



**PARKS AND RECREATION COMMISSION
Minutes of Regular Meeting of January 9, 2019
City Council Chambers, One Twin Pines Lane, Belmont, CA**

CALL TO ORDER: 7:02 AM.

ROLL CALL

Commissioners Present: Block, Bortoli, Cotten, Foehr, Fox, Hosmer Raddavero, Mittelstadt, Michaels

Staff Present: Parks and Recreation Director Shearer, Acting Administrative Assistant Gonzalez

PLEDGE OF ALLEGIANCE

Led by Chair Mittelstadt

COMMUNITY FORUM (Public Comments)

Commissioner Raddavero announced the City of Belmont is accepting applications for the Parks and Recreation Commission.

Commissioner Bortoli announced the Senior and Community Center was closed during holiday furlough and annual maintenance.

COMMISSIONER ANNOUNCEMENTS / AGENDA AMENDMENTS

CONSENT CALENDAR

December 5, 2018 Draft Minutes

ACTION: On a motion by Commissioner Foehr seconded by Commissioner Fox the minutes were unanimously approved.

ITEMS OF BUSINESS

Belmont Creek Flood Control Project Update

Director Shearer introduced Darren Choi and Colin Marciano who presented the Belmont Creek Flood Control Update. Project Manager, Erika Powell stated the creek project is beneficial to the community and has been updated with the feedback previously received from the Parks and Recreation Commission and the Community. Choi provided a presentation of the project recap, examples, alternatives and the future steps. Choi stated the City of Belmont, City of San Carlos and County of San Mateo had come to an understanding that to implement conveyance improvements. Choi presented examples of the flood resiliency measures to be considered: erosion control, debris removal, surface detention basins, underground detention basins, culverts, flood walls, and green infrastructure. Choi shared an overview of the project alternatives:

- Bypass culverts underneath Harbor Boulevard
- Installing detention basins at various stakeholder project sites
- Detention basins and culverts at Industrial and a new flood wall on the other side of the Belmont Creek

- Constructing all the of the project alternatives

Commissioners shared questions and comments:

- In response to Commissioner Block, Choi stated the project alternatives are downhill from Water Dog Lake to capture as much watershed as possible.
- In response to Commissioner Bortoli, Choi stated underground detention basins can be constructed and installed in 1 to 2 months.
- In response to Commissioner Bortoli, Choi stated Harbor Boulevard would need to be partially closed during construction.
- In response to Commissioner Michaels, Choi stated the Sports Complex would not require any flood resiliency measures.
- In response to Commissioner Michaels, Public Works Director Oskoui stated new development must have storm water requirements. He commented that Public Works conducts rain barrel events and workshops throughout the year.
- In response to Commissioner Foehr, Choi stated underground detention basins size can vary per site.
- In response to Commissioner Foehr, Choi stated the flood resiliency measures can be grant funded.

Twin Pines Master Plan Concept Design Presentation and Study Session

Director Shearer shared a brief history of Gates and Associates past events and design process. Shearer welcomed Linda Gates of Gates and Associates to present the revised Twin Pines Master Plan. Commissioner Foehr shared the goals and vision of the Twin Pines Park: enhancing visitors experience, create cohesive civic and park campus, creating a relationship between the park and downtown, providing a range of activities and experiences, protecting the natural resources, enhancing park space with a safe and welcoming environment and addressing the sustainability. Gates presented the modifications that were incorporated into the revised conceptual plan design.

Gates presented the incorporated base plan:

- The arrival and parking plan from Ralston Avenue, the transparent fence would only be extended to the parking lot, the parking spaces will be diagonal near the drop-off area, bike path and auto circulation will be separated, Manor House Plaza will be expanded, additional ADA parking will be added, and the shuttle surface will be retained.
- At the “Town Square” plan the Parks and Recreation Office will be relocated to City Hall although the building will be repurposed.
- At the “Active Creek Corridor” gates will be installed on Cottage lane for the shuttle, caters and maintenance vehicles.
- The “Events Meadow” will include a connection from the Meadow to the creek trail and an improved path from the Meadow area to the Senior and Community Center.
- At the “Family Grove”, the teen space area will be reduced and relocated to keep the green infrastructure and scenic feel.
- At the “Adventure Retreat” the shade structure would be shifted towards the Silverado Memory Care facility and restroom would be relocated to cater to trail, park and picnic area users.

Gates presented lighting starting from the north of Ralston Avenue to the parking lot of the park and have wayfinding signage throughout the park. Gates commented that adding green infrastructure to match the scenery of Twin Pines will enhance cohesiveness. Gates showed the phase priority of the

master plan, suggesting: “Teen Space” and “Family Grove” as first improvements, followed by enhancing the entry area, converting Cottage Lane and lastly implementing the creekside bridge and trails.

Commissioners asked questions and commented about the changes:

- In response to Commissioner Hosmer, Gates stated the Retreat Area has no lighting due to the park hour closure.
- In response to Commissioner Hosmer, Gates stated that grant funding was not included for the phasing schedule.
- Commissioners Fox and Foehr suggested to remove the Parks and Recreation Office Building.
- In response to Commissioner Fox, Gates stated the property owner can be contacted to possibly formalize an access from 6th Avenue to the creek.
- Commissioner Foehr suggested having signage for pedestrians and cyclists.
- In response to Commissioner Foehr, Shearer stated a consultant has been engaged for wayfinding throughout the City and will consider the Twin Pines Master Plan to unify the final plan.
- Commissioner Michaels suggested having a location for food and rest area in the meadow.
- Commissioner Michaels suggested to map out distances on the loop trail.
- Commissioner Michaels suggested when the flood creek control work begins to start the creek trail phase.
- Commissioner Cotten inquired the total of trees that will be removed in the Twin Pines Master Plan.
- Commissioners Cotten, Bortoli, Mittelstadt and Hosmer suggested in keeping the Parks and Recreation Office Building.
- In response to Commissioner Bortoli, Gates stated the Belmont Park Boosters will be involved in refining the design of the concession building at the Events Meadow.
- Commissioner Block suggested a new bike path route at the roundabout to provide safer entrance into traffic.
- Commissioner Mittelstadt suggested replanting trees as need to allow more sunlight in the Adventure Retreat area.
- Commissioner Mittelstadt suggested having light features on Cottage Lane and the Cottage patio.
- Commissioner Mittelstadt suggested to maintain landscaping between Ralston Avenue and Twin Pine Park as trees age.

ACTION: On Motion by Commissioner Foehr, second by Michaels, the revised Twin Pines Master Plan Concept Design be moved to City Council with minor edits.

Parks and Recreation Commission Priorities

Director Shearer presented the ranked priorities of the submission from the Parks and Recreation Commission. Shearer shared the City Council will be holding a priority setting on February 5th and would like to recommend motion to present the priorities to City Council.

Commissioners shared questions and comments about the priorities:

- Commissioner Michaels suggested to include calendar quarters in the chart.
- Commissioner Mittelstadt recommended moving McDougal field improvement into another year.

- Shearer commented that the Volunteer Coordinator activities can be explored by staff volunteer to offer opportunity through the activities they oversee.
- Commissioners Block and Foehr suggested to rename the Volunteer Coordinator item to Volunteer Coordination Plan.
- Commissioner Block suggested to have a Volunteer Coordination Plan as an agenda item.
- Commissioners Mittelstadt and Foehr suggested to rename the Twin Pines Master Plan Phase 1.

ACTION: On Motion by Commissioner Foehr, second by Cotten the approved ranked priorities to present to City Council with comments made.

OTHER BUSINESS / UPDATES

Director Shearer shared department updates:

- Santa Firehouse and Toy Drive was successful and memorable.
- The new City website has been publicized.
- Holiday Poetry & Caroling event was enjoyable.
- An Eagle Scout project was installed at Water Dog Lake.
- Camp SOAR registration has opened.
- The City of Belmont is recruiting commissioners for the Parks and Recreation Commission.
- New memorial benches were installed at Belameda and Mcdougal Park.
- A new banner was installed at Barrett Community Center.
- Upcoming events and activities: Poetry reading, Parents Night Out and Father Daughter Sweetheart Dance.
- Karen Clark, the Administrative Assistant, gave birth to a daughter on December 17th.

Shearer provided samples of turf and cork that will be installed at the Sports Complex. Shearer announced the Parks and Recreation Department will be meeting with the sports leagues; additional funding got approved for O'Donnell Park, Group 4 Architects was chosen for Barrett Community Center conceptual design, fields are closed at Barrett Community Center for dog off-leash. Shearer informed the Parks and Recreation Commission on March 6th meeting YAC (Youth Advisory Committee), and V.O.I.C.E.S (Volunteer Outreach Involvement Community Event Services) will be providing dinner at 6:30 pm in the EOC room.

ADJOURNMENT: 10:40 PM.

Brigitte Shearer
Parks and Recreation Director