



**PARKS AND RECREATION COMMISSION
Minutes of Regular Meeting of July 24, 2019
City Council Chambers, One Twin Pines Lane, Belmont, CA**

CALL TO ORDER: 7:00 PM.

ROLL CALL

Commissioners Present: Cotten, Foehr, Fox, Lyford, Michaels, Mittelstadt

Commissioners Absent: Block

Youth Commissioners Absent: Dai, Sanders

Staff Present: Parks and Recreation Director Shearer, Office Assistant II Gonzalez

PLEDGE OF ALLEGIANCE

Led by Chair Michaels

COMMISSIONER ANNOUNCEMENTS / AGENDA AMENDMENTS

Commissioner Cotten shared Senior Advisory Committee updates: they had an excellent visit with Congresswoman Jackie Speier, the Healthy Living Guide comes out August 1, National Night Out is August 6, and commissioners were encouraged to attend the September 15 Battle of the Badges.

Commissioner Mittelstadt reminded commissioners of the last 2019 Park Booster's summer concert.

CONSENT CALENDAR

June 5, 2019 Draft Minutes

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

ITEMS OF BUSINESS

Update on Wildfire Preparedness

Fire Marshall Robert Marshall of San Mateo Consolidated Fire (SMCF) presented the agency's three-step approach to making a more resilient and fire-safe community. Step one was a study and grant application, step two was education and a vegetation management ordinance, and step three was enforcement and evaluation. The study to identify hazards should conclude shortly and will have implications for the City, especially at Hidden Canyon Park and Water Dog Lake. SMCF will find out if they qualify for a FEMA Hazardous Mitigation Grant within a couple of months to help fund education and enforcement.

Commissioners shared questions and comments.

- In response to Commissioner Lyford, Fire Marshall Marshall said there will be an interactive website where the public can enter an address to identify hazards.

- In response to Commissioner Mittelstadt, Fire Marshall Marshall said he is optimistic about receiving grant funds and SMCF can help the City apply for other grants to fund its own mitigation measures.
- In response to Commissioner Fox, Fire Marshall Marshall said SMCF employs educators and could potentially hire more with the grant.
- In response to Commissioner Fox, Fire Marshall Marshall said SMCF would examine any overlap of new ordinances with existing regulations.
- In response to Commissioner Foehr, Fire Marshall Marshall said there are backup funding plans, but the grant would expedite efforts. Volunteers will be welcomed after the study.
- In response to Commissioner Cotten, Fire Marshall Marshall said the grant lasts about three years and may be accompanied by other grants. SMCF does not currently offer funds or rebates to residents, but they are looking at ways to mitigate risks on a community level.
- In response to Commissioner Michaels, Fire Marshall Marshall said SMCF has been in contact with San Francisco Public Utilities Commission and Redwood City Fire; Central County Fire and San Bruno are also participating in the study.
- In response to Commissioner Michaels, Fire Marshall Marshall said residents may request audits, which are dependent on SMCF staffing and may require help from Code Enforcement.
- In response to Commissioner Michaels, Fire Marshall Marshall said SMCF receives requests from a variety of sources including City Code Enforcement and the City Manager's Office. In the future, they will engage the public proactively through outreach campaigns. Commissioner Michaels suggested utilizing the MyBelmont app.
- In response to Commissioner Michaels, Fire Marshall Marshall said SMCF has worked with PG&E and has access to their GIS and pipeline maps.

Fire Marshall Marshall announced that once study is released, he will give a presentation to the Parks and Recreation Commission and City Council. Director Shearer said staff have been working with Cal Fire on clearing and fuel reduction projects and will continue that work in the fall. City staff are also meeting with SMCF to walk Water Dog Lake and discuss fire mitigation measures.

Information on Green Infrastructure Plan

Anwar Mirza, Associate Engineer for Belmont Public Works Department, presented on the City's proposed Green Infrastructure (GI) Plan, giving an overview of what it is, its benefits and requirements, and what measures the City is taking to implement it. Implications for Parks and Recreation include implementing Belmont Creek Watershed improvements in the Twin Pines Park Master Plan and integrating GI elements into the Belmont Community Center redesign and Parks and Open Space Master Plan. The City's GI Plan will be recommended to City Council and submitted to the California Regional Board by September 30, 2019 before implementation.

Commissioners shared questions and comments.

- In response to Commissioner Cotten, Mirza said to move "from gray to green" the City is working with the County to perform downstream testing to identify contaminants and determine how best to address them.
- In response to Commissioner Cotten, Mirza stated public GI projects are submitted to the Regional Board for approval; private developments are directed to County GI requirements.

- In response to Commissioner Foehr, Mirza said the GI Plan includes County and City-led public education programs as well as staff training. City staff already inspect private businesses for compliance and disseminate information through flyers at schools and the library, as well as the City website. Foehr suggested using social media and posting educational signage at Twin Pines Park.
- Commissioner Fox recommended hosting GI volunteer projects and Commissioner Foehr suggested offering workshops or providing a list of ideas for private property owners.
- In response to Commissioner Fox, Mirza said GI requirements currently focus on larger developments, not single-family dwellings.
- Commissioner Mittelstadt inquired about the ownership and maintenance of the bioswale at Ralston Avenue and South Road.
- In response to Commissioner Dai, whose questions were presented by Director Shearer, Mirza said developments underway are already incorporating GI elements. In addition, the Twin Pines Master Plan could present opportunities for a rain garden and information signage. Once the GI Plan is confirmed, Mirza can make recommendations for other City parkland.
- In response to Commissioner Michaels, Mirza said there are not incentives for private property owners completing retroactive GI projects, however these standards would apply to newly permitted projects. The City will also work with schools and Caltrain to transform some spaces such as parking lots. There are not currently any certifications or plaques for businesses adhering to these standards.
- Commissioner Michaels suggested outreach to materials providers such as Home Depot to train their management to make GI-friendly recommendations.
- In addition to the locations Mirza recommended, Commissioner Michaels suggested Parks and Recreation incorporate GI elements at Davey Glen and Twin Pines Park.
- In response to Commissioner Mittelstadt, Director Shearer said GI elements were not incorporated into the Sports Complex Synthetic Turf or O'Donnell Playground Renovation Projects since neither included additional surfacing. Mittelstadt suggested incorporating GI into the checklist for future projects. Commissioner Foehr recommended integrating green landscaping near park storm drains and Commissioner Fox suggested installing water retention elements uphill.

Fiscal Year 2020 Parks and Recreation Department Budget

Director Shearer said the City's budget is in good condition with lots of Capital Improvement Projects, though the Finance Director does anticipate a slow down within the next five years. Shearer said the commission's priorities were reflected in the budget. Ongoing projects included the Sports Complex Synthetic Turf Project; the Belmont Community Center design; and a Parks, Recreation, and Open Space Master Plan. Additional funding was set aside to begin Phase One of the Twin Pines Master Plan, tennis court resurfacing at Hallmark and Alexander Parks (though she hopes Prop 68 will assist with these costs), and new open space trail signage.

Commissioners shared questions and comments.

- In response to Commissioner Fox, Director Shearer said Gates + Associates provided some feedback on improving the aesthetics and function of wider sidewalks being built along the Ralston Avenue corridor; in keeping with the Belmont Village Specific Plan, which will give

Belmont a more uniform look. Fox recommended integrating this look into trails and up the hill/away from downtown.

- Director Shearer agreed with Commissioner Michael's recommendation to ensure Phase One of the Twin Pines Master Plan included some more visible projects, including the median at the entrance to the City Hall complex.
- In response to Commissioner Dai's emailed questions, Director Shearer said the City is working to finance the Synthetic Turf Project, though the debt service costs are currently unknown. Prop 68, competitive grants, and future budgets could also help fund other projects. Priorities will be defined with the development of a Parks and Open Space Master Plan.

Senior Advisory Committee Selection Committee

Director Shearer asked for three commissioners to conduct a one-time panel interview of three Senior Advisory Committee applicants. Commissioners Cotten, Fox, and Foehr volunteered.

Commission Calendar

Director Shearer reviewed the September agenda and will add a Sports Complex Synthetic Turf Project update. She mentioned an Upcoming Dates section was added to the end of the calendar and Commissioner Fox asked if one-time agenda items could be differentiated using italics, etc.

OTHER BUSINESS / UPDATES

Department Report

Director Shearer reviewed the Monthly Updates: a Girl Scout built a new lending library at Semeria Park; NOVARTIS completed a volunteer project fixing up the entrance to Belmont on the Alameda; there will be a celebration of the O'Donnell Park Playground Project's completion on August 17; fall activity registration opens August 1; June was Community Service Month at the Community Learning Center; the City held a flag raising ceremony for Pride Month; community outreach continues for the Belmont Community Center; there are a few more weeks of Camp SOAR and swimming; the new Swimmer Aide program has been successful; Recreation Supervisor Cheri Handley celebrated forty years with the City; the last Concert in the Park, National Night Out, Coastal Cleanup Day, the Save the Music Festival, and Water Dog Run are all coming up; the Volunteer and Bike Pump Track Committees are meeting; and Movies in the Park begin August 23.

Director Shearer pointed out an email sent by resident Brinson regarding damage to the Hallmark Park sign; the City is working through the claims process and Shearer will follow up with Brinson. Commissioner Michaels said Barrett's off-leash hours have been great and Shearer mentioned an improvement in waste pick-up. The department also held a kick-off event for "summer fun" hours, at which they conducted Belmont Community Center outreach. Shearer also visited a dog park in Foster City to look at their gate system.

ADJOURNMENT: 9:00 PM.

Brigitte Shearer
Parks and Recreation Director