



STAFF REPORT

Resolution Adopting Protocols for Planning Commission Review of Parks and Landscape Projects

Honorable Mayor and Council Members:

Summary

Pursuant to City Council direction staff has developed a recommendation for Council's consideration regarding Protocols for the Planning Commission's Review of Parks and Landscape Projects.

Background and Discussion

On November 9, 2004 Council discussed and provided direction to staff to develop a policy or protocols regarding the Planning Commission review of the design of certain park and landscape improvement projects.

The current process involves a review and recommendation by the Parks & Recreation Commission prior to approval by the City Council.

The intent of the draft protocols is to provide for an additional level of review of projects prior to City Council approval.

The draft protocols define what projects are subject to Planning Commission review, the process to be followed and the Planning Commission's role in the process. The Planning Commission's role is to act in an advisory capacity. Any comments will be advisory and not considered as formal conditions of approval.

Fiscal Impact

The fiscal impact related to the adoption of these protocols falls into two areas;

- 1) Additional staff time to prepare and present projects to the Planning Commission, and
- 2) Additional consultant costs may be incurred to attend Planning Commission meetings, or refine the plans

Any non-staff related costs would be charged against the project.

Recommendation

It is recommended that Council approve the attached Resolution adopting protocols for Planning Commission review of parks and landscape projects.

Alternatives

1. Take no action. The protocols would not be adopted.
2. Refer back to staff for more information.

Public Contact

This matter was placed on the agenda and posted as required by the California Government Code.

Attachments

1. Resolution
2. Draft Protocols

Respectfully submitted,

Karl Mittelstadt
Director of Parks & Recreation

Craig Ewing
Director of Community
Development

Daniel Rich
Interim City Manager

RESOLUTION NO. 7D

**CITY OF BELMONT
SAN MATEO COUNTY, CALIFORNIA**

**RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF BELMONT ADOPTING PROTOCOLS FOR
PLANNING COMMISSION REVIEW OF
PARKS AND LANDSCAPE PROJECTS**

WHEREAS, the City Council does review and approve parks and landscape projects; and,

WHEREAS, the City Council desires to have an additional level of review for parks and landscape projects; and

WHEREAS, the protocols for Planning Commission Review of parks and landscape projects authorizes the Planning Commission to review certain parks landscape projects.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the City Council of the City of Belmont that the protocols for Planning Commission review of parks and landscape projects are hereby approved.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a regular meeting thereof held on December 28, 2004, by the following vote:

AYES, COUNCILMEMBER(S): _____

NOES, COUNCILMEMBER(S): _____

ABSTAIN, COUNCILMEMBER(S): _____

ABSENT, COUNCILMEMBER(S): _____

CITY CLERK of the City of Belmont

APPROVED:

MAYOR of the City of Belmont

DRAFT

PROTOCOLS FOR PLANNING COMMISSION REVIEW OF PARKS AND LANDSCAPE PROJECTS

1. The Belmont Planning Commission will review park and public landscape improvement projects prior to final action by the City Council.
2. Projects subject to Planning Commission review will include:
 - A. New parks or substantial remodel (overhaul) of existing parks.
 - B. New sidewalk or median landscaping, or substantial redesign (overhaul).
 - C. New or remodeled street furnishings, such as benches, signs, lighting, decorative elements.
 - D. The following are not included:
 - i. Play equipment
 - ii. Minor revisions to furniture, landscaping, lighting
 - iii. Replacement, maintenance or repairs.
3. Planning Commission review will be conducted within the review procedure of the Parks & Recreation Commission, or other review authority, as follows:
 - A. Project initiated by Council, staff, volunteers
 - B. Project design reviewed by Parks and Recreation Commission or other review authority.
 - C. Project reviewed by Planning Commission.
 - D. Project returned to Parks & Recreation Commission / other authority with Planning Commission comments, if necessary.
 - E. Project forwarded (with Planning Commission comments) for Council review and approval.
4. The Planning Commission's role is to advise the review authority, including the City Council, with the following conditions:
 - A. Planning Commission comments shall be advisory and not "conditions of approval".
 - B. No additional studies nor additional or alternative plans may be required.
 - C. No expenses for third party review may be incurred.
 - D. No noticed public hearings shall be conducted.