

**REGULAR MEETING
PARKS, OPEN SPACES, AND LANES COMMITTEE
THURSDAY, OCTOBER 20, 2022, 4:00 PM
REMOTE WEBINAR VIA ZOOM**

Agenda

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: Oct 20, 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/87582878309>

Webinar ID: 875 8287 8309

**888 788 0099 (Toll Free) or 833 548 0276 (Toll Free) or 833 548 0282
(Toll Free) or 877 853 5247 (Toll Free)**

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, OCTOBER 20, 2022, 4:00 PM
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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 March 10, 2022, Regular Meeting
2. Approve Minutes of July 14, 2022, Regular Meeting.
3. Comments from the Chair, Jena Watson.
4. Report from City Manager, Robert Zadnik, and Public Works Director, Antony Boyd.

Old Business:

5. Review of Playground Remodel Project and possible action on the following topics:
 - Construction is completed on the Playground - “Ribbon Cutting Ceremony” held at the Playground on October 15th.
 - Bench in tots area included in renovated playground.
 - Permanent Donor Recognition Element in Community Park.
6. Discussion and Possible Action regarding 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.
 - ***Correspondence updated 10/20/2022 @ 1:58 PM - Klaus Johannsmeier***

New Business:

7. Discussion and possible action regarding the soliciting of applications to fill a vacant seat on the Committee.
8. Report from staff on composting requirement related to SB 1383. Discussion and Possible action regarding policy/program development.
9. Discussion and possible action regarding a Belvedere/Tiburon joint bayside launching area for kayaks and paddle boards.

Future Items:

10. Matters or topics to be considered for future discussion.

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 related 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 updates 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, demolitions, 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

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

MINUTES

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

COMMITTEE ABSENT: Vice Chair Watson and Committee Member Mario Valente

OTHERS PRESENT: Acting Public Works Director and City Manager Robert Zadnik, 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 4:02 PM. Chair Bordon read the COVID-19 disclaimer and special instructions for Zoom webinars.

ROLL CALL

City Manager Zadnik took roll call.

OPEN FORUM

No speakers in the open forum.

SCHEDULED ITEMS

1. Approve Minutes of March 10, 2022, Regular Meeting and Minutes of June 8, 2022, Special Meeting.

March 10, 2022, approval of the minutes continued as Committee Member Walker was absent at the meeting and it was determined she is not eligible to vote on their approval.

MOTION: Committee Member Walker made a motion to approve the June 8, 2022, Special Meeting minutes, Committee Member Pearson seconded, and City Manager Zadnik took roll call.

AYES: Pearson, Bordon, Walker

NOES: None

ABSENT: Watson, Valente

ABSTAIN: None

No further comment.

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

Chair Bordon commented that an application for a project on public lands was not brought in front of the committee. The item was first heard in June in the Planning Commission meeting and then was scheduled for further review at the next Planning Commission meeting. The project is at 310 Beach Road and part of the project is the construction of a stairway that is almost all on city property. Committee Members Walker and Bordon attended the next Planning Commission meeting when the project was to be heard and had some questions about the stairs and the public's ability to pass them on the beach during low tide.

Chair Bordon said it was unfortunate that this was not presented in front of the committee sooner, and that she would follow up on this item. She also noted that the City Council would be following up at their next meeting on the interface between the Planning Commission and this Committee on the applications that affect public lands. The provisions include that this Committee would be presented with plans that affect public land at least two weeks before they are presented at the Planning Commission meeting for review and a possible special meeting.

Chair Bordon called for comments from the Committee. Committee Member Walker asked if there were any other railings in the area that would show standard practice of railings in the area. Chair Bordon reviewed what was once there and said the new project is probably a replacement of deteriorated structures. Chair Bordon showed a rendering of the proposed stairs from the June 27, 2022, page 11 of the plans at 310 Beach Road. There was discussion of the design and materials.

Public Comment was called for, there was none.

3. Report from Robert Zadnik, Acting Public Works Director and City Manager.

Acting Public Works Director and City Manager Zadnik stated he had a few updates, first with regards to new public works employee, Roy DeMartini. Zadnik gave a review of Roy's qualifications and welcomed him to the team. He then spoke on the recruitment of the new Public Works Director and mentioned that the City is holding a second interview with a top candidate today; they are hoping to have the new person starting mid-August.

Zadnik then spoke on the condition of the grass at Tom Price Park. The City has been having problems with the well and he stated that it needed to be cleaned and that the contract has been signed to do so. He is hoping to have the work scheduled this week and get the grass back in good condition. He then informed the Committee that the City had received the Public Records Act request from Bill Rothman regarding testing of the playground materials and that they would be responding to him this week. The City will also be posting the summary of the playground lab results on the website so the public can have access to the same information.

Chair Bordon asked of the status of removing of the utility poles at the Golden Gate Lane project and the opening ceremony. She added that she thought the ceremony for Golden Gate Lane should be before the playgrounds as the money was donated before the playground project money. Zadnik said the Golden Gate Lane project was almost complete, including removing the poles, except for some undergrounding work. He gave an update on contractors working on the project and remaining items to be completed. There is also a small planting plan that he will be sharing with the Committee and may be forming a subcommittee to receive feedback.

Public Comment was called for and there was none.

OLD BUSINESS

4. Election of Chair and Vice Chair (item continued from the Special Meeting on June 8, 2022).

Chair Bordon stated that Vice Chair Watson agreed to be Chair and Chair Bordon asked who she would like to be Vice Chair. Vice Chair Watson said she would like Member Pearson to be nominated as Vice Chair.

MOTION: Committee Member Walker motioned to nominate Committee Member Watson as Chair and Committee Member Pearson as Vice Chair of the Parks, Open Spaces and Lanes Committee. Chair Bordon seconded the motion, Acting Public Works Director and City Manager Zadnik took roll call. The motion passed unanimously.

AYES: Pearson, Bordon, Walker

NOES: None

ABSENT: Watson, Valente

ABSTAIN: None

Committee Member Bordon than passed the gavel to Vice Chair Pearson in Chair Watson’s absence.

5. Confirmation of the following ad hoc Subcommittees, which have been approved by the Mayor, Sally Wilkinson:

Vice Chair Pearson read over the list.

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)

No motion was needed.

6. Playground Donor Recognition: Discussion and Possible Action regarding a “Ribbon Cutting Ceremony” and a Permanent Donor Recognition Element in Community Park.

Vice Chair Pearson invited Bryan Kemnitzer from the public to speak on this item. He referenced a memo that he had provided to Committee Members, and he updated the Committee on the progress of ideas for placement of the recognition plaque. Bryan also said he wanted to send out letters to donors to find out how they would like their names formatted and asked if these could be printed with the City letterhead. City Manager Zadnik felt that the City could help facilitate that request. He then called on Petey Stein for public comment. Petey gave Bryan kudos for the job he has done with this project and gave her thoughts on the mailing process. Several participants said that they would like this letter to be sent out soon.

Vice Chair Pearson called for Committee comment. Acting Public Works Director and City Manager

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.

MEETING ADJOURNED AT 5:30 PM.

DRAFT