

**REGULAR MEETING
PARKS, OPEN SPACES, AND LANES COMMITTEE
THURSDAY, JULY 14, 2022, 4:00 PM
REMOTE WEBINAR VIA ZOOM**

COVID-19 ADVISORY NOTICE

Due to Covid concerns and consistent with State Executive Orders No. 25-20 and No. 29-20, the meeting will not be physically open to the public. Members of the Committee and staff will participate in this meeting remotely. Members of the public are encouraged to participate remotely via Zoom or telephone pursuant to the information and link below. Public comment will be accepted during the meeting. The public may also submit comments in advance of the meeting by emailing Christina Cook at: ccook@cityofbelvedere.org. Please write "Public Comment" in the subject line. Comments submitted one hour prior to the commencement of the meeting will be presented to the Committee and included in the public record for the meeting. Those received after this time will be added to the record and shared with Committee members after the meeting.

The City of Belvedere is inviting you to a scheduled Zoom webinar.

You are invited to a Zoom webinar.

When: July 14, 2022 04:00 PM Pacific Time

Topic: PARKS, OPEN SPACES AND LANES COMMITTEE

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87957800918>

Or Telephone:

(Toll Free) or 888 788 0099 (Toll Free) or 833 548 0276

Webinar ID: 879 5780 0918

The City encourages that comments be submitted in advance of the meeting. However, for members of the public using the Zoom video conference function, those who wish to comment on an agenda item should write "I wish to make a public comment" in the chat section of the remote meeting platform. At the appropriate time, City staff will allow oral public comment through the remote meeting platform. Any member of the public who needs special accommodations to access the public meeting should email ccook@cityofbelvedere.org, who will use her best efforts to provide assistance.

**REGULAR MEETING
PARKS, OPEN SPACES, AND LANES COMMITTEE
THURSDAY, JULY 14, 2022, 4:00 PM
REMOTE WEBINAR VIA ZOOM**

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 March 10, 2022, Regular Meeting and Minutes of June 8, 2022, Special Meeting
2. Comments from the Chair, Jean Bordon
3. Report from Acting Public Works Director and City Manager, Robert Zadnik

Old Business:

4. Election of Chair and Vice Chair (item continued from the Special Meeting on June 8, 2022).
5. Confirmation of the following *ad hoc* Subcommittees, which have been approved by the Mayor, Sally Wilkinson:

Park Lane – Jena Watson and Jean Bordon
Centennial Park – Jena Watson and Anne-Marie Walker
Playground Donor Recognition – Kathy Peterson and Jena Walker
Annual August 30 Report on Status of Priorities – Anne-Marie Walker and Jean Bordon
(Administrative Policy Manual section 6.2.11)

6. Playground Donor Recognition: Discussion and Possible Action regarding a “Ribbon Cutting Ceremony” and a Permanent Donor Recognition Element in Community Park.
7. Park Lane Stairs, Seating Area, and Related Landscaping and Improvements: Discussion and Possible Action on Plans for Stairs, Seating Area and Related Landscaping and Improvements.
8. Discussion and possible action on the Draft Annual August 30 Report on Status of Priorities. (Administrative Policy Manual sections 6.2.2 (2) and 6.2.3)

New Business

There are no items in this section.

Future Items

9. Discussion on joining with Tiburon on a bayside launching area for kayaks, paddle boards and the like.
10. Discussion and Possible Action to Approve Changing the meeting time if Zoom meetings are no longer approved or allowed.

Adjourn

**REGULAR MEETING
PARKS AND OPEN SPACE COMMITTEE
THURSDAY MARCH 10, 2022
REMOTE WEBINAR VIA ZOOM**

MINUTES

COMMITTEE PRESENT: Chair Jean Bordon, Committee Member Bryan Kemnitzer, Committee Member Carolyn Lund, and Committee Member Kathy Pearson, and Vice Chair Watson

COMMITTEE ABSENT: Committee Member Anne-Marie Walker, Committee Member Mario Valente

OTHERS PRESENT: Public Works Director Robert Zadnik, Council Liaison James Campbell, and Office Coordinator Christina Cook

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 4:04 PM. Chair Bordon read the COVID-19 disclaimer and special instructions for Zoom webinars.

ROLL CALL

Public Works Director Zadnik took roll call.

OPEN FORUM

Chair Bordon read the guidelines on open forum procedures and called for public comment. Director Zadnik stated he received an email comment from Lorraine. He first called on John who had raised his hand and informed Lorraine that she would be next. John said his comment was pertaining to the Mallard Pointe project and that he would comment when that issue was considered on the agenda.

Lorraine read a letter that was sent to the committee about an unobtrusive fence at Tom Price Park she would like to have the Committee consider. There was no further comment from the public for the open forum session.

SCHEDULED ITEMS

1. Approve minutes of January 13, 2020, Regular Meeting.
Approved with amendments.

MOTION: Committee Member Kemnitzer made a motion to approve the minutes as modified, Committee Member Pearson seconded, and Director Zadnik took roll call.

AYES: Pearson, Kemnitzer, Bordon, Walker, Lund

NOES: None

ABSENT: Walker, Watson, Valente

ABSTAIN: None

No further comment.

2. Comments from the Chair, Jean-Marie Bordon.

Chair Bordon commented that after the last meeting she had learned of an application to build a deck on the open space behind 288 Beach Road, and that Planning had recommended to approve the plans on Consent. Chair Bordon was concerned and wrote a letter to the Planning Director Irene Borba. The letter was included in the agenda packet. She suggested considering updating the Administrative Manual to allow this Committee to have consideration on projects that involve open spaces. Planning Director Borba responded to Chair Bordon saying that City Council was changing the Administrative Manual regarding this Committee and that this item should wait until a later date for discussion.

Committee Member Kemnitzer mentioned that he reviewed the letter, maps and policy manuals and noted that this is a very complicated matter. Committee Member Kemnitzer referenced sections and 11.8 11.8.5 of the APM and concluded by stating that this Committee should have a say on projects that involve public spaces.

The was no public Comment.

3. Report from Robert Zadnik, Public Works Director.

The Director had a few updated for the Committee. First, Director Zadnik reviewed the budget approval process and the schedule.

He commented that the planting project on Lagoon Road is looking nice and was 95% done with the new drip irrigation installed.

The Playground was approved by Council to have the City Manager sign a contract with McNab, the lowest bidder for the project.

Chair Bordon thanked Robert for his work on the Lagoon Road project and said it set a high standard for our small parks. She then asked Director Zadnik for and update on the railings project. Zadnik responded that the project was assigned to the City Engineer, John Moe.

Chair Bordon inquired if the Department of Public Works position was filled. Director Zadnik provided an update.

Chair Bordon called for Public Comment, there was none.

Jena Watson joined via video.

OLD BUSINESS

4. Update, Discussion, and Possible Action on Centennial Park and Park Lane Improvement Projects.

Chair Bordon asked Director Zadnik to kick off this item. He pointed out that there were two surveys in the agenda packet that City Engineer John Moe performed. He introduced Gary Rasmussen from Blasen Landscape to share options for the Park Lane project. Gary shared his screen and gave a

presentation on Park Lane.

Committee Member Watson had a few questions about various design elements.

Committee Member Kemnitzer gave his opinion that he liked option one.

Chair Bordon asked about a different entry area for the stairway. Gary referenced budget constraints.

Committee Member Lund had comments of the view in relation to proposed railings.

Gary reviewed different options with the deeded land.

There was further discussion of the styling of the rail and stairs to optimize the view from the seated position.

Chair Bordon gave her preference for a curved stairway alternative.

Gary commented that the cost of a curved stairway is generally more expensive to construct. There was discussion of the surrounding trees and future development.

Chair Bordon called for public comment and then asked Director Zadnik if he had received any, there was none.

Chair Bordon suggested an informal vote for the two favorite concepts. There was further discussion of the designs, and the Committee voted for both curved and straight designs (utilizing the deeded triangle of land) as the preferred alternative. She then called for public comment. There was none.

There was no further comment from the Committee or the public.

NEW BUSINESS

5. Discussion and Possible Action on effect of Mallard Pointe project on Belvedere Community Park.

Chair Bordon stated she sent in a letter as a private citizen and that it would not be part of today's discussion. She reviewed the status of the submitted application that was determined incomplete by the City and the timelines surrounding that finding. She informed the Committee that further details on the city's review procedure are posted on the City's website. She reviewed the parking issues and sidewalks, demotions, and construction timelines. She stated that the Committee should discuss the impacts the project will have on Community Park. She suggested the Committee should make their recommendations to the Council.

She asked Director Zadnik if he had comments on the application and he reiterated that plans are on the website he encouraged members to review them. He recommended that the Committee concentrate on issues that would impact Community Park.

Chair Bordon called for Public Comment, Bruce Dorfman and Eric Holman gave a short presentation. John Hansen spoke as a private citizen and a representative of BRIG – Belvedere Residents for Intelligent Growth. He stated the group has about 400 members, and a sizeable number of them are concerned about safety issues on Community Road.

Jill Barnett was next to speak in Public Comment and asked if the upcoming meeting be public.

Chair Bordon then brought the item back to the Committee for discussion. She commented on the importance of parking availability for park goers and suggested the City take into consideration parking restrictions involving the Mallard Pointe project. Committee Member Lund spoke of the parking issues on Community Road as well as Park noise. Committee Member Kemnitzer stated that a lot of the construction issues are outside of the Committee purview.

Chair Bordon asked about a new committee that would address noise and parking regarding

construction projects and wanted to know if they would be addressing the Mallard Pointe and Community Park area. Director Zadnik said there was a new committee, and it addresses construction projects in general. He encouraged members to review the webpage and join the public meetings.

This item was closed.

FUTURE ITEMS – NOT ADDRESSED

6. Discussion and Possible Action to Approve Changing the meeting time if Zoom meetings are no longer approved or allowed.

7. Discussion and Possible Action to Authorize a Survey of the Citizens of Belvedere on Organizing and/or Participating in Community Clean Up Projects on the Second Saturday of every even month of the year, (i.e. February, April, June, August, October, and December).

MEETING ADJOURNED AT 5:34 PM.

DRAFT

**SPECIAL MEETING
PARKS AND OPEN SPACES AND LANES COMMITTEE
WEDNESDAY JUNE 8, 2022, 3:30 PM
BELVEDERE COMMUNITY PARK – BASKETBALL COURT
450 SAN RAFAEL AVENUE
BELVEDERE, CA**

MINUTES

COMMITTEE PRESENT: Chair Jean Bordon, Vice Chair Jena Watson, Committee Member Anne-Marie Walker, and Committee Member Kathy Pearson

COMMITTEE ABSENT: Committee Member Mario Valente

OTHERS PRESENT: City Manager Craig Middleton, Public Works Director Robert Zadnik, Council Liaison James Campbell, Office Coordinator Christina Cook, Members of the Public: Bryan Kemnitzer, Nancy Kemnitzer, Carolyn Lund, Peyton Stein, Bill Rothman, and The Ark.

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 4:00 PM.

ROLL CALL

Public Works Director Zadnik took roll call.

OPEN FORUM

Chair Bordon read the guidelines on open forum procedures and called for public comment. Dr. Rothman requested to speak regarding the playground testing results.

There was no further comment from the public for the open forum session.

SCHEDULED ITEMS

1. Comments from the Chair, Jean-Marie Bordon.

City Manager Middleton thanked departing Committee Members Lund and Kemnitzer and read a letter from Mayor Wilkinson expressing her appreciation and gratitude to the exiting volunteers. Committee Chair Bordon and Member Walker presented flowers to the departing members. Chair Bordon commented on Director Zadnik's leaving the Committee for his new position as City Manager and her appreciation of his service. Chair Bordon's final comment was regarding Administrative Manual Policy 6.2, specifically related to the wire fence at 300 Bella Vista.

Public Comment was called, and Dr. Rothman inquired if Mallard Point was to be included in

Administrative Policy 6.2.

There was no further Public Comment.

2. Report from Robert Zadnik, Public Works Director.

Director Zadnik reported that he is moving on to his new position as City Manager, but not moving away. He thanked the Committee.

Public Comment was called and there was none.

OLD BUSINESS

3. Playground Donor Recognition:

- a. Discussion and Possible Action on adding the Tiburon Peninsula Foundation logo, which is the silhouette of Blackie, to the boat.

Peyton (Petey) Stein gave a presentation with pictures of the restored SS Bob Gordon boat and reviewed the letter size and placement of the letters. Vice Chair Watson asked about costs and was informed that the boat had already been paid for by donors. Petey then spoke of the Blackie image added on the seat of the boat and asked for Committee approval of this placement. Vice Chair Watson stated her approval. Director Zadnik asked about the location, and a motion was made.

MOTION: Vice Chair Watson made a motion to approve the letters and image as Roger Felton sees fit. Committee Member Pearson seconded, and Director Zadnik took roll call.

AYES: Pearson, Bordon, Walker, and Watson

NOES: None

ABSENT: Valente

ABSTAIN: None

No further public comment.

- b. Discussion and Possible Action regarding a “Ribbon Cutting Ceremony” and Permanent Donor Recognition Element in Community Park.

Director Zadnik stated he is working with the playground architect for different recognition ideas. Vice Chair Watson suggested ceramic tiles to match the already placed tiles. A suggestion was made to host a painting party for donors to make their own tiles. It was reported that there are over 80 donors that contributed over \$1,000. Chair Bordon asked for former Committee Member Kemnitzer to report on an update of contributions. He updated the group and estimated about another \$30k would be coming in. Committee Member Walker brought up the ribbon cutting ceremony on the Golden Gate Lane opening that had not taken place due to the pandemic.

There was no further comment from the Committee or the public.

NEW BUSINESS

4. Consider a motion to delay the Election of Chair and Vice Chair (Administrative Policy Manual sections 6.2.8 and 6.2.10 the new Charter of Operations) until the POSLC July Regular meeting.

MOTION: Chair Bordon made a motion to delay the Election of Chair and Vice Chair (Administrative Policy Manual sections 6.2.8 and 6.2.10 the new Charter of Operations) until the POSLC July Regular meeting. Committee Member Pearson seconded, and Director Zadnik took roll call.

AYES: Pearson, Bordon, Walker, and Watson

NOES: None

ABSENT: Valente

ABSTAIN: None

No further public comment.

5. Review and discussion of the new Charter for the Committee as set forth in Administrative Policy Manual section 6.2, as approved by the City Council on March 22, 2022.

Director Zadnik reviewed the new Council-approved Committee Charter. He stated the Committee still falls under the Brown Act, that the meeting will take place quarterly, and that the Committee Members seats were reduced to five. He also commented on the Committee's formalized interaction with the Planning Commission and stated that the new Charter gives the Chair an opportunity to call a Special Meeting of the POSLC in certain circumstances. Committee Member Walker encouraged work between the Planning Committee and POSLC.

No action was taken.

There was no Public Comment.

The committee decided to hear Item 7 (see item 7 below).

6. Discussion and possible action to recommend to the Chair to appoint, upon prior notice to and consultation with the Mayor, the following *ad hoc* subcommittees, with the following suggested Members:
- a. Park Lane – Jena Watson and Jean Bordon
 - b. Centennial Park – Jena Watson and Anne-Marie Walker
 - c. Playground Donor Recognition – Mario Valente and Kathy Person
 - d. Annual August 30 Report on Status of Priorities – Anne-Marie Walker and Jean Bordon
 - e. (Administrative Policy Manual section 6.2.11)

Chair Bordon opened the discussion on this item. She reviewed the above items and asked if Committee Members agreed with the assignments as presented in the agenda. Vice Chair Watson suggested speaking with Committee Member Valente directly before assigning him to an *ad hoc* subcommittee. She volunteered to be in his place if he was not available.

Public Comment was called for and there was none. A motion was then made.

MOTION: Committee Member Walker made a motion to notify Mayor Wilkinson of the suggested Ad Hoc Committees and gather approval. Vice Chair Watson seconded, and Director Zadnik took roll call.

AYES: Pearson, Bordon, Walker, and Watson

NOES: None

ABSENT: Valente

ABSTAIN: None

No further public comment.

7. Discussion and possible action on recommendation for priorities to be included in Annual August 30 Report on Status of Priorities. (Administrative Policy Manual sections 6.2.2 (2))`

Chair Bordon stated that this report should be an Agenda Item for City Council to review.

She then called for Public Comment. Council Member/Committee Liaison James Campbell spoke of the budget planning process and the importance of this committee to advocate for specific projects. He suggested to have submissions no later than December for a report. Committee Member Walker asked about stairs and private donations at 270 Beach. Chair Bordon asked about numbers on Park Lane. Director Zadnik stated that he would review these items with his replacement.

Item 6 was taken next.

FUTURE ITEMS – NOT ADDRESSED

- Discussion and Possible Action to Approve Changing the Committee meeting time.
- Discussion on joining with Tiburon on a bayside launching area for kayaks, paddle boards and the like.

MEETING ADJOURNED AT 5:09 PM.

CITY OF BELVEDERE
PARKS, OPEN SPACES, AND LANES COMMITTEE
SUBCOMMITTEES

Park Lane: Jena Watson and Jean Bordon

Centennial Park: Jena Watson and Anne-Marie Walker

Playground Donor Recognition: Kathy Pearson and Jena Watson

Annual August 30 Report on Status of Priorities: Anne-Marie Walker and Jean Bordon

APPROVED: _____

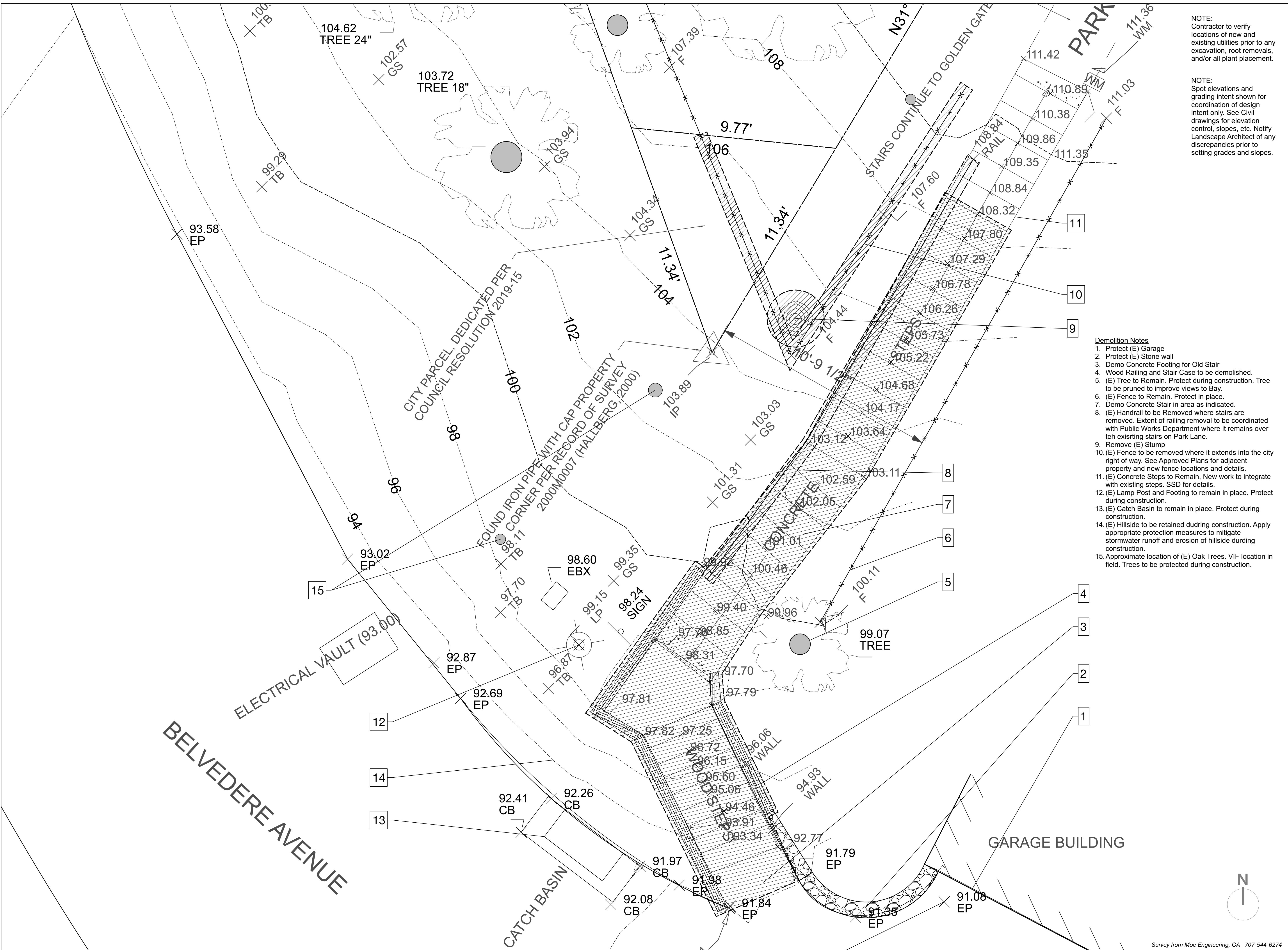


Sally Wilkinson, Mayor

DATED: July 8, 2022

REFERENCE: BELVEDERE ADMINISTRATIVE POLICY MANUAL (APM)
SECTION 6.2.11 SUBCOMMITTEES

These drawings are the property of Blasen Landscape Architecture Inc. and the Client and have been prepared specifically for this project. These drawings are not to be used for any other project, by any other entity, or in another location. These drawings are not transferable to any third party without permission by client or architect.



NOTE:
Contractor to verify locations of new and existing utilities prior to any excavation, root removals, and/or all plant placement.

NOTE:
Spot elevations and grading intent shown for coordination of design intent only. See Civil drawings for elevation control, slopes, etc. Notify Landscape Architect of any discrepancies prior to setting grades and slopes.

- Demolition Notes**
1. Protect (E) Garage
 2. Protect (E) Stone wall
 3. Demo Concrete Footing for Old Stair
 4. Wood Railing and Stair Case to be demolished.
 5. (E) Tree to Remain. Protect during construction. Tree to be pruned to improve views to Bay.
 6. (E) Fence to Remain. Protect in place.
 7. Demo Concrete Stair in area as indicated.
 8. (E) Handrail to be Removed where stairs are removed. Extent of railing removal to be coordinated with Public Works Department where it remains over teh existing stairs on Park Lane.
 9. Remove (E) Stump
 10. (E) Fence to be removed where it extends into the city right of way. See Approved Plans for adjacent property and new fence locations and details.
 11. (E) Concrete Steps to Remain. New work to integrate with existing steps. SSD for details.
 12. (E) Lamp Post and Footing to remain in place. Protect during construction.
 13. (E) Catch Basin to remain in place. Protect during construction.
 14. (E) Hillside to be retained during construction. Apply appropriate protection measures to mitigate stormwater runoff and erosion of hillside during construction.
 15. Approximate location of (E) Oak Trees. VIF location in field. Trees to be protected during construction.

BLASEN
LANDSCAPE
ARCHITECTURE

Blasen Landscape Architecture Inc.
500 Red Hill Ave, San Anselmo, CA 94960
t: 415.485.3885 f: 415.485.3877
www.blasengardens.com RLA #3774

PROGRESS PRINT
NOT FOR CONSTRUCTION

Park Lane Stair
improvement

Address Street
City, CA
APN:

Demolition Plan

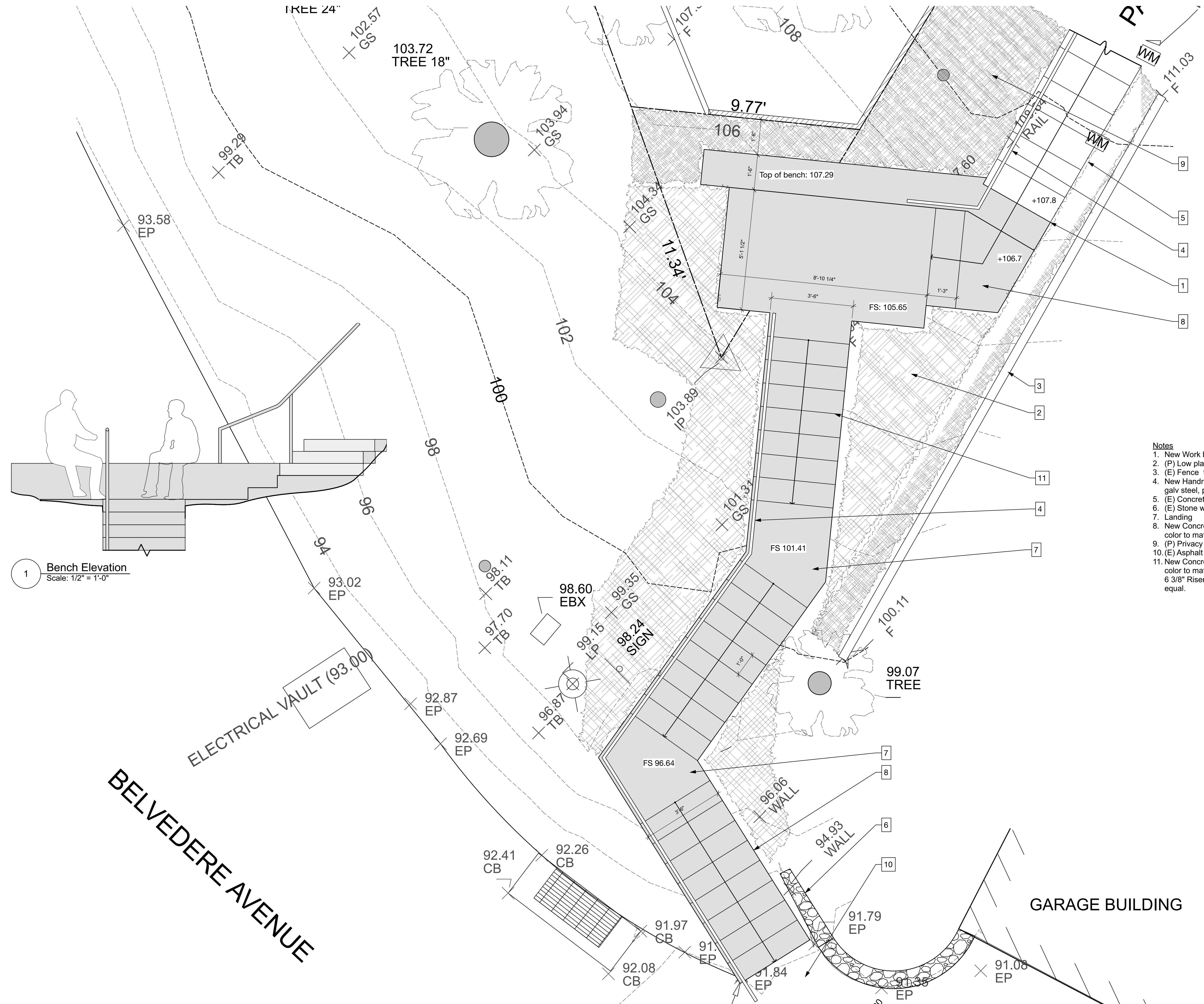
Revisions:

PROGRESS SET PRICING ONLY

Drawn: BLA	Checked: EB
Issue Date: 24-Jun-22	Scale: 1/2"=1'0"

Sheet:
L-1.0
SCHEMATIC

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1 Bench Elevation
Scale: 1/2" = 1'-0"

NOTE:
Contractor to verify locations of new and existing utilities prior to any excavation, root removals, and/or all plant placement.

NOTE:
Spot elevations and grading intent shown for coordination of design intent only. See Civil drawings for elevation control, slopes, etc. Notify Landscape Architect of any discrepancies prior to setting grades and slopes.

- Notes**
1. New Work begins
 2. (P) Low planting/ground cover
 3. (E) Fence to remain
 4. New Handrail, 1 1/2" diameter, galv steel, painted.
 5. (E) Concrete Steps to remain
 6. (E) Stone wall to remain
 7. Landing
 8. New Concrete Steps, finish and color to match existing.
 9. (P) Privacy Planting
 10. (E) Asphalt Paving
 11. New Concrete Steps, finish and color to match existing. 12" Tread, 6 3/8" Riser VIF. All risers to be equal.

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PROGRESS PRINT
NOT FOR CONSTRUCTION

Park Lane Stair improvement

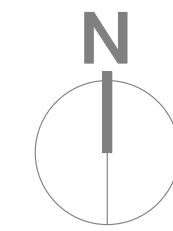
Address Street
City, CA
APN:

**Site Plan
Option A**

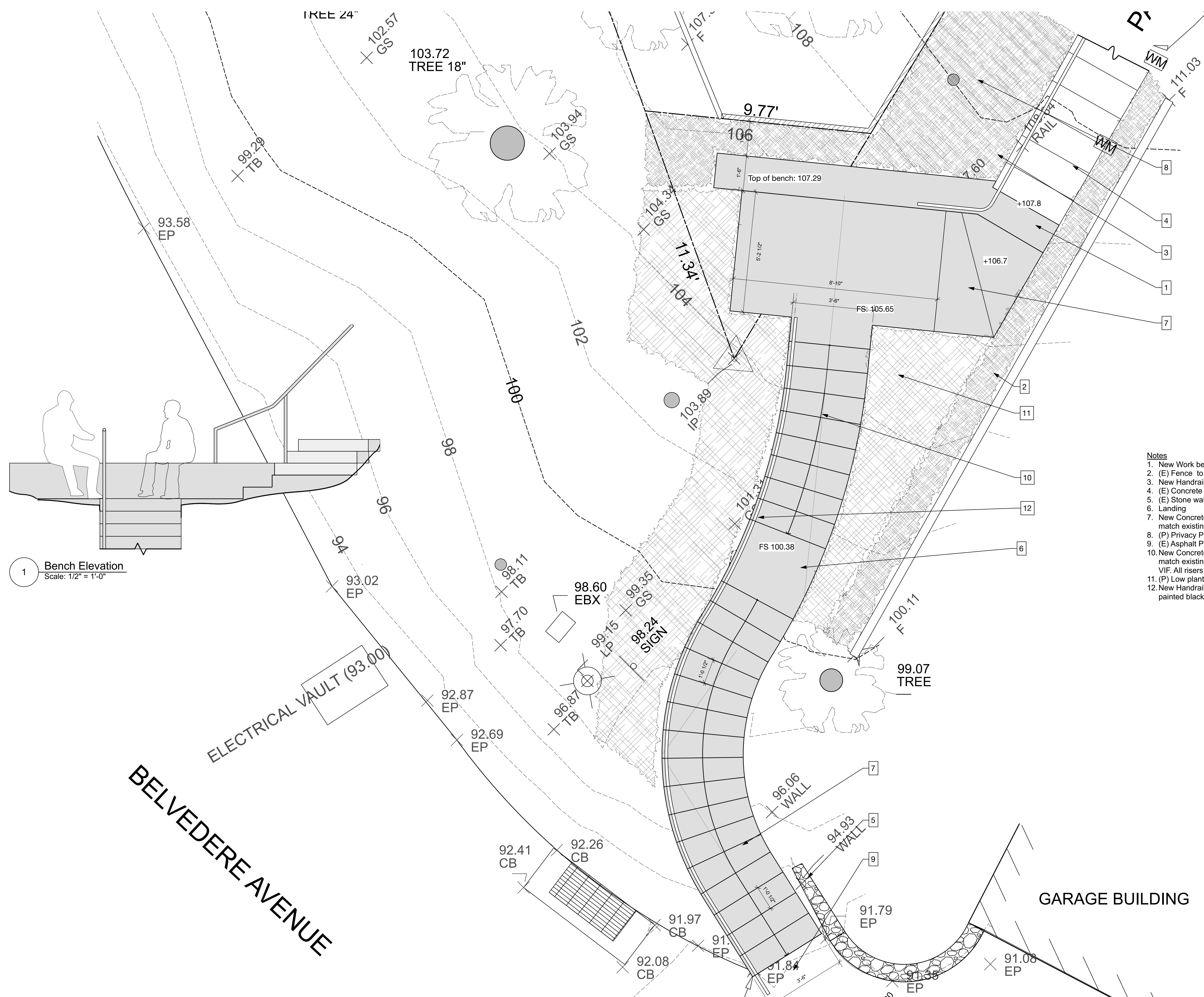
Revisions:
PROGRESS SET PRICING ONLY

Drawn: BLA	Checked: EB
Issue Date: 24-Jun-22	Scale: 1/2"=1'-0"

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SCHEMATIC



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1 Bench Elevation
Scale: 1/2" = 1'-0"

NOTE:
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- Notes
- 1. New Work begins
 - 2. (E) Fence to remain
 - 3. New Handrail
 - 4. (E) Concrete Steps to remain
 - 5. (E) Stone wall to remain
 - 6. Landing
 - 7. New Concrete Steps, finish and color to match existing.
 - 8. (P) Privacy Planting
 - 9. (E) Asphalt Paving
 - 10. New Concrete Steps, finish and color to match existing. 12.5" Tread, 6 3/8" Riser VIF. All risers to be equal.
 - 11. (P) Low planting/ground cover
 - 12. New Handrail, 1 1/2" diam, galv steel, painted black

BLASEN LANDSCAPE ARCHITECTURE

Blasen Landscape Architecture Inc.
500 Red Hill Ave, San Anselmo, CA 94960
t: 415.485.3885 f: 415.485.3877
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PROGRESS PRINT
NOT FOR CONSTRUCTION

Park Lane Stair improvement

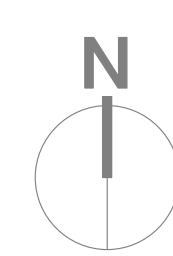
Address Street
City, CA
APN:

Site Plan Option B

Revisions:
PROGRESS SET PRICING ONLY

Drawn: BLA	Checked: EB
Issue Date: 24-Jun-22	Scale: 1/2" = 1'-0"

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L-2.1
SCHEMATIC



Parks, Lanes, and Open Spaces Committee
Regular Meeting, July 14, 2022
Priorities for Consideration of Inclusion in Annual August 30 Report

A new Charter for the Parks, Open Spaces, and Lanes Committee was adopted by the City Council on March 22, 2022. It provides that one of the duties of the POSLC is to “Provide a report to staff and to the Belvedere City Council regarding the status of measures taken to address the priorities ... during the preceding fiscal year.” (APM section 6.2.2(2)) “The Committee shall make its annual report on the status and progress of the City’s measures to protect and improve Belvedere’s Parks, Open Spaces and Lanes not later than August 30 of each year.” (APM section 6.2.3)

In accordance with APM section 6.2.11, the Mayor has authorized a Subcommittee, with Anne-Marie Walker and Jean Bordon as members, for the Annual August 30 Report on the Status of Priorities.

The Subcommittee proposes to include the following as Priorities of the POSLC in the Report:

Park Lane

Lower Hawthorn Stairs/Centennial Park

Playground Bench Toddler Area

Lanes Initiative

Artist View Project

Lane Hand Railing Installation and Repairs and Other Lane Repairs

Maintenance of Trees in Belvedere’s Public Parks

Dead and Dying Trees on Public and Private Land

Vegetation Management

Views

Private Projects on Public Lands

Code Enforcement

To: The Mayor and Members of the City Council, Director of Public Works, and Director of Planning

From: Parks, Lanes and Open Spaces Committee

Date: *(Insert Date)*

Subject: Report on Status of Measures Taken to Address Priorities
Administrative Policy Manual Sections 6.2.2 (2) and 6.2.3

DRAFT #1

A new Charter for the Parks, Open Spaces, and Lanes Committee was adopted by the City Council on March 22, 2022. It provides that one of the duties of the POSLC is to “Provide a report to staff and to the Belvedere City Council regarding the status of measures taken to address the priorities ... during the preceding fiscal year.” (APM section 6.2.2(2)) “The Committee shall make its annual report on the status and progress of the City’s measures to protect and improve Belvedere’s Parks, Open Spaces and Lanes not later than August 30 of each year.” (APM section 6.2.3)

This Report is submitted in accordance with these new provisions.

In accordance with APM section 6.2.11, the Mayor has authorized a Subcommittee, with Anne-Marie Walker and Jean Bordon as members, for the Annual August 30 Report on the Status of Priorities. The Subcommittee proposes to include the following as Priorities of the POSLC for discussion in this Report:

Park Lane

Maintenance of Trees in Belvedere’s Public Parks

Lower Hawthorn Stairs/Centennial Park

Dead and Dying Trees on Public and Private Land

Playground

Vegetation Management

Lanes Initiative

Public Views

Artist View Project

Private Projects on Public Lands

Lane Hand Railing Installation and Repairs and Other Lane Repairs

Code Enforcement

The POSLC has compiled studies and reports, and in collaboration with City Staff, the POSLC has and continues to see progress in all these areas. Where progress has been limited, this has been largely due to inadequate funding, insufficient available staff time, and the absence of a specifically designated Code Officer. It is noted that the City Council has not allocated any funds from the General Fund for Hawthorn Lane Stair Rebuild, Park Lane Stair and Seating Area, Lane Maintenance/Minor Repairs and Lane Design & Engineering. (FY 22/23 Budget, p.47). As indicated in the Discussion below, additional funds may be needed for these and other Priorities.

DISCUSSION

Park Lane Stair Rebuild and Seating Area – POSLC Studies, Surveys, and Plans

The wood stairs are to be replaced, a seating area is to be created on a triangle of land, which the City received in exchange for a portion of City right of way on Golden Gate Ave., and view enhancement and landscaping will also be considered. The need to replace the wood stairs was outlined in a report by the late Jan Anderson in 2015. This, as well the need for other actions at a number of lanes, were addressed by additional reports, including a Report by former member Bryan Kemnitzer in December 2021, and a Report by former Chair Jean Bordon in January 2022. The Director of Public Works and Subcommittee Members met with Garry Rasmussen of Blasen Landscape on site. A topographical survey report by Moe Engineering was completed on February 18, 2022. Five different renderings for the project were prepared by Garry Rasmussen and were considered by the Committee at its March 10, 2022 meeting. The Committee recommended that staff obtain further renderings and details on two of the five proposals.

(It is anticipated that design options and cost estimates will be presented and considered at July 14 meeting. Supplement the Draft based on occurrences at July 14 Meeting.)

The Public Works Director and the Chair of the Committee made requests for additional funds in 2022/2023 budget for this project and these were denied. It is anticipated that additional funds will be needed to complete this project in this fiscal year. (FY 22/23 Budget, Item 9216 Park Lane Stair and Seating Area)

It is noted that no General Fund money is allocated for Park Lane, Hawthorn Lane (Centennial Park), Lane Maintenance/Minor Repairs and Lane Design & Engineering. (FY 22/22 Budget, p.47).

Lower Hawthorn Stairs/Centennial Park – POSCL Studies, Survey, View Restoration, Code Violations

The wood stairs on Lower Hawthorn Lane, sometimes more accurately identified as Middle Hawthorn Lane, are to be replaced. Additional restorative work, including public view recovery and enhancement by trimming or eliminating a 30-foot pittosporum hedge and a dangerous bay tree, amelioration for trees killed and injured by unauthorized private cutting and for the placement of an unauthorized wire fence on the western boundary, as well as landscaping and irrigation will be included in this project. The need to replace these wood stairs was also included in the 2015 Report by Jan Anderson, and the other cited reports. The Director of Public Works and Subcommittee Members met with Garry Rasmussen on site. A topographical survey report by Moe Engineering was completed on June 30, 2021. Department of Public Works staff will be instructed to proceed with steps necessary for trimming and/or removal of the Pittosporum Hedge and the Bay tree. The Planning Department is aware of the unauthorized

fence and unauthorized tree cutting. *(Supplement the Draft for occurrences after July 14 Meeting.)*

The Public Works Director and the Chair of the Committee made requests for additional funds in 2022/2023 budget for this project. In the Budget as approved by the City Council, these increases were not included, and the prior allotment was reduced by \$5000. (Item 9217, Preliminary FY 22/23 Budget, p.31; FY 22/23 Budget, p. 48) It is anticipated that additional funds will be needed to complete this project in this fiscal year.

Playground – Fundraising, Bench Toddler Area, Donor Recognition

The renovation of the Playground is nearing completion. This project could not have been accomplished without the tireless fundraising efforts of former member Bryan Kemnitzer and the enthusiastic support of young parents, including member Mario Valente and the Playground Taskforce.

The original plans for the renovation of the playground, as approved by the City Council and as distributed by fund raisers, included a bench in the new toddler area. For budgetary reasons, the bench was omitted from the contract as approved. The Committee continued to urge the Public Works Department to find funds. Bryan Kemnitzer has continued to raise funds. If funds become available, the bench may be added back into the project. *(Supplement if funds allocated and/or contract is supplemented.)*

The Mayor has approved a subcommittee of new Chair Jena Watson and member Kathy Pearson to organize donor recognition. Former member Bryan Kemnitzer and citizen volunteer Petey Stein are also assisting in these efforts.

Lanes Initiative – Remains a High Priority, Lost Opportunities for Private/Public Cooperation

The Lanes Initiative remains a high priority of the POSLC. It was listed as “High Priority” in a priority list by former Chair Jean Bordon, dated January 18, 2022. As was requested by the Committee, the Public Works Department was able to have this retained as Budget Item 9201 and as an Item in the Five-Year Plan, even though it was anticipated that no funds would be approved. In January 2022, the City Council approved the transfer of a Lanes Initiative Carryover of \$87,000 to the Critical Infrastructure Plan. In the Budget for 2022/2023, the City Council did not approve any funds in any year of the Five-Year Plan. (FY 22/23 Budget, p. 81) The Lanes Initiative is included in a discussion of additional projects for which funding has not been identified in a Staff Report to City Council, Preliminary Budget, May 9, 2022, pp. 9-10.

While the Committee appreciates that the Lane Initiative is still listed in the Five-Year Plan, the absence of any funding for this item results in loss of opportunities to complete lane infrastructures at the same time as private parties are obtaining approval from the Planning

Department to partially construct stairs on public lanes. One example of a missed opportunity is the still ongoing construction on Lower Woodwardia by the Owners of 270 Beach Road. The approved stair construction on Lower Woodwardia will serve the use of home's residence, but will not reach the public lands below the home. The Committee will continue to urge support for funding for the Lanes Initiative.

Artist View Project – Remains a High Priority, Ongoing Vegetation Management, Code Violations, POSLC Not a Party to Ongoing Discussions

The Artist View Project continues to be a high priority of the POSLC. It was listed as “High Priority” in a priority list by former Chair Jean Bordon, dated January 18, 2022. As was requested by the Committee, the Public Works Department was able to have this retained in the Five-Year Plan and to have the amount of \$150,000 specified for FY26/27. The Committee will continue to urge that the Artist View Project be reinstated as a currently funded project in the Budget.

The Committee continues to monitor the Artist View Site for control of vegetation and dead trees. Public Works has recently completed work on the site.

Unauthorized wire fences have been installed on both boundaries of the Artist View site by the adjacent property owners. The POSLC was not notified when an Application for Retroactive Approval of the eastern fence was submitted to the Planning Department and POSLC was not notified when this was submitted to the Planning Commission. The Planning Commission approved the Request, with directions to the Applicant to submit new plans. New plans have been submitted and these have not been referred to the POSLC for recommendations. Neither wire fence has been abated. There are ongoing negotiations between the City and property owners, which include property line issues along the shoreline. The POSLC has not been asked to make any recommendations as to these negotiations. The POSLC would request at a minimum be provided with an opportunity to comment on any structures proposed on the boundaries of Artist View.

Lane Hand Railing Installation and Repairs and Other Lane Repairs – POSLC Reports, Referred for Cost Analysis

The installation and repair of hand railings and the repair of unstable steps for safety and accessibility is a high priority of the Committee. The report of former Chair Jean Bordon, dated January 18, 2022, included the following priority categories for lanes:

HIGH PRIORITY

Park Lane, Hawthorn Lane, Upper Cedar Lane, Lower Woodland Lane, Lower Cedar Lane, Upper McLean Lane, Pagoda Lane, and Corinthian Lane.

MEDIUM PRIORITY

Lower McLean Lane, Transpac Lane, Holly Lane, and Upper Cedar Lane.

The Public Works Department has referred certain lanes to Moe Engineering for cost analysis. A number of the Lanes in this list were identified by the Committee as in need of repairs as long ago as Jan Anderson's 2015 report.

Maintenance of Trees in Belvedere's Public Parks – POSLC Reports, Ongoing Maintenance

In 2018, a subcommittee headed by Member Anne-Marie Walker conducted a survey of every tree in Community Park, Centennial Park, Tom Price Park, Land Company Park, and Belvedere Way Park. The survey divided the trees into three categories on the basis of maintenance needs, and it provided detailed instructions for care and maintenance. The survey was updated in August 2020, and it was re-presented to the Committee in January 2022.

The Committee and its members have made periodic updates to the Director of Public Works on outstanding work which has not been completed. It is the Committee's understanding that the failure to complete these needed tasks is due to insufficient staff time and insufficient funds. The Director of Public Works indicated that the tree budget request for 2022/2023 would be increased to \$85,000. Unfortunately, the budget as passed by the City Council does not contain an increase from the prior amount of \$70,000, which has proven insufficient. (FY 22/23 Budget, Item 5350, p.39)

A cover memorandum, dated May 9, 2022, for the Preliminary Budget for 2022/2023 included the following: "Additional projects for which funding has not yet been identified include: "Urban Tree Maintenance Program (to evaluate all public trees and budget for annual maintenance." (Pages, 9-10) No funds were allocated for this project in the Budget for 2022/2023.

It should be anticipated that the funds allocated for trees in public spaces will be insufficient to cover necessary work.

Dead and Dying Trees on Public and Private Land; Task Force on Trees, Vegetation and Views (TVV); Continuing Work

The removal of dead and dying trees on public and private land is a high priority of the POSLC. Dead and dying trees are more than an eyesore. These are a danger to the community. These present a fire hazard. Diseases can spread from one tree to another. These trees cease to provide the benefit of carbon sequestration.

In June of 2020, the POSLC established a Task Force on Trees, Vegetation and Views (TVV). Under the leadership of member Anne-Marie Walker, a survey was conducted by volunteer residents in August/September of 2020. A full review of the TVV findings was made to the POSLC at its January 2021 meeting. The survey found 37 dead/dying trees on public and private land.

The TVV recommended increased funding for removal of dead trees and highly inflammable invasive plants.

The POSLC and its members have continued to apprise the Director of Public Works of dead and dying trees. Dead and dying trees have been removed from public property as the budget allows. The Fire Marshal has been contacted when needed to assist in obtaining removal from private property.

The acting Director of Public Works has indicated that a recommendation will be made to a summer 2022 intern to conduct a new survey of dead and dying trees on both public and private property, and assist with obtaining removal by the City or requesting the resident to remove the dead or dying tree.

As indicated above, it should be anticipated that the funds allocated for trees in public spaces will be insufficient to cover necessary work.

Vegetation Management -Task Force on Trees, Vegetation and Views (TVV), Ongoing Work

The maintenance of the plantings in all of the City's public spaces, and replacement, when necessary, is a high priority of the POSLC. This includes clearing view obstructions from the City's Lanes. The eradication of invasive species is also a high priority for the POSLC. The Survey conducted by the TVV found 88 occurrences of broom, 21 star thistles, 17 fennel areas, 21 papas grass clumps, 38 blackberry areas, and 27 Acacia trees. In response to a request from the Public Works Director, former Chair Jean Bordon provided a list dated January 18,2022, of priorities for removal view blocking vegetation and invasive species from City Lanes.

Public Works has continued to maintain vegetation, restore views on public lanes and remove invasive species as budget allows.

The TVV recommended that Planning require the removal of all invasive species as a requirement for approval of landscaping plans. Further action is required on this recommendation.

At the POSLC January 2022 meeting, the Director of Public indicated that the level of staffing was not sufficient to keep current with all vegetation management needs. Public Works had been further challenged by a staff vacancy. In June 2022, Roy DeMartini was hired to fill the Maintenance Worker vacancy, which should help, but not necessarily alleviate the staffing challenges.

The Budget as passed by City Council allocates \$46,350 for Annual Vegetation Maintenance.

This is significantly less than the FY22 Estimated Actuals of 64,440 and FY23 Recommended Budget of 66,373. (FY 22/23 Budget, Item 5335, p.39) It should be anticipated that additional funding may be necessary to achieve an acceptable level of vegetation management.

Scenic View Obstructions on Private and Public Lands – POSCL View Report, Minimal Progress on Private Property, Ongoing Work on Public Lands

Preserving and enhancing views from Public Streets and Public Lanes and Parks is a high priority of the POSLC. Preserving and enhancing views is also high priority of the General Plan.

The following are some of the many statements in the General Plan on the importance of views from public spaces: VIVISION STATEMENT “Through the implementation of the General Plan, it is the overall guiding vision of Belvedere to ‘Preserve the special and unique sense of place while allowing changes that would enhance the community.’ ” (Vol. 1, p.1)

The General Plan recognizes that Belvedere’s special and unique sense of place is largely because “..., the City of Belvedere has a physical setting that is unparalleled. Surrounded by water in nearly every direction.” (Vol. 1, p.11) In a survey conducted as part of the General Plan Update, 47% of the respondents agreed that “Preserving residential scenic views” is “Extremely Important” and 36% agreed it is “Very Important”; 51% of the respondents agreed that “preservation of open spaces” is “Extremely Important” and 25% agreed it is “Very Important”. (Vol. 1, pp. 33 and 112)

The General Plan Land Use Policies and Actions support preserving views. “Views from public spaces of the Bay, San Francisco, and the mountains are to be retained wherever possible.” (Policy LU-1-4, p.46) “The Zoning Ordinance includes provisions for the dedication of a view site or easement.” (*Actions* LU-1.4.1, p.46)

“Belvedere’s environmental assets include open water surroundings, magnificent marine views from many public and private vantage points, ... Vistas of the Tiburon hills and of the Sausalito waterfront are important parts of Belvedere’s environmental context.” (Vol.1, p.105) “There are several vantage points in the community where residents and visitors can catch amazing views of Belvedere and the surrounding areas.” (Vol.1, p.111) “From the islands, there are sweeping marine views of the surrounding Bay Area”. (Vol.1, p.136) On “Belvedere Island ... the typical streetscape features scenic views, generous landscape buffers, and open expanses of naturalistic hillside and garden areas.” (Vol. 1., p.136) “The open spaces that do exist in Belvedere are generally highly valued by residents.” (Vol.1, p.105)

As related above, In June of 2020, the POSLC established a Task Force on Trees, Vegetation and Views (TVV). Under the leadership of member Anne-Marie Walker, a survey was conducted by volunteer residents in August/September of 2020. A full report of the TVV findings was made to POSLC at its January 2021 meeting.

At the POSLC meeting on May 13, 2021, the Trees, Vegetation and Views Taskforce (TVV) sought to involve POSLC members and Belvedere residents in direct action to restore views. In

June 2021, POSLC members Kathy Pearson and Jean Bordon, and citizen volunteer Sandy Donnell revisited sites which had been identified in the 2020 survey as having obstructed views. On June 16, 2021, Kathy Pearson and Jean Bordon met with Irene Borba, Director of Planning, and Robert Zadnik, Director of Public Works, to discuss view obstructions. Irene Borba requested a report with photographs and measurements of view obstructing vegetation. In August 2021, a report by Kathy Pearson and Jean Bordon on Scenic View Obstructions was submitted to Irene Borba and Robert Zadnik.

Public Works has been continually working on eliminating view obstructions on public lanes. Public Works is also proceeding with the necessary steps to eliminate the significant view obstructions in Centennial Park, which are posed by a 30-foot pittosporum hedge and a dangerous Bay tree, growing in the Park.

Progress on reducing or eliminating view obstructions on private property has been slow due to lack of resources and a possible misreading of Belvedere Codes.

Views from Centennial Park are also blocked by redwood trees growing on private property. The Public Works Director has referred this to the City Attorney, but the matter is on hold pending a determination on hiring a Code Enforcement Officer.

The Planning Department did verify that there are six lots on Westshore which are subject to view easements, as prescribed by the subdivision approval. At the present, there is only one lot which can be said to be in compliance, and that is 37 Westshore Road, where there is a low fence, which is approximately 3.5 feet high. There is another lot where there is at least some compliance, and that is 81 Westshore Road, where construction has now been completed and a narrow view easement currently exists. At the remaining view easements, vegetation continues to grow, and other obstructions remain.

On Belvedere Island, the Code requirement that hedges fronting the road be maintained at 6 feet is only enforced at one residence. This is at the request of a citizen.

The lack of enforcement appears to be largely due to a lack of resources in the Planning Department and the absence of a specifically dedicated Code Enforcement Officer for the City. The default Code Officer appears to be the City Manager, who has a myriad of other duties. Remedying this situation by establishing a dedicated Code Enforcement Officer is another High Priority of the POSCL.

There also appears to be a belief by some officials that the 6-foot limit does not apply to hedges which were growing at the time the Code sections were adopted. The most directly applicable Code sections are: 8.28.020(C), 8.28.090 (A), and 19.48.190. These do not contain an express direction that that the 6-foot limit does not apply to hedges which were growing at the time the Sections were adopted. The POSCL would suggest that an opinion of the City Attorney be obtained on this matter.

Control of Private Projects on Public Lands – New Charters for POSLC and Planning Commission Will Facilitate Future Collaboration

The mission of the POSLC is "... to protect Belvedere's Parks, Open Spaces and Lanes and to develop Belvedere's Parks, Open Spaces, and Lanes in a manner consistent with Belvedere's General Plan and the best interests of the citizens of Belvedere." (APM section 6.2.1) It is a Policy of the General Plan to "Continue to control private use of public property." (General Plan, Policy REC 2.5) It is also a Policy of the General Plan that "The City shall not sell or release its interest in any lane." (General Plan, Policy REC-1.1)

The POSCL ability to fulfill this High Priority obligation had been severely hampered by the absence of any procedure by which the POSCL would be informed of an Application for a private project on or adjacent to public lands. The POSCL would often not learn of such projects until after approval had been recommended by staff and/or granted by the Planning Commission.

For example, it only came to the attention of then Chair Jean Bordon that an Application for a Retroactive Approval of an unauthorized wire fence on the boundary of Artist View was to be heard by the Planning Commission when by chance she saw the Agenda on the City Website right before the hearing.

This has now been remedied by the adoption by the City Council of new procedures in the new Charters for the POSLC and the Planning Commission. (APM Sections 6.2 and 6.3) Under these new procedures, staff shall notify the Chair of POSLC of any Application affecting Public Lands not less than two weeks prior to the time of the Planning Commission hearing. Other procedures provide for a conference with the Chair of the Planning Commission and an opportunity for the Chair of the POSLC to submit recommendations to the full Planning Commission.

Code Enforcement – Violations regarding Public Lands, and Violations regarding Public Views Over Private Lands Unresolved, Code Enforcement Officer Recommended.

There have been a number of Code Violations affecting public lands and views from public lands. Trees in Centennial Park were cut by the gardeners of a neighboring property on the south side, and this caused a mature Japanese Maple to die and severely impaired the appearance of a Holly Tree. An unauthorized wire fence was placed on the border of Centennial Park by the neighbor on the north. Unauthorized wire fences were placed on both sides of Artist View by the adjoining neighbors. As discussed above, some negotiations are ongoing regarding the fences at Artis View and Planning Department is aware of the violations at Centennial Park. Most view easements on Westshore Road are not enforced. The code hedge height requirement on Belvedere Island is only enforced at one residence. City staff is aware of all these violations.

POSLC has had discussions with Public Works regarding hiring a half-time or full-time Code Enforcement Officer. Public Works has been receptive to this idea. POSLC recommends hiring a Code Enforcement Officer.

POSLC Subcommittee August 30 Report

Anne-Marie Walker

Jean Bordon