



**PARK AND RECREATION COMMISSION
MAY 18TH, 2023 AT 6:00PM**

In-Person:
SAN RAFAEL COMMUNITY CENTER LOUNGE
618 B STREET, SAN RAFAEL, CALIFORNIA
AGENDA

Participate Virtually:
Watch on Zoom Webinar: <https://tinyurl.com/PRC-05-18-2023>
Listen by phone: (669) 444-9171
ID: 841 0672 5048#

CALL TO ORDER

MINUTES

1. Approve regular meeting minutes of April 20, 2023
Recommended Action – Approve as submitted

OPEN TIME FOR PUBLIC EXPRESSION

The public is welcome to address the Commission at this time on matters not on the agenda that are within its jurisdiction. Comments may be no longer than three minutes and should be respectful to the community.

SPECIAL PRESENTATIONS

2. Special Presentations:
 - a. 2023 Movies In The Park Series – Cristina Farhang

OTHER AGENDA ITEMS

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

3. Other Agenda Items:
 - a. Proposed Greenhouse Installation – Marin Master Gardeners
Recommended Action: Review and Approve
 - b. Falkirk Cultural Center and Marin Master Gardeners Annual Report
Recommended Action: Receive and Comment

STAFF LIAISON REPORT

4. Staff Liaison Report

COMMISSIONER REPORTS

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

ADJOURNMENT

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 and in the San Rafael Community Center, 618 B St., San Rafael, CA 94901 placed with other agenda-related materials on the table in front of the San Rafael Community Center prior to the meeting. Sign Language interpreters may be requested by calling (415) 485-3066 (voice), emailing city.clerk@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. To request Spanish language interpretation, please submit an online form at <https://www.cityofsanrafael.org/request-for-interpretation/>.



Watch on Zoom:
<https://tinyurl.com/PRC-04-20-2023>
Telephone: (669) 900-9128
Meeting ID: 841 0672 5048

CALL TO ORDER

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

ROLL CALL

Present: Commissioner Cabrales
Chair Gutierrez
Commissioner Machado
Commissioner Sandoval

Absent: Commissioner Emerson

Also Present: Catherine Quffa, Library & Recreation Director
Craig Veramay, Assistant Library & Recreation Director
Becky Ordin, Senior Administrative Assistant
April Miller, Public Works Director
Melonie Reynolds, Gates + Associates

AGENDA AMENDMENTS

None.

MINUTES

1. Approve regular meeting minutes of March 17, 2023

Commissioner Machado moved, and Commissioner Sandoval seconded, to approve the meetings minutes of March 17, 2023.

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

Minutes approved as submitted.

MEETING OPEN FOR PUBLIC EXPRESSION

Public Comment from the audience regarding items not listed on the agenda

None

SPECIAL PRESENTATIONS

2. Introductions/Awards/Recognitions/Presentations

None

OTHER AGENDA ITEMS

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

3. a. Proposed Design for Pickleweed Park Enhancement Project

Craig Veramay introduced Melonie Reynolds from Gates + Associates who gave the presentation for the proposed design for Pickleweed Park enhancement project

Staff responded to questions from the Commission.

Public Comment: None

Commissioner Machado moved, and Commissioner Cabrales seconded to accept the proposed design for the Pickleweed Park enhancement project.

AYES: Commissioners: Cabrales, Gutierrez, Machado Sandoval

NOES: Commissioners: None

ABSENT: Commissioners: Emerson

ABSTAINED: Commissioners: None

Motion passes.

b. Park Projects and Maintenance Biannual Status Report for October 2022 through March 2023.

April Miller presented the Park Projects and Maintenance Biannual Status Report for October 2022 through March 2023.

Staff responded to questions from the Commission.

Public Comment: None

Commissioner Cabrales moved, and Commissioner Machado seconded to accept the Park Projects and Maintenance Biannual Status Report for October 2022 through March 2023.

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

Motion passes.

c. Review Measure A Work Plan for July 1, 2023 – June 30, 2024.

Craig Veramay presented the Measure A work plan for July 1, 2023 – June 30, 2024.

Staff responded to questions from the Commission.

Public Comment: None

Commissioner Sandoval moved, and Commissioner Cabrales seconded to accept the Measure A work plan for July 1, 2023 – June 30, 2024.

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

Motion passes.

STAFF LIAISON REPORT

4. Staff Liaison Report.

Mr. Veramay highlighted some of the upcoming events. The Library & Recreation Department will be represented at the HeadsUp Carnival on April 29th at Davidson Middle School. Beginning May 1st, the Terra Linda Pool will have extended recreation swim hours. The Sun Valley playground ribbon cutting ceremony is tentatively scheduled for May 2nd from 4-5 pm. The Public Art Review Board will be meeting on May 3rd at 6 pm. At this meeting there will be a presentation from The Canal Arts for a mural at the Albert J. Boro Community Center. Lastly, Summer registration will begin on May 10th.

Ms. Quffa gave a brief update about the Parks and Recreation Master Plan. It has been approved and a final email will be sent out to the community. The full report is

approximately 300 pages, and includes information on community demographics, comparisons of the current recreation amenities in San Rafael to national averages, and additional supplemental information. In general, San Rafael's amenities are comparable to many other agencies of a similar size.

The Library Foundation has created a video about the need for a new library in San Rafael. Within the next 1-2 weeks you will be seeing advertisements in social media and website browsing for the need for a new library in San Rafael. On May 15th the city has commissioned to have a poll be taken to look at a parcel tax for the 2024 election. The poll will ask the community if they would like funds from the parcel tax to support the remodel of the current Carnegie Library or for a new library.

Public Comment: None

COMMISSIONER REPORTS

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

Chair Gutierrez attended the Davidson Middle School clean up.

Public Comment: None

ADJOURNMENT

Chair Gutierrez adjourned the meeting at 7:03 p.m.

BECKY ORDIN, Senior Administrative Assistant

APPROVED THIS ____ DAY OF _____, 2023

CATHERINE QUFFA, Library & Recreation Director



**May 18, 2023
Item 3a**

TITLE: PROPOSED GREENHOUSE INSTALLATION AT FALKIRK CULTURAL CENTER – MARIN MASTER GARDENERS

RECOMMENDATION

That the Commission conditionally approve installation of a new greenhouse by the University of California Cooperative Extension Marin Master Gardeners at the Falkirk Cultural Center.

BACKGROUND

Marin Master Gardeners (MMG) is a volunteer organization trained, certified and operated by University of California, Cooperative Extension in Marin County. Members graduate from a course of study in horticulture aimed at community level gardening utilizing best practices for sustainability, climate, and environmental protection. Through community service and educational outreach, they provide home gardeners and community organizations with the knowledge and skills to create a healthy environment for Marin County. Members are non -paid staff of the University of California Cooperative Extension (UCCE), answering public inquiries and providing information on all areas of plant health and gardening practices.

MMG began their volunteerism at Falkirk Cultural Center more than 20 years ago with single projects and public education events. The group evolved in interest and commitment to the Falkirk grounds. In 2013 the City entered into an Agreement with MMG' s parent organization, the University of California, acting through its Cooperative Extension in Marin, to improve and maintain specific landscape areas on the grounds as per the City adopted Falkirk Landscape Masterplan. The Agreement was amended in 2014 to include improvements and use of the Falkirk Greenhouse, and the City authorized a new ten (10) year agreement in 2017, with a term expiration of March 31, 2027.

The results of the Agreement are evident in the high level of landscape improvements now in place at Falkirk. The Mediterranean, Succulent, Green house Gardens are show places for design and plant selection particularly suited for the San Rafael climate. The Greenhouse propagates plants for annual fundraising sales and educational programs, both adult and school age students. The Marin Master Gardeners are a volunteer

organization dedicated to learning and sharing fact-based information about good gardening practices.

DISCUSSION

The Marin Master Gardeners have requested permission to install a new greenhouse at the Falkirk Cultural Center to support their volunteer work. This project would be funded in full by the Master Gardeners through a Marin Master Gardener's Opportunity Fund grant, which are given out to select projects and awarded at the discretion of the co-presidents of MMG. MMG believes the installation of this new greenhouse will provide needed additional space to support the growth of succulents during the winter months.

The proposed greenhouse is a 6'x8' prefabricated model that is constructed from powder-coated aluminum and 10mm polycarbonate panels. The structure can be locked and includes a roof vent with an automatic vent opener. MMG has proposed installation in a location that is already being utilized by MMG for storage of pots and planters, adjacent to an existing wooden storage enclosure. A photograph of the proposed greenhouse, site plan, and photographs of the existing condition are shown in attachment 1.

Staff have reviewed the proposal and recommend approval of installation in alignment with the existing Agreement, pending approval by the Commission and MMG obtaining any necessary building permits and constructing the greenhouse in compliance with applicable codes.

The improvement would be installed in accordance with the existing agreement between the City and UCCE Marin Master Gardeners, which includes a provision clarifying that all improvements made, and any plants and trees installed by MMG, shall belong to the City. City staff have expressed to UCCE Marin the concern that if the structure were vandalized or otherwise became an attractive nuisance or structurally unsound, or caused other problems that impact our operations of the site, it may need to be removed.

Additionally, MMG has shared that this improvement represents a significant investment for their group and has expressed that if the agreement between UCCE Marin and the City were to end, they will request permission to remove the greenhouse for utilization at an alternate location. While the City is happy with our existing agreement and hopes to pursue a new term with MMG, Staff are open to considering removal of the structure if the term were to expire and not be renewed.

If the Park and Recreation Commission approves this action, it would allow the Marin Master Gardeners to pursue obtaining any necessary building permits and install a single 6'x8' greenhouse at the described location. Installation of additional structures would require the Gardeners to return to the Park and Recreation Commission, and may require more extensive City review and approvals, in accordance with their existing agreement with the City and applicable building and planning codes.

FISCAL IMPACT

There is no fiscal impact to the City.

ALTERNATIVE ACTION

Any other action as determined by the Commission.

Submitted by:

A handwritten signature in black ink, appearing to read 'C. Veramay', is written over a faint rectangular box.

Craig Veramay
Assistant Library and Recreation Director

Attachments:

1. Proposed Greenhouse Images, Site Plan, & Photos of Existing Area.

FALKIRK CULTURAL CENTER

1408 MISSION AVE
SAN RAFAEL, CA 94901



MARIN MASTER GARDENERS' DEMONSTRATION GARDENS PLOT PLAN



A1.1

FALKIRK CULTURAL CENTER

1408 MISSION AVE
SAN RAFAEL, CA 94901

(N) PORTABLE GREENHOUSE OVER
LEVELED SOIL. ANCHOR
GREENHOUSE BASE TO SOIL WITH
METAL GROUNDSTAKES FRICTION
HAMMERED INTO NATIVE SOIL

(E) CONC. RETAINING
WALL

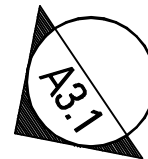
8'-0"

(N) POLYCARBONATE
TWIN WALLED
PORTABLE GREENHOUSE

6'-0"

(E) WOODEN
ENCLOSURE, OPEN TO
THE SKY

(E) PARKING AREA

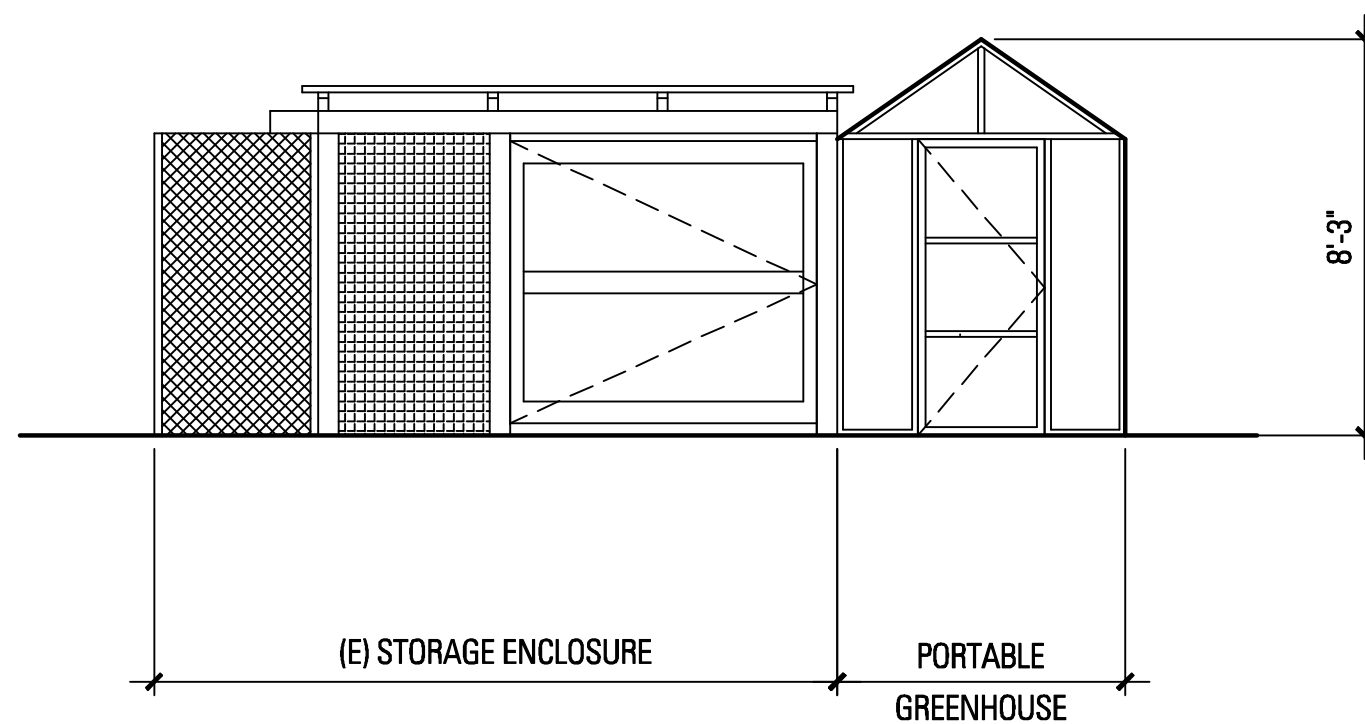


MARIN MASTER GARDENERS' DEMONSTRATION GARDENS FLOOR PLAN

A2.1

**FALKIRK
CULTURAL
CENTER**

1408 MISSION AVE
SAN RAFAEL, CA 94901



**MARIN MASTER GARDENERS' DEMONSTRATION GARDENS
ELEVATION**

A3.1

Marin Master Gardener Proposed Greenhouse Equipment

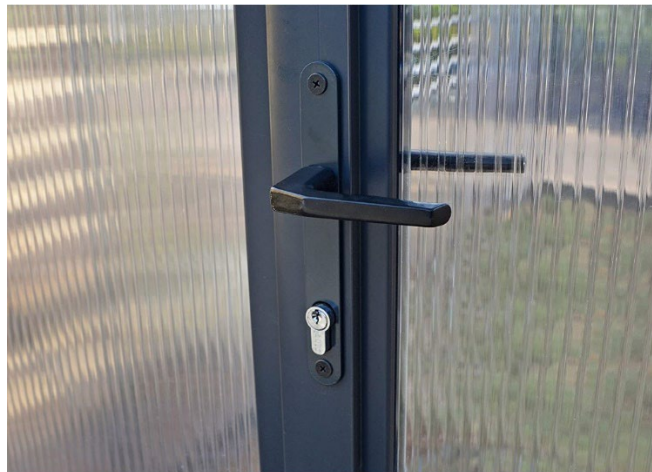


Photo of existing condition of proposed Greenhouse Location





**May 18, 2023
Item #3b**

TITLE: FALKIRK CULTURAL CENTER ANNUAL REPORT

RECOMMENDATION

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

BACKGROUND

The City of San Rafael operates the Falkirk Cultural Center (Falkirk), located at 1408 Mission Avenue at E Street. Falkirk serves as a site of historical heritage - listed on the National Historic Register - and for many, Falkirk Cultural Center plays a unique role within the community of San Rafael. It serves as a desirable venue for weddings, celebrations of life, and other life events, as well as art exhibitions, programs, classes, and other activities. and contract classes. Falkirk also houses the Mulryan UC Marin Master Gardener Greenhouse. The Cultural Center is an 11.2-acre property, comprised of an elegant three-story California Victorian historic home, park grounds, and gardens maintained by the Marin Master Gardeners.

Falkirk, a California Victorian, is an excellent example of a Queen Anne home, capturing the spirit of early California with its complex, picturesque roof line of gables and chimneys, variously shaped bays and decorative details. The mansion was originally built in 1888 in San Rafael by Ella Nichols Park, a wealthy and reclusive young widow.

After Ella's death in 1905, Captain Robert Dollar purchased the estate in 1906. Captain Dollar was born in 1844 in Falkirk, Scotland and became very wealthy, first through the timber industry and later in the shipping business. An active member of civic life in San Rafael and one of the drafters of the City Charter, Dollar donated much of the city's adjacent open space on San Rafael Hill. He also gave lavishly to his hometown of Falkirk, Scotland, where he is fondly remembered today and in October 1988 San Rafael and Falkirk became sister cities.

In February 1972, an attempt was made to secure the property from the Dollar family for development. The plans included the destruction of the mansion and all outbuildings. In December of that year, the estate was placed on the National Register of Historic Places and a grassroots citizen's group, Marin Heritage, began a three-year struggle to save the estate for the people of the City of San Rafael. In November 1974, voters approved a four-cent tax to allow for the purchase and maintenance of the estate. Shortly after the mortgage was paid, California State Proposition 13 disallowed the tax,

leaving the City to maintain Falkirk Cultural Center from the General Operating Fund. Falkirk now operates as a historic site with tours available upon request. The house and grounds are available for receptions, weddings, and meetings. The Cultural Center houses a contemporary art gallery and an educational center for cultural arts.

DISCUSSION

Programming at Falkirk has historically focused on event rentals, art exhibits, and the Marin Master Gardeners. In 2020, staff also began to implement contract classes, including art classes such as watercolor and plein air.

Facility Rentals

Rentals have increased and have returned almost back to normal since the pandemic. Some renters have begun to have yearly events and return again for celebrations of life events at Falkirk. The below table shows the number of rentals at Falkirk from 2019 to 2022.

Rental Numbers	2019	2020	2021	2022
Rentals	81	14	44	61

Art Exhibits

Falkirk hosted 6 art exhibits in 2022, and 3 have taken place in 2023. Art Exhibitions continue to be popular and bring in a significant number of visitors to Falkirk. In 2022, Falkirk art exhibits included: a Winter Juried Show, Terra Linda Ceramics, Marin Open Studios, Kendall C. King, Art to Amuse & Delight, and the California Watercolor Show. Opening receptions and exhibits paired with plein air events have drawn the most interest.

There are several challenges associated with selecting Falkirk art exhibits. City staff are faced with making difficult decisions about suitability of art proposals, meeting community interests, and planning for high quality exhibits throughout the year. In the past, there have been times when Falkirk has not received the volume of proposals desired, leading to a non-competitive process to ensure the highest quality exhibits. At the May 5, 2023 Public Art Review Board Meeting, City staff shared a new strategy to include the Board in the Art Exhibit proposal review process to increase transparency, expand reach for artists, improve the variety of exhibits offered to the community, and generate new interest in art at Falkirk.

This proposal includes modifying the current process of receiving exhibit proposals on an ongoing basis, and instead, releasing a seasonal 'Request for Proposals' (RFP) or 'Call for Artists'. The RFP would include information about the venue, types of exhibits solicited, date range of potential exhibits, and review period.

After the RFP closing date, City staff would review exhibition proposals to confirm eligibility in alignment with existing criteria. Following internal review, proposals would be routed to the Public Art Review Board for review and final approval at a regularly scheduled Public Art Review Board. Staff would prepare a summary of proposals for review, and artist or organizers would be invited to present and share their proposal with the Board for review.

We recommended this process change to help City staff reach a broader audience of artists and guests, increase transparency surrounding how exhibits are chosen, and provide support to staff faced with making difficult decisions about which exhibits best meet the needs of our community. City staff will retain the right to hold calendar space for selected juried and non-juried shows that have proved popular on an annual basis.

Art Classes and Programs

Watercolor class taught by Michael Friedland continues to be popular. Michael is part of the California Watercolor Association and is a successful artist and helps curate art shows at Falkirk. Pastel Plein Air class taught by Jennifer Siegal, who is based out of Sausalito, will rotate outside once the weather warms up but for now students continue to participate indoors during the colder seasons. Falkirk also supports camps during the summer and will host seven weeks of camp this summer. Currently looking for new programs to bring to Falkirk.

Marin Master Gardeners

Marin Master Gardeners (MMG) is a volunteer organization trained, certified and operated by University of California, Cooperative Extension in Marin County. Members graduate from a course of study in horticulture aimed at community level gardening utilizing best practices for sustainability, climate, and environmental protection. Through community service and educational outreach, they provide home gardeners and community organizations with the knowledge and skills to create a healthy environment for Marin County. Members are non -paid staff of the University of California Cooperative Extension (UCCE), answering public inquiries and providing information on all areas of plant health and gardening practices. Additionally, the Gardeners have installed signage to allow visitors to self-guide through the gardens to learn about plants, pollinators, habitats and water-wise gardening practices.

MMG has had a presence at the Falkirk Cultural Center for more than 20 years. The group evolved in interest and commitment to the Falkirk grounds. In 2013 the City entered into an Agreement with MMG' s parent organization, the University of California, acting through its Cooperative Extension in Marin, to improve and maintain specific landscape areas on the grounds as per the City adopted Falkirk Landscape Masterplan. The Agreement was amended in 2014 to include improvements and use of the Falkirk Greenhouse, and the City authorized a new ten (10) year agreement in 2017, with a term expiration of March 31, 2027.

In a typical year, volunteers will spend almost 2,000 hours working in these gardens. A primary activity has been maintaining eight distinct gardens that demonstrate water-wise plants that do well in our Mediterranean climate and a new garden that focuses on native plants endemic to the Bay Area was established. Sheet mulch and reclaimed water were used to prepare the site over the summer. Over 50 plants went into the ground in time for the rainy season. Since 2012, Marin Master Gardeners have also maintained the greenhouse at Falkirk, a structure that dates back to 1927.

In 2022, the greenhouse was used for three grows – pollinator plants, tomatoes, and succulents. The pollinator and succulent plant sales were held in the greenhouse

parking lot, while the very popular tomato sale is held at different nurseries around Marin.

Marin Master Gardeners have continued to nurture the Falkirk gardens, adding in fire-smart features, replacing worn signage, and much more. In 2022, Marin Master Gardeners had a gradual return to more public interaction through demonstrations and workshops.

Fiscal Analysis

Below are the expense and revenues for the Falkirk Cultural Center for the past three fiscal years.

Revenue	FY 2019/2020	FY 2020/2021	FY 2021/2022
Rentals	\$99,219	\$16,068	\$79,684
Art Exhibits	\$16,852	\$6,586	\$14,071
Classes	\$0	\$16,561	\$17,684
TOTAL	\$116,071	\$39,215	\$111,439

Expense	FY 2019/2020	FY 2020/2021	FY 2021/2022
Personnel Costs	\$176,079	\$143,272	\$300,414
Services	\$71,996	\$44,781	\$42,582
Supplies	\$1,356	\$87	\$1,483
Utilities	\$8,661	\$4,452	\$6,753
Total Expenses	\$258,092	\$192,592	\$351,235

Expenses and revenues have increased from FY2020/2021 to FY2021/2022 as a result, an increase in rentals and participants in classes. Fluctuations in personnel costs in recent years are due to changes to the program model due to the Covid-19 pandemic, or vacancies. Based on Year-to-Date actuals, Fiscal Year 2023 is currently on track to end the year with increased revenue from rentals and contract classes than FY2021/22.

FISCAL IMPACT:

None.

ALTERNATIVE ACTION

Any other action as determined by the Commission.

Submitted by:



Cristina Farhang,
Program Coordinator



Debbie Younkin,
Sr. Recreation Supervisor



SAN RAFAEL
THE CITY WITH A MISSION

MEMORANDUM

Date: May 18, 2023
To: Park and Recreation Commission
From: Craig Veramay, Assistant Library & Recreation Director
Subject: Schedule of Upcoming Meetings and Events of Interest

Date	Time	Meeting/Event	Location
TBD	TBD	Sun Valley Playground Ribbon Cutting Ceremony	Sun Valley Park
May 5-June 9		Falkirk Exhibit: Marin Open Studios	Falkirk Cultural Center
May 20	10:30am-5:30pm	C Street Celebration	C Street between 3 rd & 4 th
May 26	6pm	San Rafael Pacifics Baseball Home Opener	Albert Park
May 30	7pm	City Council Meeting	City Council Chambers
June 1	5:30pm-8:30pm	Downtown San Rafael Summer Farmer's Market	Fourth St, between A and Lootens St.
June 8		Last day of School - MCSD	
June 9		Last day of School - SRCS	
June 9	6pm-10pm	2 nd Friday Artwalk & Dining Under the Lights	Downtown San Rafael
June 12	7pm	City Council Meeting	City Council Chambers
June 15	6pm	June Park and Recreation Commission Meeting	SRCC