items not listed on the agenda**

None

### **3. Introductions/Awards/Recognitions/Presentations**

None

## **MATTERS BEFORE THE COMMISSION**

If necessary, to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

### **4. Marin Bocce Federation Prototype Shade Structure**

Darcie Chellew introduced Jessica Libien who provided the Park and Recreation Commission with a schematic of the proposed prototype permanent shade structure for approval.

Staff responded to questions from the Commission.

Public Comment: None

Commissioner Gutierrez moved, and Commissioner Cabrales seconded the approval of the installation of a prototype shade structure at the Marin Bocce Federation Amenities.

AYES: Commissioners: Cabrales, Emerson, Gutierrez, Sandoval

NOES: Commissioners: None

ABSENT: Commissioners: Machado

ABSTAINED: Commissioners: None

*Motion passes.*

### **5. San Rafael Girls Softball Agreement Annual Report**

Scott Younkin presented the San Rafael girls softball agreement annual report.

Staff responded to questions from the Commission.

Public Comment: None

Commissioner Cabrales moved, and Commissioner Gutierrez seconded to accept the San Rafael Girls Softball agreement annual report.

AYES: Commissioners: Cabrales, Emerson, Gutierrez, Sandoval  
NOES: Commissioners: None  
ABSENT: Commissioners: Machado  
ABSTAINED: Commissioners: None

*Motion passes.*

## **6. Park Projects and Maintenance Biannual Status Report**

Craig Veramay, Assistant Library & Recreation Director, introduced Joanna Kwok, Senior Civil Engineer for Public Works, who presented the park projects and maintenance biannual status report.

Staff responded to questions from the Commission.

Public Comment: None

Commissioner Gutierrez moved, and Commissioner Cabrales seconded to accept the park projects and maintenance biannual status report.

AYES: Commissioners: Cabrales, Emerson, Gutierrez, Sandoval  
NOES: Commissioners: None  
ABSENT: Commissioners: Machado  
ABSTAINED: Commissioners: None

*Motion passes.*

## **COMMISSION REPORTS AND COMMENTS**

### **7. Other brief reports on any meetings, conferences, and/or seminars attended by the Commission members.**

Commissioner Gutierrez had a meeting with Safe Routes to School on local traffic safety around Sun Valley School.

Commissioner Cabrales went to the Arbor Day tree planting at Bret Harte Park.

Commissioner Sandoval had his first Public Art Review Board meeting. He reported that it was nice to meet everyone and they voted on a Chair and Vice Chair.

Chair Emerson shared on the Marin County Health front they are pushing the bivalent boosters. They have been approved for ages 5 and up. They expect a Winter surge in

COVID cases. The policy update is that kids don't need to test out at five days. They can return to school after five days post COVID.

Public Comment: None

## **STAFF COMMENTS**

### **8. Schedule of Upcoming Meetings and Events of Interest**

Mr. Veramay shared that October 22<sup>nd</sup> is the Arbor Park Mural unveiling at 11:00am. The California Watercolor Show will run through November 18<sup>th</sup> at the Falkirk Cultural Center.

Steve Mason gave the Commission the details for the Dia De Los Muertos Celebration. This Saturday at 3:00 is the car processional. The main event will be on Saturday, November 5<sup>th</sup> at the Albert J. Boro Community Center and there will be 25 alters on display. Mr. Mason also shared that he was asked to give a presentation last Tuesday on a national webinar to the Association of Multicultural Affairs and Transplantation. They were trying to find a way to honor those who have passed and have donated their organs to give life to others. Mr. Mason spoke to the group about doing alters.

Mr. Veramay let the Commission know that Tai Chi and Kung Fu are back at the San Rafael Community Center.

Today was the City's Annual Arbor Day Celebration. He recognized our Department of Public Works for planting several new Oak Trees at Bret Harte Park this morning.

On Monday, City Council approved the new Park Amenity Sponsorship program. This new policy and application process will help community members that are interested in donating to sponsor the installation of park amenities such as park benches and picnic tables. Staff will be working to advertise the new policy in the coming weeks, and we will share that information as soon as it becomes available.

In early October, City Council approved new Aquatics Pilot Program Fees for Terra Linda Pool. The City is planning to keep TL pool open into November, and specific dates and swim schedules will be released soon.

Mr. Veramay also shared that San Rafael arts organizations welcomed state legislators and local elected officials on Friday, October 14 for a tour of Downtown San Rafael Arts District (DSRAD), one of 14 designated Cultural Arts Districts in the state. The California Arts Council received a \$30 million one-time General Fund allocation, to be spent over three years, to support the existing 14 cultural districts and to expand the cultural arts districts' programs to serve traditionally underserved communities. This tour was an opportunity for legislators to better understand the Cultural District program and consider how to support the program moving forward. The group visited Downtown on a

special night that included gallery openings, performances, and premieres coinciding with the monthly 2nd Friday Art Walk.

The group visited Youth In Arts, the Marin Society of Artists, the City of San Rafael Falkirk Cultural Center, Art Works Downtown, and the California Film Institute's Smith Rafael Film Center, which was hosting the Mill Valley Film Festival. The group met with local artists and business owners, and the walking tour demonstrated how the DSRAD is advancing equity by unifying, activating, and celebrating our diverse community through arts and cultural collective impact.

On Tuesday, the City swore in and welcomed their newest Public Board, the Public Art Review Board. This group is charged with reviewing and approving new public art proposals.

Mr. Veramay also shared that the division just welcomed two new Program Coordinators – Kara Riley, at the San Rafael Community Center, and Cristina Farhang, at Falkirk Cultural Center, who will also coordinate our community gardens program.

Ms. Quffa gave an update on the Parks and Recreation Master Plan. The scheduled November 17th Steering Committee meeting was delayed to January 2023, and the next update to the Park and Recreation Commission will be January, 2023.

Chair Emerson asked for an update on Beach Park. Ms. Quffa answered that we are waiting to hear what is happening to the former Terrapin Crossroads restaurant – it sounds like there are some real estate negotiations happening now, and we want to assess how the outcome of those plans may impact our plans for the future of Beach Park.

Commissioner Gutierrez asked if there are zoning restrictions for the restaurant that may limit future use of Beach Park. Ms. Quffa replied that there is a goal in the General Plan around waterfront recreation pathways; it is private property, we would have to verify with the community development director regarding zoning, etc.

Public Comment: None

## **ADJOURNMENT**

Chair Emerson adjourned the meeting at 7:12 p.m.

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BECKY ORDIN, Senior Administrative Assistant

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022

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CATHERINE QUFFA, Library & Recreation Director



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**November 17, 2022  
Item #4**

**TITLE: OFFER OF DONATION OF VACANT LAND ON GOLD HILL GRADE**

**RECOMMENDATION:**

That the Park and Recreation Commission recommend to the City Council the City's acceptance of the donation of vacant land on Gold Hill Grade.

**BACKGROUND:**

On occasion, the City receives inquiries as to whether it would be interested in accepting a donation of land for designation as San Rafael Open Space. To provide direction and consistency in how the City approaches offers of open space, the City Council, with recommendation from the Park & Recreation Commission, adopted an Open Space Acquisition Policy in 2017 (Attachment 1). The policy provides specific guiding principles and a process to deliberate and decide whether to accept donations of land as San Rafael Open Space.

In September 2022, the Marin Open Space Trust (MOST) approached the City with an offer to broker the donation of a 2.6-acre parcel of open space land (APN 015-250-34) (the "Property"). The Property is located on the slopes of Gold Hill Grade above the Dominican neighborhood to the City as permanent open space. Maps of the Property can be found in Attachment 2. The Property is entirely surrounded by Harry Barbier Memorial Park, which is existing City open space, and public access is limited to a graded fire road that borders the northwest corner of the Property. The Property is currently designated as Hillside Resource Residential in the San Rafael General Plan 2040.<sup>1</sup>

Over the past year, MOST has been working with the current Property owners, Dyanne Bailey, and Susan Grippi, and are proposing to acquire the land as a donation and then transfer title of the Property to the City. MOST would absorb the closing costs and any other costs associated with the Property transfer. In 2017, the City partnered with MOST to accept two parcels of land on Makin Grade to set aside as permanent open space using a similar process.

**DISCUSSION:**

The City of San Rafael Open Space Acquisition Policy establishes a process as well as guiding principles for reviewing the acquisition of open space. The responsibility for open space acquisition is established as follows:

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<sup>1</sup> Per the San Rafael General Plan 2040: Hillside Resource Residential "is intended for privately owned land, typically with geologic or seismic constraints that limit development potential. Such areas are often located on steep hillsides that are visually significant and have been identified as having very limited potential through prior development proposals. Hillside Resource Residential Areas include single family homes on very large lots, as well as undeveloped properties."



*The acquisition of Open Space lands is at the decision and discretion of the San Rafael City Council. Proposals presented by City staff representing the Departments of Community Development, Public Works, Police, Fire, Community Services and Finance will first be considered by the Park and Recreation Commission at one or more public noticed meetings, and with other community outreach as determined appropriate. The Commission recommendation to accept or decline the proposed acquisition will be submitted to the City Council prior to the one or more public noticed meetings when the proposal is considered for action. If accepted, City staff shall execute the acquisition and on-going support services for the Open Space preservation, recreation, and public security.*

Staff from the Administrative Services, Community Development, Fire, Library and Recreation, Police, and Public Works departments have reviewed the proposed donation of the Property and evaluated the proposal based on the Open Space Acquisition Policy. Staff from all departments are supportive of the proposed acquisition and have identified the following elements of the Property that align with the Open Space Acquisition Policy's guiding principles:

- The Property is located within City of San Rafael City Limits.
- Adding the Property to the City's open space portfolio would provide positive public benefit and public utility including:
  - o Ensuring preservation of the natural space, environment, and existing use.
  - o As many users are unaware that this Property is not already part of Harry Barbier Memorial Park, it is currently used for recreation purposes and an undesignated user trail passes through the Property. Preservation would allow for continued recreational use and public utility.
- The Property has adjacency and/or connectivity to existing park/open space. The Property is completely surrounded by existing City open space, so the City is the most logical owner for open space preservation.
- The Property has title with no feasible alternative ownership options for preservation and acquisition would be a fee simple title transfer. The Property title report shows that the Property is currently owned by the two individuals that have been working with MOST. There is a pipeline easement from 1888 that is mentioned in the title report that the City has requested further information on. This will be further investigated before a final recommendation is made to City Council. Otherwise, there are no foreseeable title conflicts. In addition, MOST would secure title insurance for the City as part of the transfer.
- The Property has existing access via a graded fire road that passes through existing City open space.
- There is public support and endorsement by members of the Dominican Black Canyon Neighborhood Association for acquisition of the Property. (See Community Engagement section below.)
- The Department of Public Works has evaluated the Property and determined that it is environmentally stable and clear of significant safety or security issues. Attachment 2 shows the location of the Property, which includes a small user trail along a ridgeline and is fully vegetated. Owning the Property could provide wildfire mitigation benefits if the City decided to use social trails to increase more fuel breaks in the future.
- The location and status of the Property does not pose significant liability issues for the City.
- Given the location, acquisition of the Property would not present significant financial impact to City resources for acquisition, management, maintenance or security.
- The Property does not require improvements or amenities.

The San Rafael General Plan 2040 also includes policies and programs that are important to consider in relation to the proposed acquisition.

Specifically, the Parks, Recreation, and Open Space Element states:

***Policy PROS-3.1: Open Space Frame***

*Retain and protect San Rafael's open space frame, including open space on the city's perimeter and the network of open spaces that define and connect the city's neighborhoods. Open space should be recognized as essential to wildlife, environmental and human health, psychological well-being, and as a natural means of separating communities, preventing sprawl, and providing visual relief.*

***Program PROS-3.1A: Criteria for Open Space Protection.*** Use the following criteria for identifying and prioritizing open space parcels for future protection (the criteria are not listed in any particular order):

- a) Environmental health and safety issues and potential geologic and seismic hazards.*
- b) Aesthetics (visual backdrop or edge, unique site features, shoreline, ridgelines).*
- c) Wildlife resource value (wetlands, creeks and riparian areas, wildlife habitat and movement corridors, and habitat for special status species).*
- d) Ability to sequester carbon and mitigate potential climate-related impacts, including reduction of wildfire hazard, drought resilience, protection from sea-level rise.*
- e) Importance to the community as a whole and/or adjoining neighborhoods.*
- f) Merits of alternative uses.*
- g) Ability to connect existing open spaces.*
- h) Potential for recreational uses and/or environmental education, especially for economically disadvantaged communities.*
- i) Availability of outside (non-City) financial assistance.*
- j) Potential maintenance and management costs and liability exposure for the City.*
- k) Feasibility of protection through zoning, easements, development agreements, and other tools rather than through acquisition.*

Many of the criteria for open space protection set forth in the General Plan 2040 align with the Open Space Acquisition Policy's guiding principles. As outlined above, many features of the Property are supportive of the criteria for open space protection. Specifically, the Property is free of major health and safety issues and geologic hazards; provides wildlife resource value in ensuring a contiguous wildlife habitat with surrounding City open space; provides potential wildfire mitigation benefits; connects to existing open space; would be supported financially by MOST absorbing the property transfer costs; and requires minimal additional maintenance, management, and liability costs for the City.

Additionally, the Dominican/Black Canyon portion of the Neighborhood Element includes the following:

***Policy NH-2.15: Dominican/Black Canyon Area Resources and Hazards*** Proactively work to conserve and restore natural resources and reduce environmental hazards in the Dominican/Black Canyon area, including wildfire, landslide, and noise hazards.

**Program NH-2.15C: Open Space Dedication.** Consider offers to dedicate vacant sites, including the 17.9-acre parcel at the end of Dominican Drive (also with frontage on Glen Park Avenue), as public open space.

This acquisition of open space would support the above goals of the General Plan 2040. Should the City accept this offer of dedication, an amendment to the General Plan Land Use Map will be required to change the land use designation from the current Hillside Resource Residential to Parks/Open Space (P/OS).

**COMMUNITY ENGAGEMENT:**

On Wednesday, November 9, representatives from MOST and City staff met with the Dominican Black Canyon Neighborhood Association to present the proposed Property acquisition and to answer any questions. As the Property is surrounded by existing City open space, there are no immediate neighbors to the Property, however it is in closest proximity to the Dominican Black Canyon neighborhood. At the Dominican Black Canyon Neighborhood Association, participants expressed general support for the acquisition and several members articulated their intent to submit a formal letter of support. The Association Board shared that they would further inform association members of the acquisition via e-mail and encourage them to attend the November 17 Park and Recreation Commission Meeting to voice their opinions. The City has also received direct communication from community members, which have been included as Attachment 3.

**ENVIRONMENTAL DETERMINATION:**

The proposed Property acquisition is exempt from review under the California Environmental Quality Act (CEQA) pursuant to the CEQA Guidelines section 15307 (actions for protecting natural resources) and 15308 (actions for protecting environment). Section 15307 (Class 7) consists of actions to assure the maintenance, restoration, or enhancement of a natural resource where the regulatory process involves procedures for protection of the environment. Section 15308 (Class 8) consists of actions to assure the maintenance, restoration, enhancement, or protection of the environment where the regulatory process involves procedures for protection of the environment.

**FISCAL IMPACT:**

There is no direct fiscal impact associated with acceptance of the donation of the Property on Gold Hill Grade. MOST has agreed to absorb all closing costs and other expenses associated with the transfer of Property. City staff have determined that acquisition of the Property as permanent open space would not require significant additional City resources, financial or staffing, for ongoing management.

**ALTERNATIVE ACTIONS:**

1. Do not recommend acceptance of the donation of vacant land on Gold Hill Grade to City Council.
2. Direct staff to return with more information at a later date.
3. Take no action.

Submitted by:



Catherine Quffa

Library & Recreation Director

**Attachments:**

1. Open Space Acquisition Policy
2. Property Maps
3. Community Response to the Proposed Property Acquisition

## **City of San Rafael Open Space Acquisition Policy**

### **Purpose**

The purpose of this policy is to set criteria for selecting and/or accepting the acquisition of additional Open Space lands by the City of San Rafael.

### **Responsibility**

The acquisition of Open Space lands is at the decision and discretion of the San Rafael City Council. Proposals presented by City staff representing the Departments of Community Development, Public Works, Police, Fire, Community Services and Finance will first be considered by the Park and Recreation Commission at one or more public noticed meetings, and with other community outreach as determined appropriate. The Commission recommendation to accept or decline the proposed acquisition will be submitted to the City Council prior to the one or more public noticed meetings when the proposal is considered for action. If accepted, City staff shall execute the acquisition and on-going support services for the Open Space preservation, recreation and public security.

### **Reference**

#### **San Rafael General Plan 2020, Goal 30: Protected Open Space**

**It is the goal of San Rafael to preserve and protect open space and the natural environment for all to enjoy.** *Preservation of open space and the natural environment has been a priority for San Rafael residents for many years. Whenever possible, the natural terrain and vegetation of the community should be preserved and maintained.*

The City of San Rafael owns 3,703 acres of Open Space. A total of 7,800 acres of Open Space is currently within City planning area. The City has purchased or accepted donations of properties to the Open Space Inventory. In September 2016 the City Council directed a policy to provide criteria for future acquisition of Open Space lands to ensure that decisions were made based on the value of prospective lands for public recreation, environmental stewardship, view corridor retention and other public benefit in relationship to the responsibility of managing, maintaining and securing the lands in perpetuity.

### **Policy**

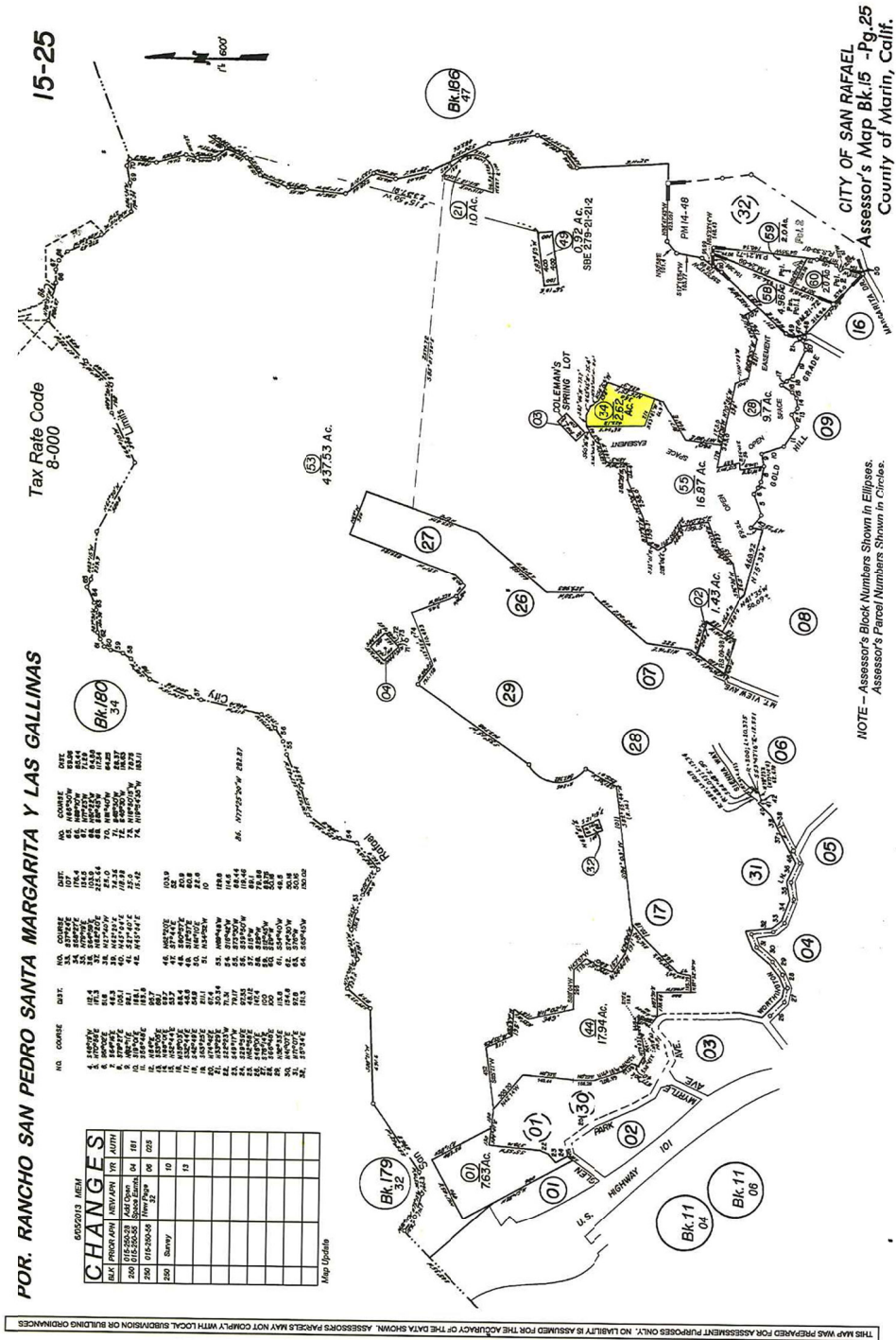
In the event of an opportunity to expand the City Open Space Inventory, whether by acquisition, transfer or donation, the following criteria should be applied to the San Rafael specific property to determine the overall value to the community and compliance with City goals.

Proposed properties need not meet each criterion. Criteria are not weighted as properties vary in assets and constraints. To be accepted, properties must satisfy specific elements of the guiding principles listed below:

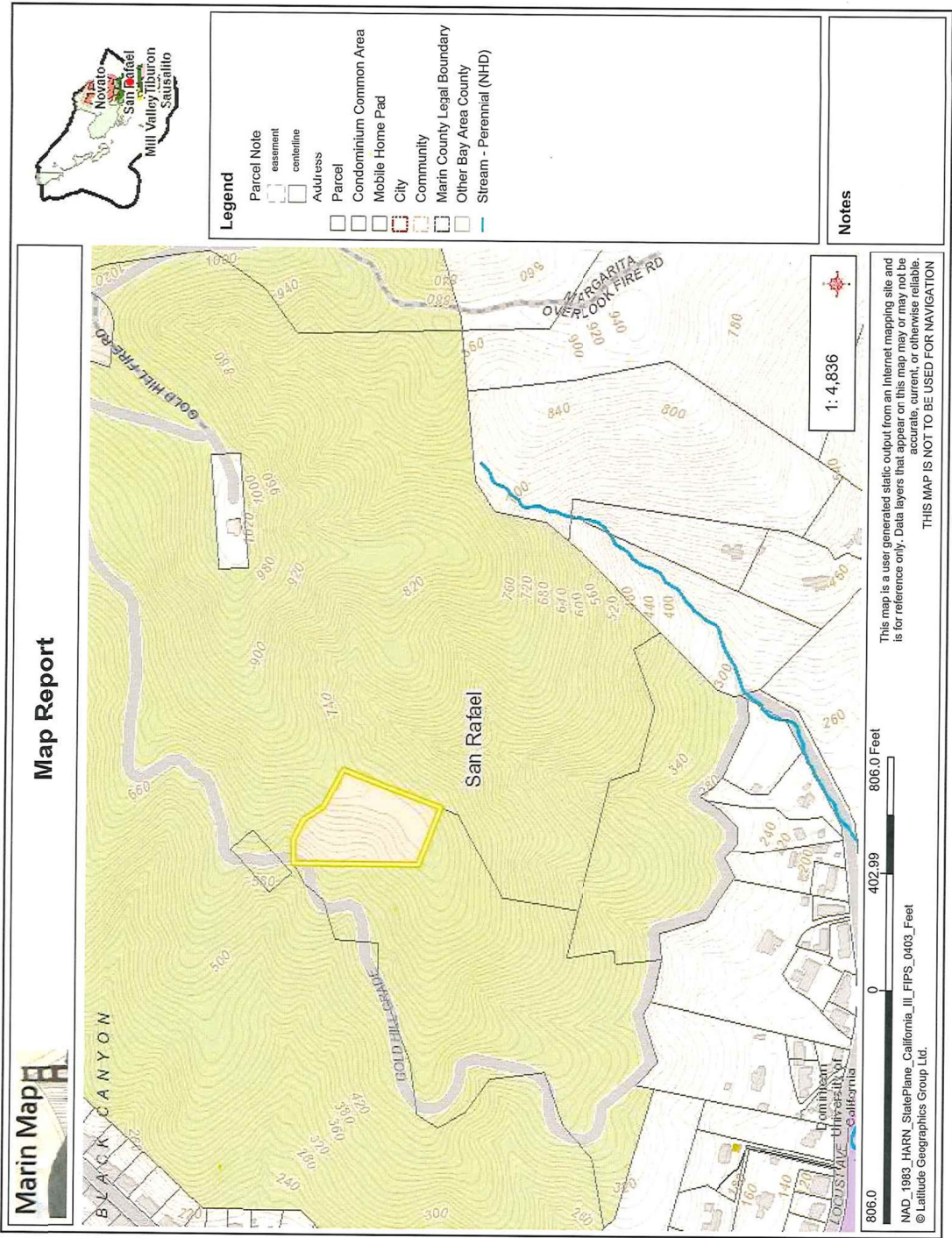
- A property must be located within the City of San Rafael City Limits.
- A property should provide a positive added public benefit including but not limited to:
  - Cultural/historical significance
  - Potential for recreational use
  - Preservation of natural space, environment, and/or existing use
  - Presence of sensitive wildlife habitat
- A property should provide public utility.
- A property should have adjacency to existing park/open space and/or connectively to existing or planned parks/open space as identified in the General Plan.
- A property should have title with no alternative ownership options for preservation and preferably fee simple title transfer.
- A property should have existing access.
- Public support must be demonstrated for the proposed acquisition.
- Endorsement by Boards and Commissions and community organizations must be demonstrated for acquisition of proposed property.
- The existing condition of the property should be environmentally stable and clear of significant safety or security issues.
- The location and status of the property should be free of significant liability issues.
- The property should not present a significant financial impact to City resources for acquisition, management, maintenance or security.
- A property should not require significant improvement or amenities.

**Exhibit “A”**

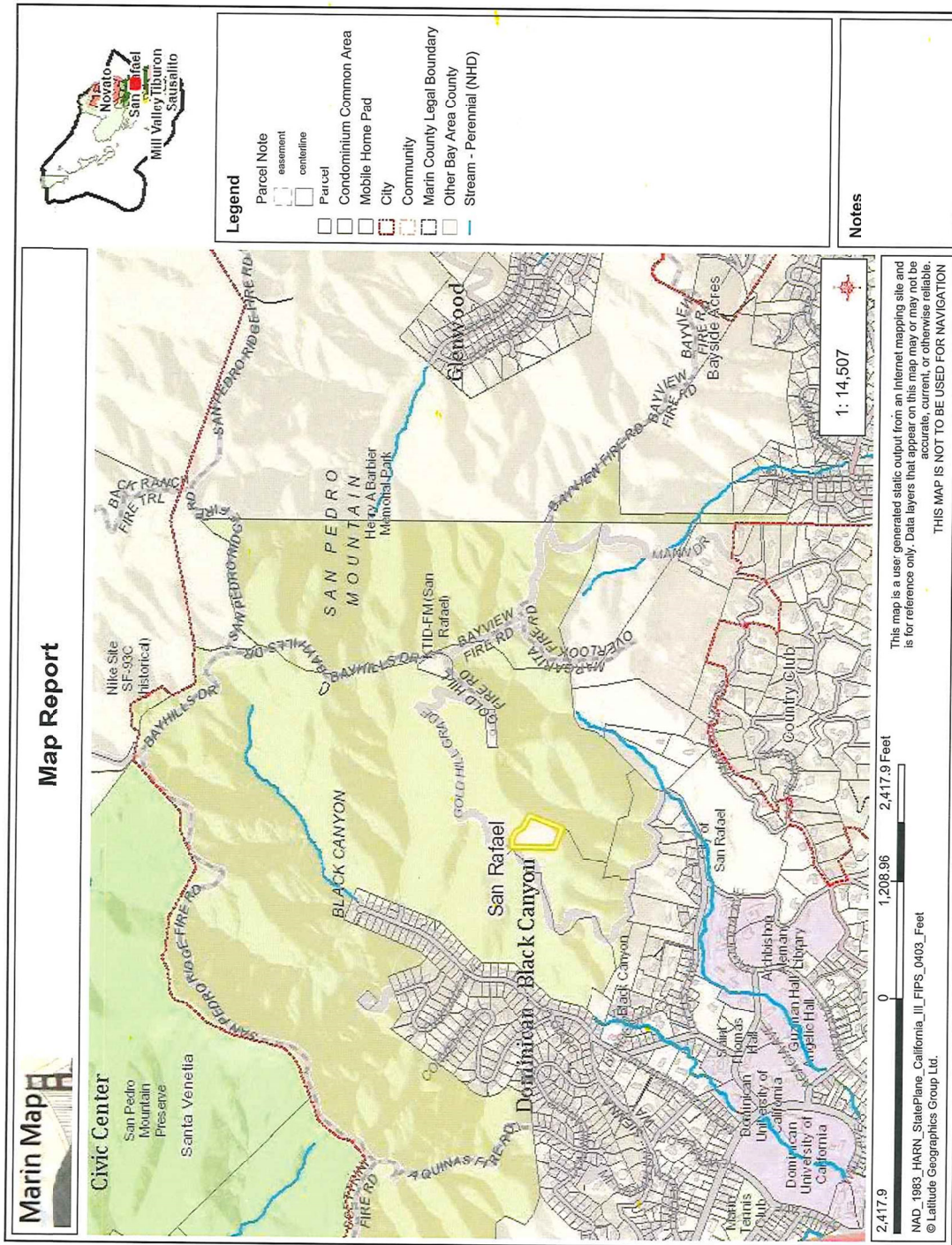
Assessor's Parcel Map



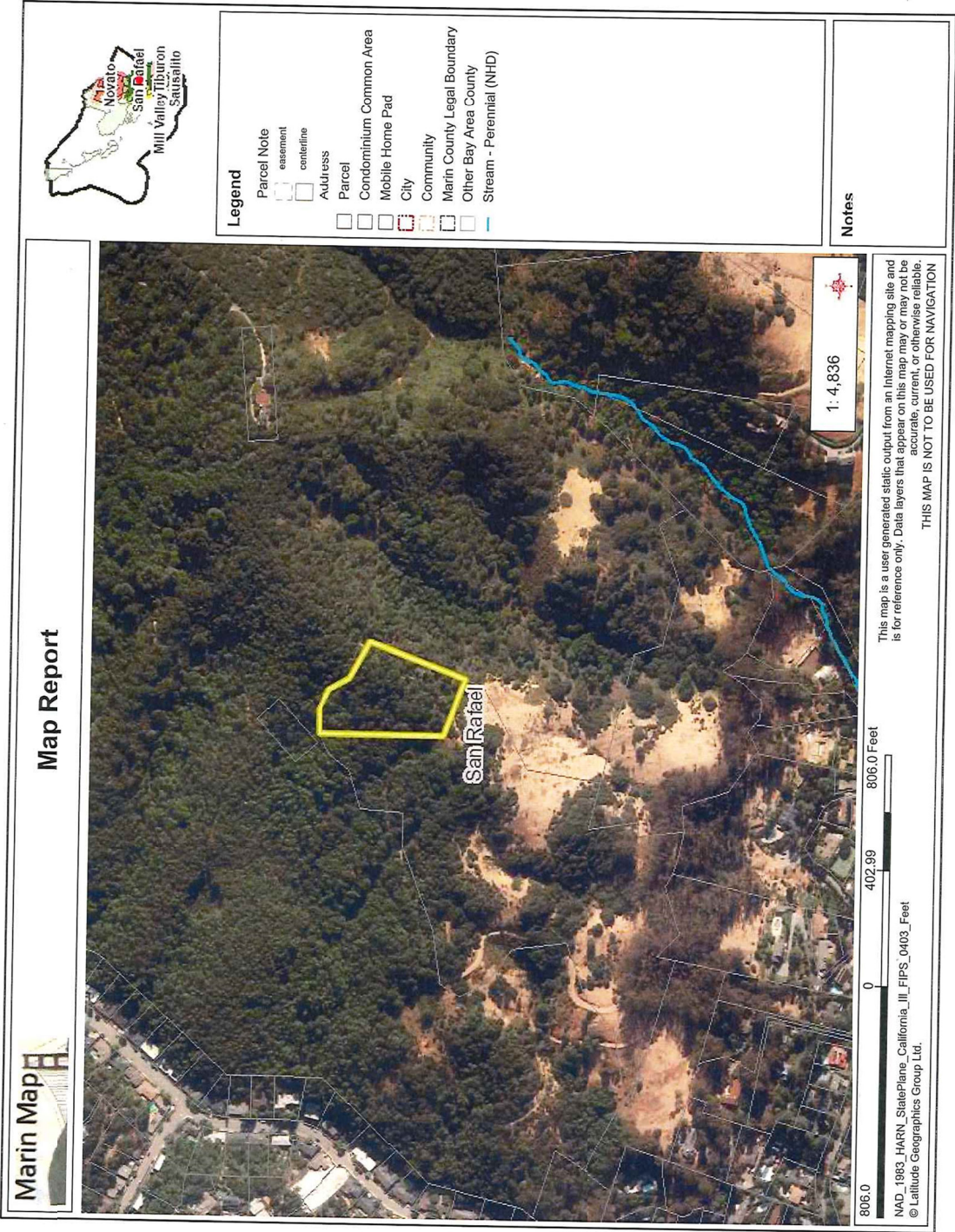
Marin County Topographic Maps







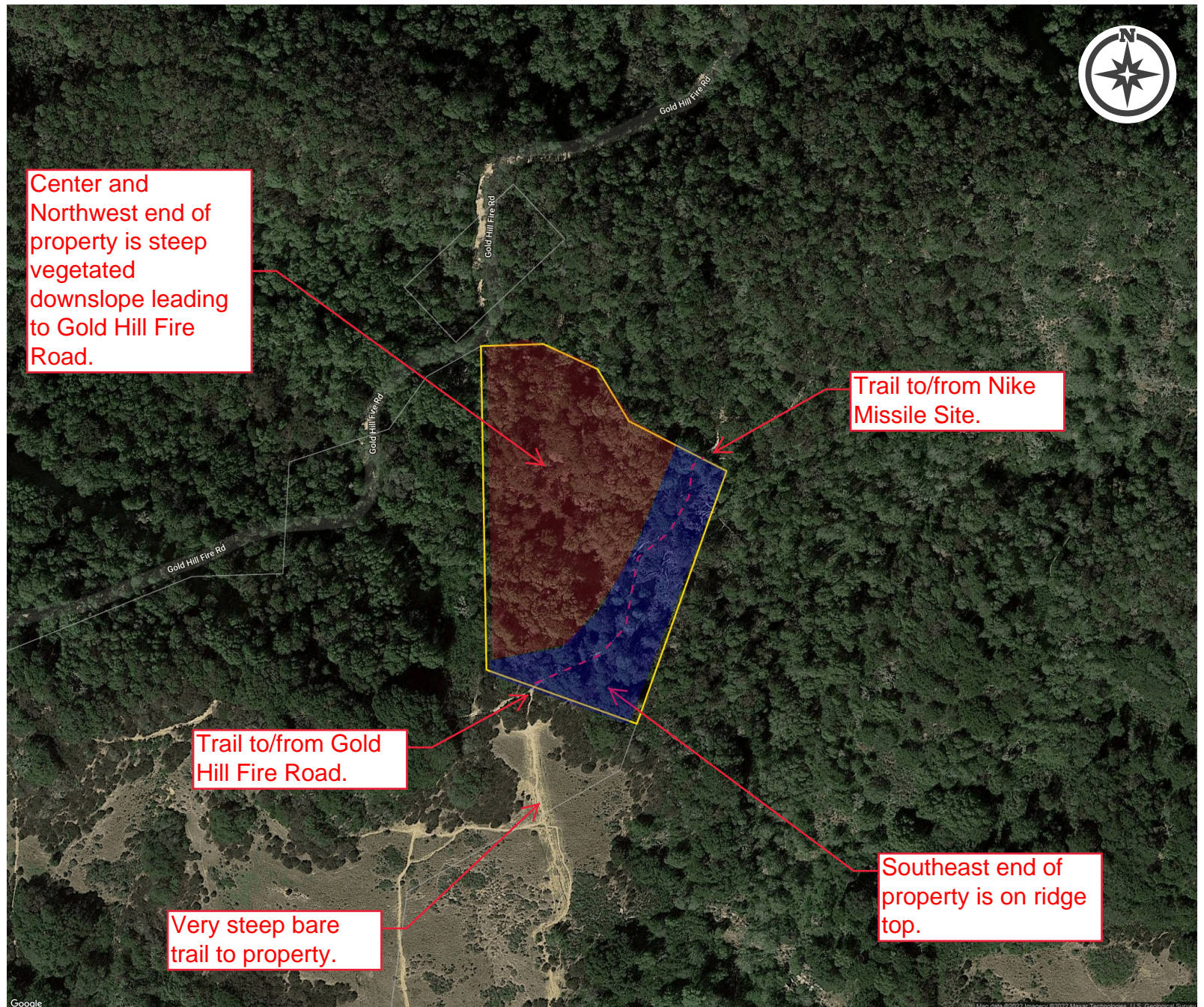




Marin County Aerial Map



Legend	
Label	
 SITUS	
Parcels	
 Parcels	
San Rafael City Limit	
 City Limit Line	
Marin County	
 Marin County	



**From:** [notify@proudcity.com](mailto:notify@proudcity.com) <[notify@proudcity.com](mailto:notify@proudcity.com)> on behalf of Katherine Burwell <[notify@proudcity.com](mailto:notify@proudcity.com)>

**Sent:** Tuesday, November 1, 2022 2:57 PM

**To:** Info <[info@cityofsanrafael.org](mailto:info@cityofsanrafael.org)>

**Subject:** New submission from Contact City Council

**Name**

Katherine Burwell

**Email**

[REDACTED]

**Subject**

Possible Land Donation - Gold Hill

**Message**

Dear Mayor Kate & Council Members

I urge you to accept the donation by M.O.S.T. of the 2.6 acres on Gold Hill to be added to the Harry Barbier Park. I am an avid hiker and use those beautiful trails weekly. This adds to the livability of our City.

With Regards, Kathy Burwell

**Address (optional)**

[REDACTED]  
San Rafael, CA 94901  
United States  
[Map It](#)



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**November 17, 2022  
Item #5**

**TITLE: COMMUNITY GARDEN PROGRAM REPORT AND APPROVAL OF  
REVISED GUIDELINES FOR THE CANAL AND TERRA LINDA  
COMMUNITY GARDENS**

**RECOMMENDATION**

That the Commission review and approve the updated Community Garden Guidelines for the Canal and Terra Linda Community Gardens.

**BACKGROUND**

The City of San Rafael owns and operates two community gardens, the Canal and the Terra Linda Community Garden(s). San Rafael's Community Gardens provide gardeners spaces to grow vegetables, fruits, herbs, or flowers, and build community with other gardeners. The City manages the garden program, administers the garden according to the adopted community garden guidelines, and provides some basic amenities at each garden for community gardener use.

Periodically, staff review the community garden guidelines and recommend changes or modifications. This report provides an overview of the Community Garden Program and makes recommendations for several minor changes to the current guidelines.

**Canal Community Garden**

The Canal Community Garden is an important resource to the Canal neighborhood, which has a significant portion of the low-income housing in one of the most affluent counties in the United States. Though the neighborhood is diverse, many residents share a common tie to a strong food culture. Vietnamese and Latinx residents in the Canal neighborhood have expressed a desire to be able to grow and produce foods important to their heritage in a community setting. Additionally, many Canal residents live in high-density apartments and lack yards to grow their own produce.

The community garden includes: 92 raised beds including 48 half plots, 32 full plots and 12 ADA-raised plots; a greenhouse; a shed for storage and user lockers; potting tables; wheelbarrows; secured hose bibs and composting bins; concrete paths from the entrance to and around the common area; drip irrigation system equipped with a solar-powered controller in the common area; perimeter landscaping with native plants; a trellised outdoor classroom; vegetated rainwater treatment and educational signage; and community fruit trees.

The Canal Community Garden maintains a first-come, first-serve waitlist process for interested gardeners. There are currently about 13 interested gardeners waiting for a plot

at the garden. As plots become open, a plot is offered to the next person on the waitlist. On average, residents are on the waitlist for 2-3 years before receiving a plot.

### Terra Linda Community Garden

The Terra Linda Community Garden is situated at 380 Nova Albion Way, on the site of the Miller Creek School District Administration Offices. The garden was created in the late 1970's and contains 70 plots. Sixty-four of the plots are 450 square feet and six plots are 225 square feet. Two of the plots are ADA compliant with a concrete path of travel around the plots, located next to the entrance gate for the ADA parking space. These plots were created in 2010 to provide more accessibility for gardeners with limited mobility.

The Terra Linda Community Garden has always been a very popular program for the community. Currently, the garden has a waitlist of over 70 residents waiting for a plot. As plots become available, they are offered to the next person on the waitlist. On average, residents are now on a waitlist for 3-4 years before receiving a plot.

### **DISCUSSION**

The City is responsible for managing the Community Gardens, which includes establishing the rules and regulations for the use of the gardens and the expectations of the community participants. Each garden has their own set of guidelines that have been established in coordination with their respective garden committees.

In 2021, staff worked with stakeholders to make significant revisions to the guidelines. The outcome was a new set of guidelines that was adopted in 2022, which created more consistent oversight of both gardens, except for a few site-specific guidelines.

After a year with the new guidelines, City staff are now recommending a few minor modifications to improve the clarity and consistency of guideline language. The proposed guidelines, which are included as Attachment 1 and 2, include recommendations for minor modifications including:

- Clarifying the number of plots that Canal Community Gardeners may hold, including clarifying that gardeners who were permitted to hold multiple plots prior to 2022 will retain that privilege, which will be in alignment with the Terra Linda Community Garden guidelines.
- Adding the option for Canal Community Gardeners to pay a \$20 fee in lieu of attending garden workdays, which is currently offered at the Terra Linda Community Garden.
- Clarifying that the Garden Committee may assist in reviewing matters of garden non-compliance, which has been a long-standing practice within both gardens.
- Adding language that more clearly states that gardeners who are absent for extended periods of time remain responsible for maintaining their garden plots and must communicate their plans with the Garden Administrator.
- Other minor grammatical changes for improved clarity.

### **COMMUNITY OUTREACH:**

Throughout the year, staff have attended Community Garden committee meetings and worked collaboratively with gardeners to receive feedback on the guidelines. Staff conducted garden committee meetings for both gardens on November 9, 2022 to share

the revised guidelines and incorporate feedback. Both the Terra Linda Garden Committee and the Canal Garden Committee were satisfied with the proposed changes. Canal Community Gardeners were particularly pleased with the addition of language adding the option to pay a \$20 fee in lieu of attending garden workdays.

If the new guidelines are adopted, staff will post signs at each garden notifying gardeners of the changes, and gardeners will receive a copy of the new guidelines with their 2023 season garden application.

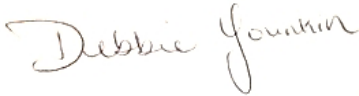
**FISCAL IMPACT:**

There is no fiscal impact associated with adopting the updated Community Garden Guidelines for the Canal and Terra Linda Community Gardens.

**ALTERNATIVE ACTION**

Any other action as determined by the Commission.

Submitted by:



Debbie Younkin, Sr. Recreation Supervisor



Cristina Farhang, Program Coordinator

Attachments:

1. Canal Community Garden Guidelines – 2023 Proposed
2. Terra Linda Community Garden Guidelines – 2023 Proposed



## City of San Rafael Library and Recreation Canal Community Garden Guidelines Proposed - 2023

The following document clarifies the rules, regulations, and expectations around use of the City's Canal Community Garden. All plot holders are responsible for abiding by these guidelines.

### MISSION

The Canal Community Garden exists to create and maintain a community-operated garden in the Canal neighborhood. We are committed to nurturing the land; growing and sharing healthful, **pesticide-free, organic** food; developing caring and supportive relationships among gardeners; and sharing our skills, knowledge and experience. By means of the garden, people of diverse cultures, ages, and abilities demonstrate the positive effect, to individuals and the community, of joining together as tillers and preservers of the land.

### GOALS

The goals of the Canal Community Garden are:

1. To establish and maintain a site upon which members can engage in gardening and related educational and social activities.
2. To grow healthful food and flowers for our families and to share those with community members who are in need.
3. To preserve a productive green space and surrounding environment for future generations, honoring the agricultural heritage of the Canal neighborhood.

### GENERAL GUIDELINES

1. Community garden plots are to be used to grow vegetables, fruit (non-trees), herbs, and/or flowers only.
2. San Rafael community gardens are for use by San Rafael residents only. Starting January 1, 2022, any gardener that moves out of San Rafael will forfeit their plot the following year. Current garden members who moved out of the San Rafael prior to January 1, 2022 will be allowed to continue to have a plot in the garden.
3. A garden application will be mailed out to gardeners in mid-January. Garden Application along with a proof of San Rafael residence and annual fees are due on or before March 15 of each year to the Albert J. Boro Community Center.
4. San Rafael residents wishing to apply for a community garden plot should contact the garden administrator, listed at the end of this document. Interested residents' names and contact information will be placed on a waitlist. When a plot becomes available, potential gardeners will be contacted in the order in which their interest was received and will be asked to formally apply for a plot.
5. Residents are permitted to have one (1) garden plot per household at either the Canal Community Garden or the Terra Linda Community Garden. **Canal Community Garden plot holders who were allowed two plots at the Canal Community Garden prior to 2022 shall retain that privilege.**
6. All gardeners are expected to help with tasks to benefit the community garden. For example, each year there will be two to four workdays scheduled plus ongoing opportunities such as weeding and cleaning in the communal areas. **Gardeners are expected to participate in a minimum of two garden workdays per year. However, if gardeners are unable to participate in a garden workday, they have the option to instead pay a \$20.00 workday fee instead.**
7. City of San Rafael staff and the Steering Committee reserve the right to evaluate plots for compliance. Staff reserves the right to issue notices to plots holders and revoke privileges at the community garden



without reimbursement of paid fees and lost crops, according to the Compliance section of the garden guidelines.

## **HOURS/SECURITY**

1. Garden hours are sunrise to sunset.
2. All gates and structures must be locked, and all water hoses turned off prior to leaving the garden.
3. Plot holders are not allowed give the lock combination to any unauthorized individual.
4. Guests, children and hired help may visit the garden only if accompanied by a plot holder.

## **GARDEN PLOTS**

1. The community garden adheres strictly to organic gardening principles, concepts, and practices. Use of pesticides, herbicides, chemical fertilizers, or other such substances or practices inconsistent with organic gardening principles are prohibited. If a plot holder is unsure of whether a product is allowed, please check with City of San Rafael staff. Gardeners must make sure that any product they spray does not come into contact with another gardener's plot.
2. The Canal Community Garden has 32 full plots, 48 half plots, and 12 ADA accessible garden plots available at the community garden. Individuals with a disability have priority in renting the ADA accessible garden plots.
3. Changing the structure or dimensions of plots is prohibited.
4. Growing plants outside of your plot is prohibited.
5. Weeds must be controlled and must not be allowed to go to seed within or around plots. **Plot holders must clear all weeds within 2 feet of their plot.**
6. Individual garden plots are to be fully utilized, with no less than 75% planted, and no more than 25% used for storage.
7. Structures must be no higher than 6 feet from the ground and not cast shade on another plot; no permanent structures are allowed.
8. Creating a sunlight obstruction for adjacent plots is not allowed. Tall crops must be positioned in a way that does not cast shade on neighboring plots.
9. Gardeners are expected to participate in at least one workday per year to support site maintenance and work on special renovation projects within the garden. If unable to attend a workday, gardeners can work with City staff to determine alternative opportunities to support the garden.
10. Trees are not allowed in individual garden plots. Only the City may determine to plant community trees in common areas.
11. Growing marijuana in the garden for ANY reason, including for medical or recreational purposes, is prohibited.
12. In order to control fly and rodent populations in the garden, meat scraps, kitchen oils, bread, etc. are not allowed in garden plots or compost bin. Vegetable scraps used for compost must be buried within the plot.
13. Trimmings and plant material not being used as compost must be removed and put in the green compost bins.
14. Crops must be harvested and cannot be left to rot within the plot. This includes dry sunflowers, corn and rotting veggies, which attract rodents. If a gardener is unable to use entire crop, they are encouraged to donate additional produce.
15. If a garden plot remains undeveloped, unattended, or overgrown for more than 30 days, the plot holder will be notified in writing by the City of San Rafael and the plot may be reassigned, based on the process outlined in the Compliance section.
16. By May 15<sup>th</sup>, plots are to be cleared of any winter crops and winterization materials and spring crops must be planted.
17. By December 1<sup>st</sup>, plots must be clear of all spring/summer crops and either have winter crops planted or be winterized. **Definition of winterized** – Cover your plot with an approved ground cover, such as newspaper with a straw covering; staff will provide gardeners with a complete list of approved materials.

Should a gardener not want to winterize their plot, they must remove all dead plants and ensure that the plot remains weed free all winter.

18. When vacating a plot to move to a new plot or discontinuing garden participation, the plot holder must clear the area of plant material, weeds, and any equipment so that the plot is ready for the next gardener. If a plot holder fails to remove material, the city will employ an outside landscaper to clear the plot at the plot holder's expense.
19. The City of San Rafael has the right to utilize the garden for public events.
20. Report leaking faucets, leaks in the irrigation system or other general maintenance to [garden@cityofsanrafael.org](mailto:garden@cityofsanrafael.org) or call (415) 485-3328.

## **WATERING**

1. During non-drought years, the maximum amount of watering for any one plot is limited to 15 minutes per day. This equals about 75 gallons per day, which would be sufficient for the hottest days. Please note that during drought conditions, the City may implement additional water conservation measures.
2. Watering must be performed while immediately attended by a gardener.
3. Modification to the existing drip irrigation system is prohibited and individual plot irrigation systems are not permitted.
4. Water conservation and techniques, such as the use of mulch and compost, is encouraged.
5. Gardeners should turn off the hose bib/water faucet, not just the spray nozzle, when they are done watering.

## **SHARED/COMMON AREAS**

1. Wheelbarrows must be emptied after use and placed in the proper storage location.
2. On-site storage of personal items is not allowed in walkways or other common areas. Walkways between plots must remain clear.
3. Gardeners must label their locker with their name and plot number.
4. Personal hand tools may be stored in a locker or in garden plot in a non-hazardous manner.
5. Communal tools must be cleaned and returned to the garden shed after use.

## **PERSONAL CONDUCT**

1. Please respect other gardeners and plots. Do not pick crops or use items from other plots.
2. Gardeners shall not engage in loud, boisterous, threatening, abusive, insulting, or indecent language, or any disorderly conduct or behavior tending to breach public space.
3. Children must be supervised at all times. Parents are encouraged to explain the importance of respecting the plots and the harvests of others.
4. No animals, other than service animals, are allowed in the garden. Those plot holders requiring the assistance of a service animal, must notify the garden administrator prior to attending the community garden with the plot holder. All service animals must remain on leash while assisting the plot holder.
5. The use of radios or other audio equipment is prohibited, except for individuals listening on headphones.
6. Consumption of alcohol, tobacco, and other drugs are not permitted inside or within 25 feet of the garden.
7. Do not write on or deface City of San Rafael signage or property.
8. Gardeners are expected to be respectful of other gardeners and guests within the garden.

## **COMPLIANCE**

1. All Canal Community Garden plot holders are expected to abide by the rules and regulations established in the Community Garden Guidelines.
2. The compliance process for the community gardens is as follows:
  - a. First incident of non-compliance results in a notification of non-compliance and request to bring plot back into compliance within a certain timeframe as determined by staff.

- b Second incident of non-compliance results in a similar notification, but with a notice that the plot will be revoked if not brought into compliance. If brought into compliance, plot holder will be notified that any further infractions will result in their plot being immediately revoked.
  - c Third incident of non-compliance will result in their plot privileges being immediately revoked.
3. City of San Rafael staff retain the right to revoke gardening privileges and/or create new garden guidelines, with proper notice given to plot holders, and make decisions regarding garden and conduct at any time.
4. If a gardener fails to maintain their plot to rules and regulation standards, they will be given the opportunity to correct the infraction, per the above compliance process.
5. Plot holders that have their privileges revoked will not be reimbursed for fees paid nor crops lost and the individual may not be eligible for future garden opportunities.
6. Gardeners are responsible for maintaining their garden plot. **Gardeners who are absent for extended periods of time must develop plans to continue maintenance of their plot and will retain ultimate responsibility to ensure that the plot remains in compliance.** This can be done by arranging for a fellow gardener or friend to assist you, or by hiring outside help to maintain the plot during an absence. Any gardener that is absent for more than two weeks must notify the Garden Administrator prior to their absence and inform them who will be assisting with their plot's maintenance during the absence.
7. If a plot holder is unable to comply with the garden guidelines because of a disability and would like to request reasonable accommodation, they must notify staff as soon as possible but no later than 14 days from the onset of disability, injury, or illness. Staff will contact the plot holder to engage in an interactive process to determine whether a reasonable accommodation can be made **to find solutions to bring the plot into compliance.**

## **COMMUNITY GARDEN COMMITTEE**

1. Composition, Qualifications, Election and Term of Office:
  - a. The Garden Committee is comprised of five (5) elected gardeners. City staff serve as the Garden Administrator on the Garden Committee in an advisory (non-voting) capacity.
  - b. The Garden Committee's shall be official plot holders whose plots adhere with garden guidelines.
  - c. All Garden Committee members shall be elected to a one-year term, for a maximum of three (3) consecutive terms. Garden Committee members may be re-elected by a majority of votes cast by garden plot holders.
  - d. A Garden Committee member may be removed from the Committee after missing 50% or more of Garden Committee meetings in a calendar year of if their plot is out of compliance.
  - e. A quorum of the Garden Committee shall consist of at least three (3) elected members. A simple majority vote at any meeting where a quorum is present shall be sufficient to take action as needed to support operation of the garden.
2. Role of the Garden Committee:
  - a. The Garden Committee shall have a general responsibility to provide overall support for the garden. This includes identifying top priorities for the garden each year, through feedback from gardeners. The Garden Committee will serve as project leads who will work towards accomplishing top priorities of the garden. Standing priorities include garden communication, garden workdays, and social opportunities.
  - b. Garden Committee members will serve in a lead role in a specific area and will work with garden volunteers to help achieve the priorities of the garden through a collaborative approach.
  - c. The Garden Committee will form ad hoc volunteer working groups to help support the overall priorities of the garden.
  - d. The Garden Committee shall meet as needed to accomplish the goals of the garden.
  - e. **The Garden Committee may assist in reviewing matters of garden non-compliance.**
  - f. The Garden Administrator shall have the right to override any decision made by the Garden Committee and the general membership.

All gardeners are required to follow these Canal Community Garden Guidelines to ensure a successful, enjoyable garden experience.

**City of San Rafael  
Library and Recreation Department**

Contact: [garden@cityofsanrafael.org](mailto:garden@cityofsanrafael.org)  
Garden Administrator: **Cristina Farhang** (415) 485-3328

OR

Albert J. Boro Community Center  
50 Canal St. San Rafael CA 94901  
(415) 485-3077



## City of San Rafael Library and Recreation Terra Linda Community Garden Guidelines **PROPOSED - 2023**

The following document clarifies the rules, regulations, and expectations around use of the City's Terra Linda Community Garden. All plot holders are responsible for abiding by these guidelines.

### MISSION

The Terra Linda Community Garden exists to create and maintain a community-operated garden in Terra Linda. We are committed to nurturing the land; growing and sharing healthful, **pesticide-free, organic** food; developing caring and supportive relationships among gardeners; and sharing our skills, knowledge, and experience. By means of the garden, people of diverse cultures, ages, and abilities demonstrate the positive effect, to individuals and the community, of joining together as tillers and preservers of the land.

### GOALS

The goals of the Terra Linda Community Garden are:

1. To establish and maintain a site upon which members can engage in gardening and related educational and social activities.
2. To grow healthful food and flowers for our families and to share those with community members who are in need.
3. To preserve a productive green space and surrounding environment for future generations, honoring the agricultural heritage of the Las Gallinas Valley.

### GENERAL GUIDELINES

1. Community garden plots are to be used to grow vegetables, fruit (non-trees), herbs, and/or flowers only.
2. San Rafael Community Gardens are for use by San Rafael residents only. Starting January 1, 2022, any gardener that moves out of San Rafael will forfeit their plot the following calendar year. Current garden members who moved out of San Rafael prior to January 1, 2022, will be allowed to continue have a plot in the garden.
3. A garden application will be mailed to gardeners in mid-January. Garden applications along with proof of San Rafael residence and annual fees are due on or before March 15th of each year to the Terra Linda Community Center.
4. San Rafael residents wishing to apply for a community garden plot should contact the garden administrator, listed at the end of this document. Interested residents' names and contact information will be placed on a waitlist. When a plot becomes available, potential gardeners will be contacted in the order in which their interest was received and will be asked to formally apply for a plot.
5. Residents are permitted to have one (1) garden plot per household at either the Canal Community Garden or the Terra Linda Community Garden. Terra Linda Community Garden plot holders who were allowed two plots at the Terra Linda Garden by previous bylaws shall retain that privilege.
6. All gardeners are expected to help with tasks that benefit the community garden. For example, each year there will be two to four scheduled workdays, as well as ongoing opportunities such as weeding and cleaning in the common areas. **Gardeners are expected to participate in a minimum of two garden workdays per year. However, if gardeners are unable to participate in a garden workday, they have the option to instead pay a \$20.00 workday fee instead.**

7. City of San Rafael staff and the Steering Committee reserve the right to evaluate plots for compliance. Staff reserves the right to issue notices to plots holders and revoke privileges at the community garden without reimbursement of paid fees and lost crops, according to the Compliance section of the garden guidelines.

## HOURS/SECURITY

1. Garden hours are sunrise to sunset.
2. All gates and structures must be locked, and all water hoses turned off prior to leaving the garden.
3. Plot holders are prohibited from loaning or copying their garden keys.
4. Guests, children and/or assistants may visit the garden only if accompanied by a plot holder.

## GARDEN PLOTS

1. The community garden adheres strictly to organic gardening principles, concepts, and practices. Use of pesticides, herbicides, chemical fertilizers, or other such substances or practices inconsistent with organic gardening principles are prohibited. If a plot holder is unsure of whether a product is allowed, please check with City staff. Gardeners must make sure that any product they spray does not come into contact with another gardener's plot.
2. Full plots are a maximum of 15'x30' (450 square feet). Half plots are a maximum of 15'x15' (225 square feet).
3. Changing the structure or dimensions of plots is prohibited.
4. Growing plants outside of plots is prohibited.
5. Weeds must be controlled and must not be allowed to go to seed within or around plots. **Plot holders must clear all weeds within 2 feet of their plot.**
6. Individual garden plots are to be fully utilized, with no less than 75% planted, and no more than 25% used for storage.
7. Structures must be no higher than 6 feet from the ground and not cast shade on another plot; no permanent structures are allowed.
8. Creating a sunlight obstruction for adjacent plots is not allowed. Tall crops must be positioned in a way that does not cast shade on neighboring plots.
9. The storing of items needs to be a minimum of 6 inches off the ground. Storage receptacles either need to be tightly closed or fully open to deter rodents from nesting. All items must be kept in a non-hazardous manner.
10. Personal items, including compost bins are to be placed within an individual's plot.
11. No Trees are allowed in the garden. There are fig trees and an herb garden for communal use by plot holders. Gardeners are asked to take only what they need and to leave some for others. Do not step into people's plots to access fig trees or the herb garden
12. Growing marijuana in the garden for ANY reason, including for medical or recreational purposes, is prohibited.
13. In order to control insect and rodent populations in the garden, meat scraps, kitchen oils, bread, etc. are not allowed in garden plots or compost bins. Vegetable scraps used for compost must be buried within the plot.
14. Trimmings and plant material not being used as compost must be removed and put in the green compost bins.
15. Crops must be harvested and cannot be left to rot within the plot. This includes dry sunflowers, rotting fruit or vegetables, which attract rodents. If a gardener is unable to use entire crop, they are encouraged to donate any additional produce.

16. If a garden plot remains undeveloped, unattended, or overgrown for more than 30 days, the plot holder will be notified in writing by the City of San Rafael and the plot may be reassigned, based on the process outlined in the Compliance section.
17. By May 15<sup>th</sup> of each year, plots are to be cleared of any winter crops, winterized and spring/summer flowers/crops must be planted.
18. By December 1<sup>st</sup> of each year, plots must be clear of all spring/summer crops and either have winter crops planted or be winterized. **Winterized** defined– Cover your plot with an approved ground cover, such as newspaper with a straw covering; staff will provide gardeners with a complete list of approved materials. Should a gardener not want to winterize their plot, they must remove all dead plants and ensure that the plot remains weed free all winter.
19. When vacating a plot to move to a new plot or discontinuing garden participation, the plot holder must clear the area of plant material, weeds, and any equipment so that the plot is ready for the next gardener. If a plot holder fails to remove material, the City will clear the plot at the plot holder's expense.
20. Report leaking faucets, water line break, fence repairs or other general maintenance to [garden@cityofsanrafael.org](mailto:garden@cityofsanrafael.org) or call (415) 485-3328.

## WATERING

1. During non-drought years, the maximum amount of watering per plot is limited to 15 minutes per day. This equals about 75 gallons per day, which would be sufficient for the hottest days. Please note that during drought conditions, the City may implement additional water conservation measures.
2. Watering may be accomplished by a drip type irrigation system that is connected directly to a hose and while immediately attended by a gardener. Timers and in ground irrigation systems are prohibited.
3. Watering must be performed while immediately attended by a gardener.
4. Water conservation and techniques, such as the use of mulch and compost, is encouraged.
5. Gardeners should turn off the hose bib/water faucet, not just the spray nozzle, when they are done watering.

## SHARED/COMMON AREAS

1. Wheelbarrows must be emptied after use and placed in the proper storage location.
2. On-site storage of personal items is not allowed in walkways or other common areas. Walkways between plots must remain clear.
3. Dumpsters are for school district and garden use only. No illegal dumping.
4. The Terra Linda Community Garden land is owned by the Miller Creek School District and operated by the City of San Rafael. Gardeners need to be "good neighbors" to insure a successful relationship. Please keep your plots maintained.

## PERSONAL CONDUCT

1. Please respect other gardeners and plots. Do not pick crops, clip flowers or plant, and/or use items from other plots.
2. Gardeners shall not engage in loud, boisterous, threatening, abusive, insulting, or indecent language, or in any disorderly conduct or behavior tending to a breach of public space.
3. Children must be supervised at all times. Parents are encouraged to explain the importance of respecting the plots and the harvests of others.
4. No animals, other than service animals, are allowed in the garden. Those plot holders requiring the assistance of a service animal, **must notify the garden administrator prior to attending the community garden with the plot holder. All service animals must always remain on leash**

**while assisting the plot holder. Service animals must be taken outside the garden to relieve themselves and remnants left behind must be taken to an outside trash can.**

5. The use of radios or other audio equipment is prohibited, except for individuals listening on headphones.
6. Consumption of alcohol, tobacco, and other drugs are prohibited anywhere onsite or on the adjacent school district property.
7. Do not write on or deface City of San Rafael signage or property.
8. Gardeners are expected to be respectful of other gardeners and guests within the community garden.

## **COMPLIANCE**

1. All Terra Linda Community Garden plot holders are expected to abide by the rules and regulations established in the Community Garden Guidelines.
2. The compliance process for the community gardens is as follows:
  - a. First incident of non-compliance will result in a notification of non-compliance and request to bring plot back into compliance within a certain timeframe as determined by staff.
  - b. Second incident of non-compliance will result in a similar notification, but with a notice that the plot will be revoked if not brought into compliance. If brought into compliance, plot holder will be notified that any further infractions will result in their plot privileges being immediately revoked.
  - c. Third incident of non-compliance will result in their plot privileges being immediately revoked.
3. City of San Rafael staff retain the right to revoke gardening privileges and/or create new garden guidelines, with proper notice given to plot holders, and make decisions regarding garden conflicts and conduct at any time.
4. If a gardener fails to maintain their plot to rules and regulation standards, they will be given the opportunity to correct the infraction, per the above compliance process.
5. Plot holders that have their privileges revoked will not be reimbursed for fees paid nor plants/crops lost, and the individual may not be eligible to participate at either of the City of San Rafael Community Gardens in the future.
6. Gardeners are responsible for maintaining their garden plot. **Gardeners who are absent for extended periods of time must develop plans to continue maintenance of their plot and will retain ultimate responsibility to ensure that the plot remains in compliance.** This can be done by arranging for a fellow gardener or friend to assist you, or by hiring outside help to maintain the plot during an absence. Any gardener that is absent for more than two weeks must notify the Garden Administrator prior to their absence and inform them who will be assisting with their plot's maintenance. If a plot holder is unable to comply with the garden guidelines because of a disability and would like to request reasonable accommodation, they must notify staff as soon as possible but no later than 14 days from the onset of disability, injury, or illness. Staff will contact the plot holder to engage in an interactive process to determine whether a reasonable accommodation can be made **to find solutions to bring the plot into compliance.**

## **COMMUNITY GARDEN COMMITTEE**

1. Composition, Qualifications, Election and Term of Office:
  - a. The Garden Committee is comprised of five (5) elected gardeners. City staff serve as the Garden Administrator on the Garden Committee in an advisory (non-voting) capacity.
  - b. The Garden Committee's shall be official plot holders whose plots adhere with garden guidelines.



- c. All Garden Committee members shall be elected to a one-year term, for a maximum of three (3) consecutive terms. Garden Committee members may be re-elected by a majority of votes cast by garden plot holders.
  - d. A Garden Committee member may be removed from the Committee after missing 50% or more of Garden Committee meetings in a calendar year or if their plot is out of compliance.
  - e. A quorum of the Garden Committee shall consist of at least three (3) elected members. A simple majority vote at any meeting where a quorum is present shall be sufficient to take action as needed to support operation of the garden.
2. Role of the Garden Committee:
- a. The Garden Committee shall have a general responsibility to provide overall support for the garden. This includes identifying top priorities for the garden each year, through feedback from gardeners. The Garden Committee will serve as project leads who will work towards accomplishing top priorities of the garden. Standing priorities include garden communication, garden workdays, and social opportunities.
  - b. Garden Committee members will serve in a lead role in a specific area and will work with garden volunteers to help achieve the priorities of the garden through a collaborative approach.
  - c. The Garden Committee will form ad hoc volunteer working groups to help support the overall priorities of the garden.
  - d. The Garden Committee shall meet as needed to accomplish the goals of the garden.
  - e. The Garden Committee may assist in reviewing matters of garden non-compliance.
  - f. The Garden Administrator shall have the right to override any decision made by the Garden Committee and the general membership.

All gardeners are required to follow these Terra Linda Community Garden Guidelines to ensure a successful, enjoyable garden experience.

**City of San Rafael  
Library and Recreation Department**

Contact: [garden@cityofsanrafael.org](mailto:garden@cityofsanrafael.org)  
Garden Administrator: **Cristina Farhang** (415) 485-3328

OR

Terra Linda Community Center  
670 Del Ganado Rd. San Rafael CA 94903  
(415) 485-3344



**November 17, 2022  
Item #6**

**TITLE: 2022 ANNUAL TERRA LINDA COMMUNITY CENTER REPORT**

**RECOMMENDATION:**

That the Park and Recreation Commission receive the report and comment.

**BACKGROUND**

The Terra Linda Community Center is in North San Rafael and is the oldest and smallest of the community centers for the City of San Rafael. The center has 3 classrooms that can be modified to make one big room to accommodate larger classes or rentals. There is also one designated art classroom. Terra Linda Community Center is in Terra Linda Park, next to the Terra Linda Pool. Directly behind the community center, picnic area and stage, located within the park area. The Community Center and Park primarily serve residents of North San Rafael but due to the course offerings, proximity to the pool and the park, it attracts many residents from all of over San Rafael.

**DISCUSSION**

The Terra Linda Community Center provides programming for preschoolers to older adults. Programs offered in 2022 included:

**Youth Programs**

Babysitter Certification	Summer Clay camps	Little Angels playgroup – new
Clay Time	Gingerbread Decorating Workshops	Tae Kwon Do – martial arts
Mud Masters	Yoga with Erin	Hang out with Clay for Teens

**Adult Programs**

Creative Art Journaling	Ceramics classes for Beginners, Intermediate and Advanced	Careful Yoga and Stretch - Zoom	Dance Away Stress - new
Pilates class – Zoom	Jazzercise	Basic Stretch	TL Seniors
Duplicate Bridge	Pilates	Tole Painting	

### **Community Center Rentals:**

The Community Center provides also serves as a location for life events, ongoing rentals, community organizations, ongoing meetings, and programs. These are important community uses of the center. In recent years, staff have experienced some challenges with facility rentals, including constraints on rental programming due to challenges retaining facility attendants, as well as noise complaints from neighbors. Staff are actively working on recruiting additional facility attendants to support this program for the community, and working with facility attendants, renters, and neighbors towards solutions to minimize noise impacts.

Additional weekend classes have been added on Saturday this year and there has been an increase in requests for children's birthday party rentals and baby showers during daytime hours on weekends, which does not impact the neighbors.

### **Park Programs:**

Terra Linda Park is utilized heavily by the surrounding neighborhood, as well as the Recreation Division. During the summer, staff host a Movie Night in the Park and provide space for the Terra Linda Neighborhood Association to host National Night Out each August. Montessori de Terra Linda school uses the Terra Linda Park on a school year basis for PE and recess.

### **Summary of 2022 Program Operations**

Prior to the pandemic, the Terra Linda Community Center and Park hosted an annual Summer Kick-Off with a live band, food and fun activities for everyone. We are hoping to bring this event back in 2023, as it was a community favorite.

The pandemic was impactful to Terra Linda Community Center, but programs are slowly rebounding. The Center was fortunate to find ways to continue many programs over the past two years, modifying operations to adapt to changing conditions. For instance, Jazzercise and Ceramics classes moved outside, until they could return inside, and staff expanded classroom access to allow for spatial distancing. Despite these efforts, some programs have still not recovered to pre-pandemic attendance levels of use.

One of the Community Center's biggest programs – Bridge – was unable to operate for an extended period during the pandemic and delayed their return post-covid to Fall 2021. Prior to the pandemic, bridge operated six periods of bridge play, five days a week. At present, bridge is offered only 3 times a week. New programs and an expansion of existing classes are helping to fill the gaps as we move forward with rebuilding programming.

While the pandemic was impactful, staff and community members have also identified that the Terra Linda Community Center may require significant investment to meet future needs. The Citywide Parks and Recreation Master Plan has identified that North San Rafael and the Terra Linda neighborhood may experience significant growth in coming years and that the Terra Linda Community Center has limited capabilities to meet future demand. Many of the challenges staff face are related to facility or infrastructure deficiencies.

Moving forward, staff anticipate the need to continue to adapt programs to meet changing community needs, and to work creatively to offer programs utilizing a facility that has limitations. In addition, moving away from operating the Hamilton Pool may provide the Coordinator and Supervisor additional bandwidth to focus energy on offering new and additional programming and events at the Terra Linda Community Center.

**FISCAL IMPACT:**

Revenues remain below pre-pandemic levels. Staff are controlling expenses effectively and working diligently to recruit and retain additional staff to build additional program capacity.

<b>Revenue</b>	<b>FY21</b>	<b>FY 22</b>	<b>FY 23 (YTD)</b>
Contract Classes	\$91,160	\$183,707	\$76,533
Staff Led Classes	\$12,531	\$3,622	\$0
Rentals	\$12,101	\$59,488	\$9,997
<b>Total Revenue</b>	<b>\$115,792</b>	<b>\$246,817</b>	<b>\$86,530 (32% of budget)</b>

<b>Expense</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23 (YTD)</b>
Personnel	\$251,891	\$283,828	\$87,501
Non-Personnel	\$193,300	\$166,213	\$40,862
<b>Total Expenses</b>	<b>\$445,191</b>	<b>\$450,041</b>	<b>\$128,363 (24% of budget)</b>

**ALTERNATIVE ACTION**

Any other action as determined by the Commission.

Submitted by:



Debbie Younkin, Sr. Recreation Supervisor



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**November 17, 2022  
Item #7**

**TITLE: 2022 ANNUAL AQUATICS PROGRAM REVIEW**

**RECOMMENDATION**

That the Park and Recreation Commission receive the report and provide comment.

**BACKGROUND**

This report shares an overview of the 2022 San Rafael Aquatics Programs. The City of San Rafael operated two swimming pools for the 2022 season: Terra Linda Pool, located in the Terra Linda neighborhood and housed alongside the Terra Linda Community Center, and Hamilton Pool, a facility owned by the City of Novato, located in Hamilton Park. This summer, Terra Linda and Hamilton Community Pools offered the following programs:

**Lap Swim and Recreation Swim**

Lap Swim times are provided for swimmers who want to practice strokes, endurance, or exercise. Terra Linda has an active mid day lap swim and early morning lap swim group. Recreational Swim (Rec Swim) is for recreational use and the pool is set up without specific lane lines, allowing more free play in the water.

**Pool Party Rentals**

Pool rentals can be booked during Rec Swim times for a minimum of two hours per rental. These rentals include use of the pool along with two tables under a shade structure for the host and their guests.

**Swim Lessons**

Terra Linda and Hamilton Community Pools offer group swim lessons starting at six months of age for Parent Tot class. Levels 1 – 7 begin at the age of three. This summer, group swim lessons were available Monday – Thursday, and were offered Jun 20 – Aug 4. Due to limited staffing, we were unable to offer group swim lessons before mid-June or after August 4. Swim lessons emphasize fun and safety in the aquatic environment through guided instruction with a swim instructor.

Patrons have the option to register for private lessons. Private lessons are 30 minutes in length with a one-on-one student-to-teacher ratio. Alternatively, patrons may sign up for a semiprivate lesson, which is designed for two students at similar swim levels who are assigned to one instructor. Private lessons allow flexibility for swimmers to schedule lessons around their availability.

<b>Group Lesson Attendance</b>	<b>2022</b>
Group Lessons – Terra Linda	196
Group Lessons – Hamilton	234
Private Lessons – Terra Linda	327
Private Lessons - Hamilton	181

### **Camp TL**

Camp TL is a summer camp for children entering first through third grades. During their camp week the children play games, create arts and crafts, visit the nearby playground, and enjoy supervised pool time. Each week is themed with activities following the theme of the week. This summer, 59 campers participated through the 6 sessions offered.

### **Junior Guard Camp**

Junior Guard Camp is for children, 10 – 12 years of age. Participants learn the skills needed to help respond to emergencies in and around the pool, including learning about proper water entries, water rescues, head, neck, and back injuries, and basic first aid. This camp is designed for kids that enjoy being at the pool, working with others, and who want to learn what it takes to be a lifeguard. Two sessions were offered at Terra Linda Community Pool with a total of 19 participants.

### **Junior Guard Basics**

Junior Lifeguard Basics is designed for youth 12 – 14 years of age. Participants build a strong foundation of knowledge and skills geared towards prevention and responses to emergencies. The class introduced lifeguarding, and the goal is to help participants prepare to take the official Lifeguard Training Course to become lifeguards once they turn 15. Two sessions were offered at Terra Linda Community Pool with a total of 24 participants. This is a great “grow your own employee” program as it helps get youth interested in lifeguarding.

### **Lifeguard Training Courses**

Lifeguard Training Courses (LGT) teach lifeguard candidates the skills and knowledge needed to prevent and respond to aquatic emergencies. To be eligible for the LGT course, candidates must be 15 years of age on or before the final scheduled class. Candidates must successfully complete prerequisites including, swimming 300 yards continuously demonstrating rhythmic breathing, tread water for 2 minutes using legs only, and complete a timed event within 1 minute and 40 seconds. After successful completion of the class, students are certified in American Red Cross Lifeguarding, First Aid, CPR/AED for Professional Rescues. This season we provided training to 41 new staff and certified a total of 75 lifeguards to support agencies across the Bay Area. The City of San Rafael provides the class for free to new staff; except for the \$41.00 certification fee to the American Red Cross. If taken elsewhere, the LGT course can cost anywhere from \$250-\$300 for those looking to get certified.

### **Day Camps and Large Groups**

Staff work with several Day Camp and childcare organizations to schedule pool use during the summer season. Most of the groups visit the pool at least once a week, and bring between 15 -100 swimmers, depending on the group. Staff work to achieve a

balance of swimmers from outside groups and still provide space for pass holders and the general public. This summer, Groups include:

- City of Novato Camps
- City of San Rafael Childcare
- Mark Day School Basketball Camp
- Santa Margarita Children’s Center
- St. Vincent’s School for Boys

**Orcas Swim Team**

The Terra Linda Community Pool has provided space for the Terra Linda Orcas swim team, which is a part of the Marin Swim League, for more than 60 years. The Orcas host practices, swim meets, stroke clinics, and other team events. Swim team practice is typically Monday – Friday from 5:15pm-8:30pm. In summer months, the Orcas offer additional morning practice sessions.

**ANALYSIS**

**Aquatics Staffing**

For the 2022 pool season, Terra Linda and Hamilton Community Pools hired 113 temp/seasonal staff, which included Cashiers, Swim Instructors, Lifeguards and Head Guards. About twenty five percent of the staff were returning from previous years and seventy five percent were new aquatic staff members with the City of San Rafael.

More than sixty hours were allocated to staff training which included orientations, position specific trainings and in-services. Head Guards and management staff also conduct daily staff trainings on customer service, first aid, CPR, cash handling, proper cleaning and much more. The aquatics staff did a great job managing the risks of operating a public pool for a wide range of swimmers with varying capabilities.

**Pool Participation/Usage**

2022 Terra Linda and Hamilton Pool attendance was lower than pre-pandemic attendance levels, however, attendance is rebounding. The tables below compare attendance between 2019-2022 at both the Terra Linda and Hamilton Community Pools. The primary factor constraining attendance continues to be staffing limitations, however, staff are optimistic that with continued effort to recruit and train new lifeguards, capacity should increase, and attendance figures should continue to rise in future seasons.

<b>Terra Linda Pool Attendance</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Lap Swim	2,650	4,096	6,932	5,269
Recreation Swim	12,159	3,249	11,085	7,974
Season Pass	6,954	n/a	n/a	1,652
Pool Parties	1,369	n/a	n/a	576
Day Camps & Large Groups	1,112	n/a	n/a	1,071
<i>Terra Linda Orca Swim Team</i>	6,546	1,800	7,787	6,000
Guest Passes	408	n/a	n/a	n/a
Free Passes	158	n/a	n/a	19
Water Aerobics	276	n/a	n/a	277
<b>Total:</b>	<b>35,311</b>	<b>9,145</b>	<b>27,454</b>	<b>22,838</b>

<b>Hamilton Pool Attendance</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Lap Swim	1,228	n/a	2,655	1,123
Recreation Swim	12,281	n/a	9,934	10,929
Season Pass	3,250	n/a	n/a	1,419
Pool Parties	1,730	n/a	n/a	471
Day Camps & Large Groups	1,473	n/a	n/a	545
Guest Passes	275	n/a	n/a	n/a
Free Passes	67	n/a	n/a	30
Water Aerobics	203	n/a	n/a	211
<b>Total:</b>	<b>21,439</b>	<b>n/a</b>	<b>12,589</b>	<b>14,728</b>

### **Hamilton Pool Agreement**

The City has operated Hamilton Pool as part of an agreement with the City of Novato for the past 12 years. The City will not be entering into a new agreement to operate Hamilton Pool in 2023, and our current agreement with the City of Novato will expire on November 30, 2022. We made this decision in part due to the ongoing staffing challenges our Aquatics program has experienced, as well as to focus additional efforts on offering more extensive Terra Linda Pool programs to provide the best possible experience for San Rafael Residents. We are grateful to have had the opportunity to partner with the City of Novato for the past 12 years, and we are also excited to learn that they intend to launch their own Aquatics Division to manage Hamilton Pool moving forward.

### **Pilot Fall/Winter Season**

Typically, Terra Linda Pool closes for the season mid to late September. In October, the City Council approved implementation of new pilot program fees for a fall/winter aquatics program at the Terra Linda Community Pool. These fees are currently in use, and staff are evaluating community demand and the sustainability of fall/winter program operations using these new fees. The pilot program will run through at least mid-November, and depending on demand, may be extended further into the winter.

Operating expenses during the fall season are higher than during the summer months, and these new pilot program fees are designed to help offset the cost of operating the pool during this season. The fees below were approved by City Council on Monday, October 3, 2022, and will remain in effect through the winter. Terra Linda Pool will resume using our standard fees on April 1, 2023.

<b>Program Area</b>	<b>Adult Resident</b>	<b>Adult Non-Resident</b>	<b>Youth/Senior Resident</b>	<b>Youth/Senior Non-Resident</b>
Drop-In Lap Swim	\$11	\$14	\$8	\$11
5-Punch Pass	\$55	\$70	\$40	\$55
10-Punch Pass	\$110	\$140	\$80	\$110

Aquatics staff have offered Lap Swim, WaterGym, Masters Swim Programs, and Private Swim Lessons during the fall season, as well as private group rentals to organizations like the Terra Linda Orcas and the AC Swim Club.



Staff are currently evaluating the operation and fiscal impact of this program and may recommend amending the Master Fee Schedule to adopt fall/winter fees permanently.

### **Fiscal Impact**

Pool program revenue was significantly reduced due to the pandemic but is slowly rebounding. This season, the pools experienced a decrease in projected revenue for swim lessons due to a shortage of instructors. Additionally, staff shortages forced the pools to operate using reduced hours, further limiting revenue.

Last season, the pools changed the season pass model, simplifying the fee structure and seasons. Pool staff are continuing to evaluate whether this may have any impact on pool use patterns. Additionally, staff are piloting new fall/winter program fees, which is projected to result in a net neutral revenue for that program period.

The end of our agreement with the City of Novato to operate Hamilton Pool will result in a reduction in overall revenue for FY23, however, Hamilton Pool had not generated significant net revenue in recent years and required significant supervision and administrative overhead costs to operate. We are expecting that this change will result in additional opportunities to program Terra Linda Pool and should result in reduced administrative costs and increased swim opportunities for San Rafael residents.

Below is a table comparing the revenue and expenses of Terra Linda Pool from Fiscal Year 2019-2023. As shown, revenues in FY23 have already surpassed those of FY22 due to increased programming and an extended season.

<b>Terra Linda Pool</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023 (YTD)</b>
Revenue	\$272,734	\$127,586	\$165,006	\$137,640	\$142,188
Expenses	\$380,230	\$316,774	\$317,498	\$159,243	\$199,864
<b>Net Revenue</b>	<b>(\$107,496)</b>	<b>(\$189,188)</b>	<b>(\$152,492)</b>	<b>(\$21,603)</b>	<b>(\$57,676)</b>

Submitted by:

*Tiffany Haley*

Tiffany Haley  
Program Coordinator



**November 17, 2022  
Item #8**

**TITLE: SELECTION OF COMMISSION CHAIR, VICE CHAIR, AND COMMITTEE ASSIGNMENTS**

**RECOMMENDATION:**

It is recommended that the Commission select a new Chair and Vice Chairperson and review committee assignments for the period January – December 2023.

**BACKGROUND**

Annually, the Parks and Recreation Commission meets in regular session and selects a chairperson and vice chairperson. The election shall be by majority vote of the Commission, to be held preferably in December of each year. The term of service for these offices shall be one year, beginning in January of each year. The intent is that the appointments of the respective Chair and Vice-Chair offices be rotated among the Commissioners so that everyone gets an opportunity to serve. With the establishment of two (2) four-year term limits for all Commissions and Boards, generally a Commissioner would not serve as Chair more than once in seven consecutive years. The Park and Recreation Commission is also requested to fill any vacancies or make amendments to any other committee assignments as needed on annual basis.

As a result, the Commission is being tasked with selecting a new Chair and Vice Chair for 2023, one (1) commissioner to serve as the representative to the Pickleweed Advisory Committee, and one (1) commissioner to serve as alternate to the Pickleweed Advisory Committee.

The representative to the Pickleweed Advisory Committee from the Park and Recreation Commission shall serve a term of one (1) year, but not more than two (2) consecutive terms. However, if there is a vacancy, the Park and Recreation Commission has the authority to extend the current representative's term at their discretion.

Commissioner Machado was recently appointed to fill an interim role as representative to the Pickleweed Advisory Committee, however, that appointment ends December 2022.

**FISCAL IMPACT:**

None

**ALTERNATIVE ACTION**

Any other action as determined by the Park and Recreation Commission.

Submitted by:

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Craig Veramay  
Assistant Library and Recreation Director



**November 17, 2022  
Item #9**

**TITLE: REVIEW OF THE COMMISSION MEETING SCHEDULE FOR 2023**

**RECOMMENDATION:**

It is recommended that the Commission review its meeting schedule for 2023 and revise as necessary.

**BACKGROUND:**

The Park and Recreation Commission currently meets on the third Thursday of each month at 6:00 p.m. Annually, the Park and Recreation Commission reviews its annual meeting schedule to consider canceling or re-scheduling meetings due to holidays or other conflicts.

Park and Recreation Commission Meeting Schedule

January 19, 2023  
February 16, 2023  
March 16, 2023  
April 20, 2023  
May 18, 2023  
June 15, 2023  
July 20, 2023  
August – **Dark**  
September 21, 2023  
October 19, 2023  
November 16, 2023  
December - **Dark**

**FISCAL IMPACT:**

None

**ALTERNATIVE ACTION**

Any other action as determined by the Commission.

Submitted by:

A handwritten signature in black ink, appearing to read 'Craig Veramay'.

Craig Veramay  
Assistant Library and Recreation Director



**SAN RAFAEL**  
THE CITY WITH A MISSION

## MEMORANDUM

**Date:** November 17, 2022  
**To:** Park and Recreation Commission  
**From:** Catherine Quffa, Library & Recreation Director  
**Subject:** Schedule of Upcoming Meetings and Events of Interest

<b>Date</b>	<b>Time</b>	<b>Meeting/Event</b>	<b>Location</b>
November 21	7pm	City Council Meeting	City Hall Council Chambers
December 5	7pm	City Council Meeting	City Hall Council Chambers
December 9	5pm-8pm	2 <sup>nd</sup> Friday Art Walk	Downtown San Rafael
December 14	5:30pm	Boards and Commissions Reception	Falkirk Cultural Center
December 19	7pm	City Council Meeting	City Hall Council Chambers