

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

**AMENDED MINUTES**

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**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](http://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, 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 once again, 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 said that the City was currently recruiting and is having 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. Next was 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 with the information. The City will also be posting the summary of the 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 maybe forming a subcommittee to receive feedback. Chair Bordon asked Zadnik to connect with Committee Member Walker to assist in plant selection.

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 Walker and Jean Bordon

Centennial Park – Jena Walker and Anne-Marie Walker

Playground Donor Recognition – Kathy Pearson 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 Peyton Stein for public comment. She 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. Bryan and Peyton are working on putting together the list.

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

Zadnik brought up the ribbon cutting and said that the finer details need to be worked out and gave a list of items that need to be completed on the playground for completion. There was a short discussion about the bench. Acting Public Works Director and City Manager Zadnik said that would be discussed later.

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.

Acting Public Works Director and City Manager Zadnik reported on this item. He stated that in the packet there were three plan sheets that were developed by Blasen Landscape Architecture. He reviewed those plans and different options along with City budget line items. He then called for comment. Committee Member Walker spoke. She recalled at a previous meeting the Committee preferred the plan with the curved approach and asked of the cost difference on the different plans. She also commented that she feels that this Committee is becoming a fund-raising committee and she asked Acting Public Works Director and City Manager Zadnik to comment on that. He shared his thoughts. Committee Member Bordon also gave her preference of the curved approach. Zadnik spoke on next steps for the project to include developing project estimates for the preferred curved staircase option.

Public comment was called for, there was none, and no action was taken.

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)

Committee Chair Bordon introduced this item. Committee Members Bordon and Walker are on this subcommittee and Chair Bordon reviewed their findings. The Lagoon Road planting project was not included but it is completed. Chair Bordon asked if that project was City or publicly funded. Acting Public Works Director and City Manager Zadnik stated that it was mostly publicly funded by efforts by Bryan Kemnitzer. Committee Member Bordon reviewed the report in further detail. Chair Walker asked Zadnik if the report could go to Council as is, and whether it should be a staff item or a presentation item. It was decided it would be an agenda item with a short presentation. Council Liaison Campbell suggested a reporting standard to Council. It was decided that a final draft of the report would be submitted to Acting Public Works Director and City Manager Zadnik by August 15, 2022.

There was no public comment.

The Committee asked Acting Public Works Director and City Manager Zadnik to research funding the bench that was omitted from the plans due to budgetary concerns, as it is an item on the priority report. Committee Member Walker brought up that she had spoken to Zadnik earlier and he mentioned that two additional donations had come into the City and may cover the bench cost. Both donations were earmarked for other projects or the General Fund. It will be a Council item for allocation of these funds. He mentioned the project is under budget at this point and to wait until 70% - 80% completion of the project to see if funds are available to fund the bench or to ask Council to allocate the donations funds to it. Discussion followed regarding at what point should the bench be installed. The Committee requested that Chris Barry, Public Works Associate Engineer, be asked as to when the bench should be considered for installation. Acting Public Works Director and City Manager Zadnik said he would work with Chris Barry on this item to match the original plan that included the bench.

The subcommittee was tasked with follow up on this matter.

**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.**

**THE FOREGOING AMENDED MINUTES** were approved at a regular meeting of the Parks, Open Spaces and Lanes Committee meeting October 20, 2022, by the following vote:

**AYES:** Pearson, Bordon, Watson

**NOES:** None

**ABSENT:** None

**ABSTAIN:** Walker