



# TAMALPAIS COMMUNITY SERVICES DISTRICT

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## TCSO PARKS AND RECREATION COMMISSION (PARC) REGULAR MEETING AGENDA

WEDNESDAY (note change of day), March 5, 2025

3:00PM-4:30PM (time approximate)

TAM VALLEY COMMUNITY CENTER, 203 MARIN AVE, MILL VALLEY

### 1. CALL TO ORDER

### 2. ROLL CALL

Commissioners: Chair Erin Rosenblatt, Vice-Chair Pam Keon, Michael Bogart, Dave Hafferty, Valerie Jordan

### 3. APPROVE AGENDA

### 4. PUBLIC EXPRESSION

*Members of the public are invited to address PARC concerning topics which are not listed on the Agenda (If an item is agendaized, interested persons may address PARC during the PARC's consideration of that item). Speakers should understand that except in very limited situations, State law precludes PARC from taking action on or engaging in extended deliberations concerning items of business which are not on the Agenda. PARC reserves the right to limit the time devoted to this portion of the Agenda and to limit the duration of speakers' presentations to no more than 3 minutes per speaker.*

### 5. REGULAR BUSINESS

- A. Discuss PARC work/activity plan including upcoming events and alternative schedule for events, TCSO communications (e.g., newsletter), preliminary budget resources for FY25-26, and goals and priorities for 2025 (30 min)
- B. Discuss community center masterplan workshop (15 min)
- C. Discuss TCSO Board comments on the proposed shade structure or a sunshade in Kay Park (10 min)
- D. Discuss improvements to the Rock Garden at Flamingo (5 min)
- E. Request to reserve tennis courts for Tam Elementary fundraising event (5 min)
- F. Commissioner reports (5 min)
- G. GM report (5 min)
- H. Discuss the next report to the TCSO Board (5 min)

### 6. CONSENT CALENDAR

- A. Approve February 6, 2025 meeting minutes
- B. Approve February 12, 2025 meeting minutes

### 7. FUTURE PARC AGENDA ITEMS

### 8. ADJOURNMENT

NEXT PARC MEETING

Thursday, April 3, 2025, at 3:00pm in the Tam Community Center, 203 Marin Ave, Mill Valley



**TAMALPAIS COMMUNITY SERVICES DISTRICT**  
**Staff Report**  
**Parks and Recreation Commission**  
**March 5, 2025**

**TO: PARKS AND RECREATION COMMISSION (PARC)**

**FROM: GARRETT TOY, GENERAL MANAGER**  
**ALAN SHEAR, ASSISTANT GENERAL MANAGER**

**SUBJECT: STAFF REPORT FOR ITEMS 5A – 5H and Consent Calendar**

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This is the staff report for Agenda Items 5A through 5H, and Consent

**REGULAR BUSINESS**

**5A. Discuss PARC work/activity plan including upcoming events and alternative schedule for events, TCSD communications (e.g., newsletter), preliminary budget resources for FY25-26, and goals and priorities for 2025.**

This is a standing agenda item to review PARC's progress in meeting its annual goals. PARC may want to discuss upcoming events such as the speaker series, promotions of events, and begin discussions regarding the preliminary budget for FY25-26, and goals & priorities for 2025.

**ACTION:** Discuss and provide direction to staff.

**5B. Discuss community center masterplan workshop.**

PARC participated in the community center workshop on February 12<sup>th</sup>. This is an opportunity for PARC to discuss the comments from the workshop. In addition, PARC may want to consider scheduling another special meeting for March 12<sup>th</sup> when CMG Landscape Architecture presents its preliminary plan to the Board for discussion.

**ACTION:** Discuss community center masterplan comments.

**5C. Discuss TCSD Board comments on the proposed shade structure or a sunshade in Kay Park.**

The TCSD Board would like to review the materials and inform the neighborhood of the proposed shade structure before proceeding with the project. Staff will discuss options for PARC to inform the neighborhood.

**ACTION:** Discuss the next steps.

**5D. Discuss improvements to the Rock Garden at Flamingo.**

This is a standing agenda item for discussion and updates. At the last meeting, PARC received an "Overview Report" from Commissioner Hafferty. PARC indicated it would discuss the report in more detail this meeting.

**ACTION:** Provide comments on the report.

**5E. Consider request to reserve tennis courts for Tam Elementary fundraising event**

Attached is the request for consideration.

**ACTION:** Consider request for recommendation to the Board.

**5F. Commissioner reports**

This is an opportunity for Commissioners to report on specific PARC-related topics or activities they have been working on.

**ACTION:** Receive reports, if any.

**5G. GM report**

Oral report on general improvements, community center/cabin, TCSD events/activities, Board meetings, TCSD communications, budget process, maintenance, newsletter content, and/or repair projects in park facilities.

**ACTION:** Receive report.

**5H. Discuss the next report to the TCSD Board.**

PARC reports on its activities at the monthly Board meetings. At the February 12<sup>th</sup> Board meeting, PARC indicated it would prefer to provide the Board with a written report and then be available to answer questions at the next Board meeting. However, the Board indicated it would prefer PARC attend the meeting to make a report. If PARC schedules a special meeting for the next Board meeting on March 12<sup>th</sup> members would be present to make a report.

**ACTION:** Discuss update process for future Board meetings.

**CONSENT CALENDAR**

**6A. Approve February 6, 2025, meeting minutes**

**6B. Approve February 12, 2025, meeting minutes**

**ATTACHMENTS**

- A. Rock Garden report
- B. Request letter
- C. Feb. 6, 2025 Minutes
- D. Feb. 12, 2025 Minutes

# TCSD Flamingo Rock Garden Overview

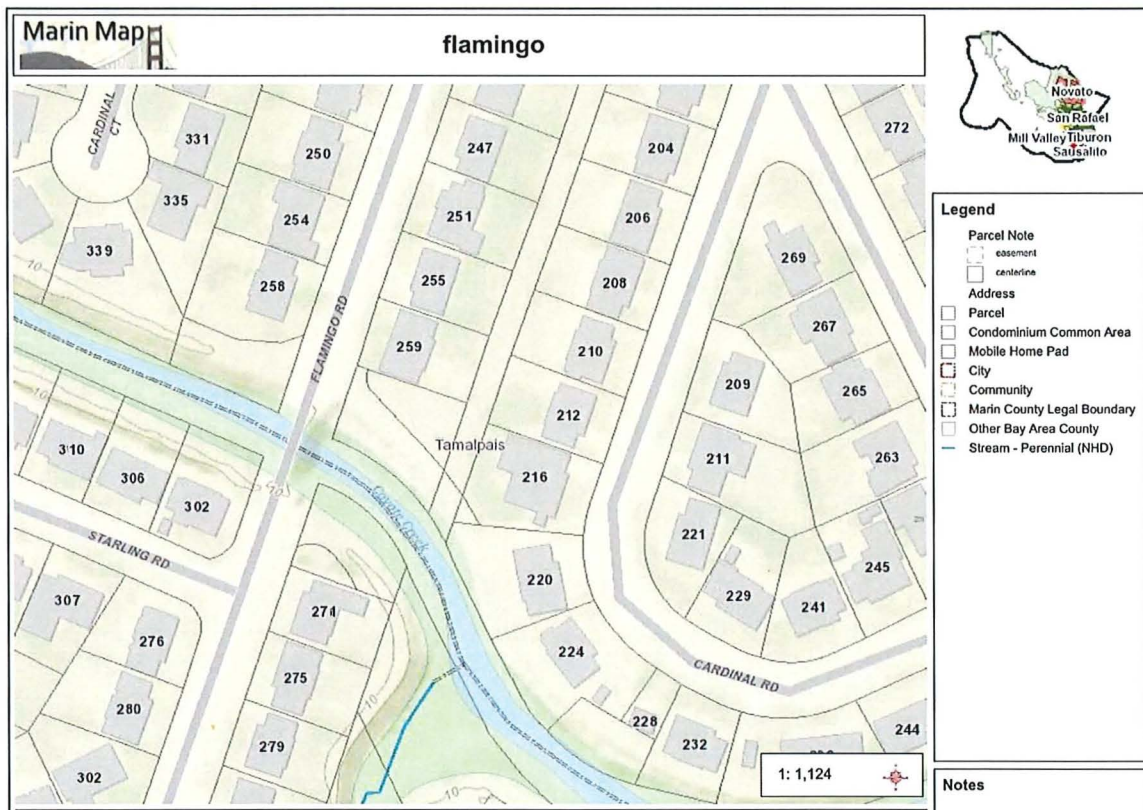
Feb 6, 2025

## Summary

- PARC is considering options for updates to the Rock Garden off of Flamingo Rd
- This document includes details about the space as well as a summarized version of ideas contributed by each PARC Commissioner

## Property Map

### Flamingo Rock Garden



## Constraints

Updating the Flamingo Rock Garden requires operating and optimizing under several constraints:

1. No water source: hinders ability to grow native plants in the space

2. Split parcels: the land has sections owned by TCSD, PG&E, and Marin Flood Control. Additionally, the levee along Coyote Creek runs alongside the land
  - a. TCSD owns the parcel next to the house (259 on the map), but as you can see that parcel does not extend all the way to Flamingo Rd
3. Ground density: boggy in the winter, dead and dry in the summer, with salt water persisting underneath from the creek/levee.

## Vision: Themes and Features Summary

### General Themes:

- The park should serve as a welcoming respite area for all community members, including the elderly, families with children, and all local residents
- Emphasis on creating an integrated space that encourages relaxation, social interaction, art/history, creativity, and connection with nature
- Specific uses, like dog runs or outdoor gymnasium

### Key Features Suggested:

1. **Signage**
  - Install interpretive signs to identify the park, describe its origins, and provide information about the waterway and wildlife.
2. **Seating Arrangements**
  - Provide comfortable seating options, including benches with backs, picnic tables, and Adirondack chairs conducive to conversations and gatherings.
  - Consider dedicating benches with plaques for community members.
3. **Aesthetic Enhancements**
  - Incorporate artwork or aesthetically pleasing elements to enhance the park's visual appeal, perhaps on a rotating basis.
  - Utilize native plants in landscaping to integrate the park into its surroundings thoughtfully.
  - Use the rocks for something. For example "river of rocks."
4. **Greenery and Plantings**
  - Use planters and tubs to add greenery, especially in areas that may be boggy or require visual screening.
  - Explore creative uses for existing painted rocks, such as arranging them into patterns or features like a "Take a Rock, Share a Rock" site.
5. **Safety Measures**
  - Address safety concerns regarding traffic on Flamingo Road by considering natural barriers like plantings or tree stumps to deter children and pets from running into the road.
  - Low fences or barrels with plantings to enhance safety while maintaining access.
  - Decorative bollards to enhance safety
6. **Activity-Oriented**

- Birding-focused education/signage
  - Outdoor gymnasium
  - Dog run/dog play equipment
7. **Community Engagement**
- A space that can reasonably have a community meeting, which ties into and relates to seating
  - A community-oriented fundraising feature, like hand engravings or name bricks along the levee
  - Little Library

Feb 27, 2025

Tam Valley Community Center

Subject: Request to reserve Eastwood Park Tennis Courts for event supporting Tam Valley Elementary School

Hello -

I am writing to request the ability to reserve the Eastwood Park tennis courts for an upcoming community event. In the fall, the Tam Valley Elementary School PTA held an auction and I offered to "host" a tennis round robin to help raise funds for the school. I have 10 people who bid on the event and I am looking for a location where I could host the event. Ideally, we would hope to host in our neighborhood community at Eastwood Park courts. This event has raised about \$400 for the school.

Tam Valley PTA is a nonprofit 501(c) that is dedicated to supporting Tam Valley Elementary School. The PTA supports our students, teachers and community by funding: Crucial classroom supplies; requested grade-level curriculum; K-3 science and garden education; library books; assemblies; community and education events including: Science and Engineering Night, the Book Fair, Cabaret and Movie Night; school grounds and playground improvements; Learning Center materials; emergency preparation; and many more programs identified by the administration. More information at <https://www.tamvalleypta.com/>

**What:** Tam Valley Elementary School Parent Tennis Round Robin

**Who:** 10 Tam Valley Elementary School parents who bought auction item

**When:** ideally a weekend in Spring (April or May)

**Duration:** 2 hours ideally (90 minutes would be ok if necessary)

**Request:** Ability to reserve and use both Eastwood Park courts for two hours on a Saturday or Sunday in April or May 2025.

Thank you for your consideration. Please let me know if you have any questions.

Warmly,

Anne Sillcocks

521 Marin Ave  
Mill Valley, CA 94941





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## TCSD PARKS AND RECREATION COMMISSION (PARC) REGULAR MEETING MINUTES THURSDAY, FEBRUARY 6, 2025, 2:00 P.M.

### 1. CALL TO ORDER

The Parks and Recreation Commission (PARC) Regular Meeting was called to order at 2:01 P.M. on Thursday, February 6, 2025, by Vice-Chair Keon.

### 2. ROLL CALL

Commissioners:

Present: Michael Bogart, Dave Hafferty, and Vice-Chair Pam Keon

Absent: Valerie Jordan and Chair Erin Rosenblatt

Staff Present: General Manager Garrett Toy, Assistant General Manager (AGM) Alan Shear, and Events and Communications Coordinator, Camille Esposito

### 3. APPROVE AGENDA

**MOTION TO APPROVE THE AGENDA**

**M/S: D. HAFFERTY/M. BOGART  
ROSENBLATT)**

**AYES: 3**

**NAYS: 0**

**ABSENT: 2 (JORDAN,**

### 4. PUBLIC EXPRESSION

Vice-Chair Keon invited public expression on non-agenda items.

There was none

Vice-Chair Keon closed public comment.

### 5. REGULAR BUSINESS

A. Review/discuss PARC work/activity plan including past/upcoming events, preliminary budget for FY25-26, and goals & priorities for 2025

Vice-Chair Keon reviewed the updated PARC Activity Plan that included the 2024 accomplishments and new tasks for 2025. Several tasks in the Plan do not have tangible targets attached, as they are more ongoing efforts of the Commission. The challenge is how to separate the task specific items from the ongoing expectations and overall responsibilities of the Commission, such as engaging the community and advising the Board on potential programming. Vice-Chair Keon and AGM Shear will work to update the Activity Plan and create a separate column of ongoing tasks and another column of tangible objectives. An additional update to the Plan is to combine the two bullet points that have a similar subject matter of current recreational programming.

Events and Communications Coordinator Esposito provided an update on upcoming events. She specifically discussed the upcoming Movie Night on February 28 and the licensing pricing of potential movie selections. After a discussion, the Commission selected a Wallace and Gromit movie.

Esposito also discussed Murder Mystery and the Crab Feed with the possibility of changing the timing of both events due to crab season opening later each year. The Crab Feed would occur later in the calendar and Murder Mystery would take place earlier in the year.

GM Toy provided a brief overview of the preliminary budget process. He reminded the Commission that the FY24-25 budget includes an allocation of \$5,000 for Speaker Series related expenses and \$15,000 for any improvements to the Flamingo Park/Rock Garden. The FY25-26 budget will be discussed in more detail at the March Commission meeting.

Vice-Chair Keon updated the Commission on the upcoming Speaker Series, including the presentation in April by the Marine Mammal Center. The final date is still pending based upon the audio/visual needs of the presenter and the availability of a facilities attendant. More information will be provided to staff on the audio/visual needs. Also, Keon will add a slide at the conclusion of the PowerPoint presentation that includes an email address to sign-up for the TCSD newsletter.

The Commission asked questions of staff.

Vice-Chair Keon invited public expression. There was none.

Commissioner Jordan showed up at 2:13 P.M.

#### B. Update on the community center masterplan

GM Toy discussed the Community Center Master Plan process and the upcoming special PARC meeting with the Board when landscape architect Kevin Conger returns with conceptual plans based on feedback received in November. Toy summarized the format of the meeting and stated that the Commission will have an opportunity to provide comments to the Board during the meeting.

The Commission asked questions of staff.

Vice-Chair Keon invited public expression. There was none.

#### C. Discuss update on research on a shade structure or a sunshade in Kay Park

GM Toy confirmed the sunshade recommendation from PARC for inclusion in the Commission report to the Board. There is no specific timeframe for the sunshade purchase and installation, but it will be completed prior to summer.

The Commission asked questions of staff.

Vice-Chair Keon invited public expression. There was none

D. Discuss improvements to the Rock Garden at Flamingo

Commissioner Hafferty distributed the summary of the comments he received from the other commissioners regarding their ideas, themes, and features submitted for the Rock Garden improvements. The summary also included the constraints of the site. There was one constraint added to the list which was the Flood Control District levee project. This list will return to the Commission on the March agenda for additional comments and then go to the Board for their April meeting. The open house seeking public input on the Rock Garden will occur after the Board provides feedback.

The Commission asked questions of staff.

Vice-Chair Keon invited public expression. There was none.

E. Commissioner reports

Commissioner Jordan gave an update on her efforts to contact agencies to provide local services/lectures/information about Caregiver Respite services in Tam Valley.

F. GM report

GM Toy provided an update to TCSD projects, parks, events and activities, and the budget. The update also summarized the effort by TCSD to amend the current use permits 203 Marin Ave (Community Center) and 305 Bell Ln. He stated that the Design Review Board (DRB) will consider both permit applications at their March 5 meeting at the Community Center.

A question was asked about signage for the "Tam Tuesday" Speaker Series. Specifically, how can the type of reusable signs for TCSD events promote the Speaker Series. Events and Communications Coordinator Esposito will research the topic.

The Commission asked questions of staff.

Vice-Chair Keon invited public expression. There was none.

G. Discuss next report to the TCSD Board

GM Toy recommended having a commissioner present the report to the Board at the next meeting. Commissioner Jordan will make the presentation. Commissioner Hafferty will write the next report to the Board for inclusion in the March meeting agenda packet.

6. **CONSENT CALENDAR**

A. Approve minutes of January 16, 2025, meeting.

**MOTION TO APPROVE THE CONSENT CALENDAR**

**M/S: V. JORDAN /D. HAFFERTY**

**AYES: 4**

**NAYS: 0**

**ABSENT: 1 (ROSENBLATT)**

**7. FUTURE PARC AGENDA ITEMS (March 6<sup>th</sup> meeting)**

- A. PARC Activity Plan for 2025
- B. Flamingo Park/Rock Garden project
- C. FY25-26 Budget

**8. ADJOURNMENT**

**MOTION TO ADJOURN**

**M/S: V. JORDAN /M. BOGART                      AYES: 4                      NAYS: 0                      ABSENT: 1 (ROSENBLATT)**

**MEETING ADJOURNED AT 3:10 P.M.**

Approved by Commission on: \_\_\_\_\_



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### SPECIAL MEETING - COMMUNITY CENTER MASTERPLAN WORKSHOP

#### MINUTES

WEDNESDAY, FEBRUARY 12, 2025, AT 5:30 P.M.

#### 1. CALL TO ORDER

The Parks and Recreation Commission (PARC) Special Meeting – Community Center Masterplan Workshop was called to order by Vice Chair Keon at 5:52 pm on Wednesday, February 12, 2025.

#### 2. ROLL CALL

Commissioners Present: Michael Bogart, Valerie Jordan, Pam Keon

Commissioners Absent: Erin Rosenblatt and Dave Hafferty

Dave Hafferty arrived at 6:15 pm.

Staff Present: General Manager (GM), Garrett Toy; Assistant General Manager (AGM), Alan Shear; TCSD Clerk, Natalie Callahan

Others Present: Kevin Conger, Colette Bartschat, and Justin Aft with CMG Landscape Architects

#### 3. APPROVE AGENDA

MOTION TO APPROVE AGENDA

M/S: V. JORDAN / P. KEON      AYES: 3 (M. BOGART, V. JORDAN, P. KEON)      NAYS: 0

ABSENT: 2 (E. ROSENBLATT, D HAFFERTY)

#### 4. REGULAR BUSINESS: Board Actions

A. Conducted community workshop for the Community Center Masterplan.

President Bartschat shared he has a conflict of interest on this agenda item because he lives across the street from the Community Center. So, he recused himself from the item and participated as a member of the public and turned over the gavel to VP Jacobs to cover agenda item 4A.

Received presentation from Kevin Conger with CMG Landscape Architects. Mr. Conger shared three proposed concept plans for the Community Center masterplan.

Concept 1 includes:

- Accessibility & Entry Planting
- Stage & Garden
- Western Park & Planting
- Patio Garden & Kitchen
- Parking Plaza

Concept 2 includes:

- Accessibility & Entry Planting with Bocce
- Stage & Garden w/Restroom & Storage
- Community Garden & Planting
- Patio Garden

Concept 3 includes:

- Accessibility & Entry Planting w/Demonstration Garden
- Stage & Garden w/Restroom
- Bocce & Planting
- Patio Garden

Mr. Conger also shared proposed tree plans and potential plant palettes.

After Mr. Conger's presentation he invited the community (approximately 30 residents were present) to visit the three concept display board stations to provide input on what they like and dislike.

Mr. Conger and his team gave a quick recap of the feedback they heard from the community.

PARC members shared their feedback on the proposed concept plans.

Commissioner Bogart asked what's the next step after reviewing all the input.

Mr. Conger shared the following next steps:

- Take all the feedback and put it into a final masterplan
- Then prepare cost estimates
- Then go back to the Board with a final submittal

Commissioner Jordan shared the following:

- Likes all the green space – walking paths and all the native plants

- She asked Mr. Conger what he foresees if the masterplan must be done in stages. Mr. Conger replied he would recommend doing the pathways that have accessibility problems first and the plantings.

Commissioner Keon shared the following:

- Recommends the bocce court to be closer to the creek to separate the noise from the neighbors.
- Would like to see the parking lot have more of a plaza feel and still have it be utilitarian.
- Helpful to have some type of signage to help direct people around the campus.

The Board shared their feedback on the masterplan.

Director Levine shared the following:

- Liked Concept 1 – liked the stage idea.
- Would like to see the bocce court close to the creek
- Liked the idea of the paver parking lot – more attractive.
- Would like to see the plantings be deer and drought resistant. Main concern with the planting is the maintenance – having enough staff to maintain it all.
- Community garden – concerned with maintenance.
- In favor of the split rail fence.
- No night lighting

Director Brown shared the following:

- Concerned with any grass due to the drought situation, dogs tearing it up, muddy, hard to maintain, plus not ADA compliant.
- In favor of the outdoor kitchen – great for events.
- Agrees with the bocce court being out front closer to the creek.
- In favor of the stage being in the corner, likes the idea of an elevated platform and would need power.

Director McMahon shared the following:

- Interested in the plantings – likes the idea of using native and drought resistant plants. Likes the idea of using it as an opportunity to demonstrate to the community the types of plants that work well in this area and are beautiful and fire safe.
- Prefers Creekside Fridays on the creek so a little hesitant on the idea of having a more permanent stage.
- Phase implementation is going to be important as we think about the budgeting of it.

Director Jacobs shared the following:

- In favor of the outdoor kitchen and bocce ball court.

- Most important aspect is the ADA compliance.
- In favor of the paver parking lot.

All Board members and PARC agreed that an outdoor bathroom is a good idea.

5. ADJOURNMENT

THE MEETING WAS ADJOURNED AT 6:45 PM

Approved by Commission on: \_\_\_\_\_