

**REGULAR MEETING
PARKS & OPEN SPACE COMMITTEE
THURSDAY, January 9th, 2020 @ 4:00 PM
BELVEDERE CITY HALL COUNCIL CHAMBERS
450 SAN RAFAEL AVENUE
BELVEDERE, CALIFORNIA**

AGENDA

OPEN FORUM

This is an opportunity for any citizen to briefly address the Parks and Open Space Committee on any matter that does not appear on this agenda. Upon being recognized by the Chair, please state your name, address, and limit your oral statement to no more than three minutes. Matters that appear to warrant a more lengthy presentation or Committee consideration may be agendaized for further discussion at a later meeting.

SCHEDULED ITEMS

1. Approve minutes of the November 21, 2019, regular meeting.
2. Comments from the Chair – Bryan Kemnitzer.
3. Staff Reports – Robert Zadnik, Public Works Director.
4. Reports from subcommittees.
5. New Items
 - Presentation from Robert Zadnik on Belvedere Levee/Seawall project.
 - Discussion of California Proposition 68 grant funding for parks and eligible projects.
 - Discuss Wosser Family request for renaming a city lane and general policy review on Public Memorials.
6. Old Business.
 - Continued discussion of Park Lane and potential seating area.
 - Continued discussion of Community Park Playground update.
 - Discussion of ribbon cutting ceremony for Golden Gate Lane.
7. Future Items
 - a. Consider appropriate public acknowledgement to the citizens at 101 Golden Gate Avenue who are donating the water for the new plantings.
 - b. Consider the installation of a water meter at the 5 Corners planting location in the FY 20/21 budget.
 - c. Consider recommendation to City Council to request additional DPW staff.

ADJOURN

NOTICE: WHERE TO VIEW AGENDA MATERIALS

Staff reports and other writings distributed to the Committee, including those distributed after the posting date of this agenda, are available for public inspection at Belvedere City Hall, 450 San Rafael Avenue, Belvedere. To request automatic mailing of agenda materials, please contact the City Clerk at (415) 435-8913.

NOTICE: AMERICANS WITH DISABILITIES ACT

The following accommodations will be provided, upon request, to persons with a disability: agendas and/or agenda packet materials in alternate formats and special assistance needed to attend or participate in this meeting. Please make your request at City Hall or by calling (415) 435-3838. Whenever possible, please make your request four working days in advance.

**REGULAR MEETING
PARKS AND OPEN SPACE COMMITTEE
THURSDAY, November 21, 2019, 3:30 P.M. COUNCIL
CHAMBERS
450 SAN RAFAEL AVENUE, BELVEDERE, CA**

MINUTES

COMMITTEE PRESENT: Chair Bryan Kemnitzer, Jean Bordon, Kathy Pearson, Alison Seaman, Barbara Winter, and Anne-Marie Walker.

COMMITTEE ABSENT: Carolyn Lund.

OTHERS PRESENT: Mayor Nancy Kemnitzer, Council Liaison James Campbell, Senior Maintenance Worker Gerhard Laufer, Public Works Director Robert Zadnik, City Clerk Christina Cook, and Office Coordinator Beth Haener.

These minutes are intended to reflect the general content of the regular meeting. An audio file of the meeting is available on the City website at www.cityofbelvedere.org

CALL TO ORDER OF REGULAR MEETING

The meeting was called to order at 3:30 PM.

OPEN FORUM

Joan Palmero from Greenbrae California, who was born and raised in Belvedere, asked the committee to consider renaming Alberts Alley, after a local family who had been in Belvedere since before the turn of the twentieth century; the Wosser Family. Joan let the committee know a packet is being prepared on the family. She hopes the committee will agendize the issue. Chairman Bryan expressed they have renamed lanes at the request of major donors, but he wasn't sure of the protocol of renaming lanes, or if there is one, but they will look into it.

Chris Morrison from 563 San Rafael Ave, who has lived in Belvedere since 1954, stated Albert Lane was not an official lane name, but named by a gentleman who put up a sign and named the lane after his dog. As far as he knows it's not official. Chris would also like the committee to consider renaming the lane after the Wosser Family. He requested it to be agendized. Jean asked why they chose Albert Lane, and Chris stated mostly for availability. Allison asked if it was possible to get the landmark society to give some historical perspective on this. Chris explained a historical perspective will be in the packet they are putting together on the family.

Daniel B. Murray from 228 Beach Rd, who has lived in Belvedere for 45 years, commented he walks his dog around Belvedere and has noticed the construction of Golden Gate Lane. He asserted it does not fit in the community. He went on to describe how it is out of place. He asked the question if the design of this lane went through design review, or is it entirely up to this committee. Bryan announced it does go through design review. Robert also assured it went through design review. Bryan noted he walked it that day, and to remember it's not finished. Daniel informed he understood the functionality of the design. Barbara expressed it works for safety reasons. Chairman Bryan thanked Daniel for speaking.

SCHEDULED ITEMS

1. Approve minutes of the September 12, 2019 regular meeting.
Minutes approved, with edits.

2. Comments from the Chair.
Chairman Bryan expressed he would like to have Public Works Director Mr. Zadnik report on Golden Gate Lane and Artist View.

3. Staff Reports.
Public Works Director Robert Zadnik reported on the following topics:

A. Golden Gate Lane: Robert showed a photo presentation on the updates of the lane.. He noted the lane is still being built. He announced the schedule for work, and the few things remaining such as hand rails, drainage, utility undergrounding pipe installation, final paving at the base and top of lane, and the decorative sign installation, which is by Roger Felton. Robert remarked the completion date is end of December to early January. Robert explained there had to be some design changes, as with any project. He went on to discuss materials that had to change. Robert went on to discuss a request from an adjacent neighbor who asked the City avoid cutting down his trees for privacy. This area of the lane and the neighbor's property was discussed by the committee. Ann-Marie asked if the changes that occurred because of the neighbors request were reviewed by the sub-committee. Robert stated the changes didn't impact the design of the lane, so it didn't trigger the need for that. Robert pointed out it's an unfinished project, and it's still has a ways to go. Bryan vocalized that Robert and his team had done a wonderful job. More discussion of the neighbor's property and the cities property was had. Robert discussed the bench in the landing area that will be installed. Discussion of a ribbon cutting ceremony was had. Robert showed a photo of the sign created by Roger Felton. James Campbell stated the committee should reach out to thank him. The committee discussed how to reach out to thank Mr. Felton.

B. Artist View: Robert stated his report on Artist View are updates, and showed a photo presentation of the area. They currently had a topographic survey which was completed, showing where the lane is in relationship to the surrounding property. He presented a design that has also been shown at a community meeting and to City Council. City Council asked for a feasibility study as to whether or not this lane can be built, and the environmental impacts it would have. Robert remarked this is the phase they are in now.

He presented more photos on the area and discussed different plans for Artist View. Robert commented they need to get a biological survey to make sure they can build on the area, which WRA, an environmental consultant has been hired to do by December 15th. He stated they should have all the data in house by late December, and by the end of January they will be able to make a presentation on this. Bryan mentioned he talked to the attorney who is representing Karl Johannsmeier, and they are hiring a planner or environmental company, and Bryan told the attorney they would love to work together on this topic. Allison stated with respect to removal of material, there's a lot of timber that has fallen in the area, and asked if the city would keep or move the timber. Bryan responded that it should be cleaned. Bryan asked about the design, if the lane could be more of a winding lane than stairs. Robert said this is something they are working on.

4. Reports from the Subcommittee.

- No reports from the Subcommittee.

5. New Items

- General Discussion of Park Lane and potential seating area.

Chairman Bryan explained the City had been deeded a bit of property on Park Lane. Robert presented slides of the area. Robert stated there are wood stairs that are getting soft from weathering. He pointed out the first landing was also built out of wood. Robert presented a slide of the deeded area, which would be suitable for a bench. He discussed what would need to be done to create space for a bench. Bryan gave the option of adding a semi-circle, and stated there could be many options. Bryan commented it's a big area, and if it's cleaned up it could be great. Bryan asked Robert how much would the budget be. Robert said probably around \$35,000. Bryan asked Robert to please look into it and get back to the committee. Ann- Maria commented that people walk a lot in that area so the work should be done quickly. James mentioned the top ramp is not a smooth transition from the street, and if you're focusing on the area, maybe place a step or two. Robert asked if they would want him to work with the subcommittee on this. Bryan said yes. Jean stated the subcommittee is down to two people and asked Barbara if she would be on the subcommittee. Barbara responded yes.

6. Old Business

- Continued discussion on Community Park Playground update.

Bryan announced the city had \$80,000 for the rubber matting. Jean questioned the placement of the shade structure in the plans for the new playground. She stated she is in favor of the shade, but has an issue with it being over the children's area, even though she believes adults have more difficulty in the sun. Jean wanted to know if there could be more shade. Bryan asked about the issues with trees. Robert said the trees are Dutch Elm. They discussed the race track around the swings and the playground attachments in the agenda packet. Jean brought up the issue of the shade's placement again. Allison also stated the shade should be able to move around the playground as with the movement of the sun. Bryan stated he would love to have this playground plan move along. Bryan

wondered if the committee would recommend this to City Council. Robert said the Planning Commission will want to weigh in on the design first. Bryan emphasized the committee would be raising money for the project. Jean brought up the artificial turf and believes it should be eliminated. The committee discussed the artificial turf. Robert stated it is synthetic turf. James stated there is safe artificial turf and it would be a good idea to look into what is deemed safe turf. Bryan asked Robert to check on that. Jean asked Robert to look into the shade, and shade was discussed in more detail. Bryan asked again what the process is to get this moving. Robert communicated it would go to the planning commission, and if there's any changes it would be brought back to this committee. Then it would be approved by City Council. The committee said they would want the planning commission to give their opinion on the shade placement. Bryan stated the committee is prepared to submit this plan with the planning commission and public opinion, with further advisory on the shade and the artificial turf.

7. Future Agenda Items

- Five Corners, water issues.
- Installation of a water meter.
- Consider Recommendation of City Council to request additional DPW Staff.

Adjourn

The meeting was adjourned at 4:55 PM.

THE FOREGOING MINUTES were approved at a regular meeting of the Parks and Open Space Committee on _____ by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:_____

Bryan Kemnitzer, Chairman

ATTEST:_____
Robert Zadnik, Public Works Director

	CITY OF BELVEDERE – ADMINISTRATIVE POLICY MANUAL POLICY 20.3 GUIDELINES FOR PUBLIC MEMORIALS		
	Adoption Date:	6/8/2009 ¹	Adopted by:
Revised Date:	3/11/2013 ² 3/11/2019	Revised by:	City Council Resolution No. 2013-07 City Council Resolution No. 2019-04
Authority:	City Council		

20.3.1 PURPOSE

This policy was created to assist the Belvedere Parks and Open Space Committee in standardizing approvals for memorial and dedicatory installations in public places within the City. Considering the visual aesthetics, placement and long-term maintenance, guidelines are set for appropriate management of pending sites.

20.3.2 APPROVAL REQUIRED FOR INSTALLATIONS IN PUBLIC PLACES

Installations donated to the City, including any dedicatory monuments or plaques and the wording thereon, must first be approved by the Belvedere Parks and Open Space Committee in conjunction with the City staff. Requests should be submitted in writing to the Parks and Open Space Department.

20.3.3 REPLACEMENT OF INSTALLATIONS

Installations that suffer deterioration with the passage of time so that they no longer present a neat appearance and/or lose their functionality may be replaced or relocated by the City at its discretion. Department staff will attempt to notify the original donor, in writing, to facilitate a timely replacement or relocation if so desired, at their last known address.

20.3.4 CRITERIA FOR NEW INSTALLATIONS

- A. Honorees. Persons honored must be present or past residents of Belvedere. No pets or other animals shall be honored in this manner.
- B. **Types of Installations.** The following items will be reviewed and accepted on a case by case basis:
 1. City-approved structures or landscape projects.
 2. Trees named as part of a City-approved landscape project.
 3. Lanes: reopening; redesign or repair; installation of handrails.

¹ Recommended by the Parks & Open Space Committee 5/7/2009

² Recommended by the Parks & Open Space Committee in 2012

- C. Donor Plaques. The design of the plaques used on new installations, maintenance, or replacement installations will be (determined) provided by the Parks and Open Space Committee.
 - 1. The standard plaque installation for maintenance of or replacement of existing benches consists of a brass plate, 1/4- to 1/8-inch thick, or thinner where possible, with text that is clearly legible
 - 2. Step discs lanes.
 - 3. Other recognition plaques.
- D. Locations. The Parks and Open Space Committee shall maintain, in the office of the City Clerk, a list of suggested locations and installation types.
- E. Installations Subject to Design Review. All installations shall be subject to the City's Design Review standards and review process.

20.3.5 MORATORIUM ON INSTALLATIONS

- A. The Belvedere Parks and Open Space Committee has created a moratorium on installations within the Belvedere Community Park playground.
- B. The Belvedere Parks and Open Space Committee has created a moratorium on the installation of new benches within the parks and open spaces of the City except replacement of benches if original donor is not available or in the case of unnamed benches.

PARKS AND OPEN SPACE COMMITTEE MEMBERS

<u>NAME</u>	<u>TERM BEGAN</u>	<u>TERM ENDS</u>
Bryan Kemnitzer, Chair	6/1/2019	5/31/2022
Kathy Pearson, Vice Chair	6/1/2018	5/31/2021
Jean Bordon	6/1/2018	5/31/2021
Carolyn Lund	6/1/2019	5/31/2022
Alison Seaman	6/1/2017	5/31/2020
Anne-Marie Walker	6/1/2017	5/31/2020
Barbara Winter	6/1/2017	5/31/2020

City Council Representative – James Campbell

City Council Alternate – Claire McAuliffe