



PARKS AND RECREATION COMMISSION MEETING AGENDA
Thursday, March 12, 2015, 7:00pm
City Hall Council Chambers, 1000 San Pablo Avenue

1. CALL TO ORDER

2. APPROVAL OF ACTION MINUTES: February 12, 2015

3. PUBLIC COMMENT

For persons desiring to address the Commission/Committee/Board on an item that is not on the agenda please note that each speaker is limited to three (3) minutes. The Brown Act limits the Committee's ability to take and/or discuss items that are not on the agenda; therefore, such items are normally referred to staff for comment or to a future agenda.

4. ANNOUNCEMENTS/DIRECTOR'S REPORT

5. PUBLIC HEARING/PRESENTATIONS

5-1: Tree Removal Application: The Commission will consider the tree removal application for 1024 Santa Fe Avenue.

Staff Recommendation: That the Commission approve the Tree Removal Application for 1024 Santa Fe Avenue.

Attachments: Staff Report, Tree Removal Application with images

6. UNFINISHED BUSINESS

6-1: Parks & Recreation Commission 2015 Work Plan: The Commission will discuss projects to be included on the 2015 Work Plan.

Staff Recommendation: That the Commission discuss, revise and approve the final 2015 Work Plan. The 2015 Work Plan will be presented to the City Council for their approval at the Council's April 6th meeting.

Attachments: 2015 Work Plan Draft

7. NEW BUSINESS

7-1: Pierce Street Park Memorial Bench Application: The Commission will review the Memorial Bench and plaque application submitted by the Thomsen Family in honor of Dianna and Peggy Thomsen.

Staff Recommendation: That the Commission approve the Pierce Street Park Memorial Bench and plaque application. If approved, the application will go to Council for consideration.

Attachments: Staff report, Application, Gifts to the City Procedure, Map

7-2: Edible Landscape Project Arbor: The Commission will consider the installation of an arbor at the eastside garden area near the Albany Little League Snack Shack. Catherine Sutton, Edible Landscape Project, will present.

***Staff Recommendation:** That the Commission approve the installation of an arbor by ELP volunteers at the eastside garden. Recommend ELP Volunteers coordinate with City Staff to ensure a proper/secure installation plan.*

***Attachments:** Letter and images of arbor*

7-3: Friends of Albany Parks: The Commission will discuss the Memorial Park Gala and select Commissioners to participate in upcoming FOAP events.

Memorial Park Gala: Recap from Gala on February 18

Ohlone Greenway Clean-Up Day: Saturday, March 14, 9:00 am: Meet at the Senior Center

Terrace Park Gala: Wednesday, March 18, 6:30 pm: Meet in Park

***Attachments:** FOAP 2015 Spring Schedule*

8. FUTURE AGENDA ITEMS

(Commissioners announce of requests for future agenda items. No public comment will be taken on announcement of future agenda items).

Next Meeting: Thursday, April 9, 2015, 7:00pm, City Hall Council Chambers, 1000 San Pablo Ave.
Please note: There are no public meetings in August.

9. ADJOURNMENT

NOTE: *The Commission/Committee/Board packet is available for public inspection at the Albany Community Center, Senior Center, and City Hall. The agenda and supporting staff reports, if available, can be found on our web page at www.albanyca.org.*

Please note that if you provide your name and address when speaking before the Commission/Committee/Board it will become part of the official public record, which will be posted on the Internet.



PARKS AND RECREATION COMMISSION MEETING MINUTES
Thursday, February 12, 2015, 7:00pm
City Hall Council Chambers, 1000 San Pablo Avenue

1. **CALL TO ORDER:** 7:30 pm; Present: Chairwoman Pearson, Vice Chair Abbott, Commissioners Urbas and Yee
2. **APPROVAL OF ACTION MINUTES:** January 8, 2015
Motion made by Vice Chair Abbott, Seconded by Commissioner Urbas; All in favor; Motion carried.
3. **PUBLIC COMMENT**
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4. **ANNOUNCEMENTS/DIRECTOR'S REPORT**
5. **PUBLIC HEARING/PRESENTATIONS**
5-1: Tree Removal Application: The Commission considered the tree removal application for 1398 Solano Avenue.
Motion made by Chairwoman Pearson to approve the tree removal application for 1398 Solano Avenue; Seconded by Commissioner Yee; All in favor; Motion carried.
6. **UNFINISHED BUSINESS**
6-1: Review of the Tree Removal Policy: Commission reviewed and discussed sub-committee revisions to the Tree Removal Policy.
Motion made by Commissioner Urbas to approve the revised City's Tree Removal Policy with corrections; Seconded by Commissioner Abbott; All in favor; Motion carried. (The revised Tree Removal Policy will go before the City Council for consideration)
6-2: Ohlone Greenway Fitness Trail and Senior Center Concept: Staff presented potential fitness trail elements and Senior Center area along the Ohlone Greenway.
Discussion only.
7. **NEW BUSINESS**
7-1: Parks & Recreation Commission 2015 Work Plan: The Commission discussed project ideas for their 2015 work plan.
Discussion only.
7-2: Selection of Chair/Vice Chair: The Commission selected a Commissioner Abbott to serve as Chair and Commissioner Pearson serve as Vice Chair for 2015.
8. **FUTURE AGENDA ITEMS**
(Commissioners announce of requests for future agenda items. No public comment will be taken on announcement of future agenda items).
Next Meeting: Thursday, March 12, 2015, 7:00pm, City Hall Council Chambers, 1000 San Pablo Ave.
Please note: There are no public meetings in August.

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CITY OF ALBANY
PARKS AND RECREATION COMMISSION
STAFF REPORT

Agenda date: March 12, 2015

TO: Park and Recreation Commission

FROM: Tony Wolcott, Urban Forester

SUBJECT: 1024 Santa Fe Ave. - Urban Forester report on one existing *Liquidambar styraciflua* (American Sweet Gum) tree located in front of the property in the public right-of-way.

STAFF RECOMMENDATION

The liquidambar located at 1024 Santa Fe Avenue should be removed.

TREE DESCRIPTION

One *Liquidambar styraciflua* located on the front of property in the public right-of-way. This tree is about 55 feet high with 20 foot spread, DBH is 15 inches. Tree health is fair. At the base of the tree, there are mounding roots. There is evidence of previous root pruning. The sidewalk has been repaired at least once before and rerouted around the base of the tree.

ANALYSIS

This is another great example of why Liquidambar are outlawed in various California cities. The surface root intrusions are pervasive, no deep rooting at all.

FISCAL IMPACT

This removal will cost about \$500 plus another \$150 to grind out the roots and replace with another tree, different species.

CONCLUSION

Recommend removal of tree.

City of Albany
Community Development & Environmental Resources
Application to Remove a City Tree

Owners Name: Elia Faye Adkins

Property Address: 1024 Santa Fe, Ave Albany, Ca, 94706

Phone Number:  Email: _____

Number of City trees requested to be removed: 1

Reason for removal request:

Tree is dead

Tree is storm damaged, vandalized, diseased or infested beyond reclamation

Tree is a potential safety hazard and liability

Tree is causing substantial damage to adjacent subsurface gas and/or water service

Tree has damaged the adjacent sidewalk to an extent that constitutes a tripping hazard, and the City tree has caused the property owner to has repaired the adjacent sidewalk on at least one (1) previously documented occasion

Tree is detrimental to the public safety or materially injurious to the property owner or improvements in the vicinity

Tree does not conform to the approved plan for the area in question

I understand that removal of a tree that does not constitute a hazard to public or private property requires review by the Parks & Recreation Commission at a public meeting. Enclosed is the \$200 fee to review the removal of City trees at my address.

Elia Faye Adkins
Signature

2-24-15
Date

Return to: City of Albany Community Development & Environmental Resources Department,
1000 San Pablo Avenue, Albany, CA 94706

City Action

Application #: _____ Fee Received (Receipt #): 87873

Approved: Declined: Date: _____



1024 Santa Fe

**CITY OF ALBANY
PARKS & RECREATION COMMISSION**

2015 WORK PLAN (DRAFT)

Initiatives and Accomplishments of 2014

- Hosted 2 Ohlone Greenway walking tours and 4 discussed potential amenities and invited public comment at 4 Commission meetings
- Reviewed 10 Tree Removal Applications and 1 Memorial Tree planting
- Completed Tree Removal Policy review and finalized draft revisions for Council review in 2015
- Supported Friends of Albany Parks events (6 clean-up day and 6 galas). Input from residents and Commissioners assisted staff in making a number of improvements to Albany Parks during the year.
- Approved expansion of the Edible Landscape Project to the Eastside area in Memorial Park
- Received presentations from Albany Little League, Albany Friendship Club update, Tom Bates Field fee increase update, Edible Landscape Project updates, General Plan Input
- Reviewed and provided input on 65% plans for Peirce Street Park
-

Policy Review and Initiatives for 2015

- Develop a conceptual master plan for Ohlone Greenway
- Investigate funding options needed to retrofit the Veterans Memorial Building
- Create a priority project list for Measure WW
- Review Park signage and establish consistent signage for Albany Parks
- Continue to support and participate in the Friends of Albany Parks Program
- Review Tree Removal Applications
- Evaluate field user scheduling process and procedures
- Support implementation of Albany Hill Creekside Park Master plan
-

Relation to City Council Strategic Plan

- Maximize Park & Open Space
- Engage Our Diverse Community
- Foster Community Climate Action
- Promote Vital & Inviting Business Areas

**CITY OF ALBANY
PARKS & RECREATION COMMISSION AGENDA
STAFF REPORT**

Agenda Date: March 12, 2015

SUBJECT: Pierce Street Park Memorial Bench and Plaque Application

REPORT BY: Chelle Putzer, Recreation & Community Services Director

STAFF RECOMMENDATION

That the Commission approve the Peirce Street Park Memorial Bench and Plaque application, submitted by Robert Thomsen in honor of Dianna and Peggy Thomsen.

BACKGROUND

This application for a memorial bench and plaque in honor of Dianna Thomsen and Peggy Thomsen was submitted by Robert Thomsen on February 4, 2015.

Per the administrative procedure for “Acceptance of Gifts to the City: Memorial or Recognition Requests and Proposed Capital Projects” (approved by Council in March of 2004), the City Manager shall review memorial bench and plaque applications before an application can go before the Commission.

The City Manager has approved this application being considered by the Commission. If approved by the Commission it will go before the Council to consider per AMC 2-27.8, “Gifts to the City”.

DISCUSSION

The request is to place a memorial plaque on one of the six benches included in the Peirce Street Park design. The Thomsen Family will select the exact bench location after the completion of the park construction.

The maximum plaque size allowed is 8.5 x 11”.

FINANCIAL IMPACT

The donor shall pay for all costs including: bench, installation, plaque and engraving. The itemized budget for the park lists benches at \$2500 which includes installation.

Attachments

1. Gifts to the City Procedures
2. Application
3. PSP Map

City of Albany

ADMINISTRATIVE PROCEDURES

Adopted by City Council 3/1/2004

Acceptance Of Gifts To The City: Memorial Or Recognition Requests and Proposed Capital Projects

A. Requests for Memorial Benches

1. Requests shall be made in writing to the City Administrator or his/her designee, on a form provided by the City.
2. The appropriate City department staff (public works or recreation) will review the application with regard to location, bench style and cost.
 - a. Location
 - i. Preapproved locations shall include any existing bench that is in need of repair/replacement or any location on a City plan that has already been approved.
 - ii. Other locations will be reviewed for the following criteria:
 1. ADA requirements
 2. # of benches already in the area
 3. conflicts or negative impacts to neighboring prop. Owners
 4. safety or public health issues
 - b. Style: The bench should conform to the existing style of street furniture in the closest adjoining area. If the City has an existing or proposed plan for upgrading the street furniture, the bench shall conform to the new plan.
 - c. Cost: The donor shall pay for all costs, including purchase, tax, freight, plaques and engraving costs, and all City installation cost, including the need for a concrete pad, sidewalk repair, or other improvements which are required by the installation of a bench.
3. Recommendation to Approve acceptance of Gift
 - a. Based on the criteria above, staff shall recommend approval or disapproval to the City Administrator
 - b. The recommendation may be brought to the appropriate Commission or Committee of the City (Park & Recreation, Waterfront, Arts Council or other) for review and a final recommendation to City Council, as determined by the City Administrator. If recommended for approval, the donation will be brought to City Council for final approval.

- c. City Council shall consider approval of the placement of the bench and acceptance as a “gift to the City, ” per AMC 2-27.8.
4. Installation:
 - a. The donor shall pay for all costs for purchase and shipment of the item before it is ordered.
 - b. The donor shall pay for 50% of the estimated installation costs prior to installation and will be billed for the remaining installation costs subsequent to installation.
 - c. City shall install the bench
 - d. A ceremony at the time of installation is permitted, but must be arranged in advance with City staff. The donor shall be responsible for any permits that may be required.
5. Maintenance:
 - a. The City shall maintain the bench at no additional cost to the donor, unless otherwise authorized by the City.
 - b. If a bench has deteriorated to the point that it is hazardous, requires more maintenance than the cost of a new bench, or otherwise needs to be replaced, the bench can be removed by the City at any time.
 - i. If still available, the donor will be notified and given the opportunity to pay for a new bench, or will be given their plaque back. The plaque will be kept by the City for up to one year. If it is not claimed, the plaque will be discarded.
 - ii. If the City will replace the bench the plaque will be removed from the old bench and reaffixed to the replacement bench.
 - c. If the City needs to move the bench for any reason, the bench and plaque shall be moved intact.

B. Request for Memorial or Recognition Plaques

1. The process for requesting a plaque shall be the same as Section A (benches) above.
2. Memorial or recognition plaques must be no larger than 8 1/2” by 11.”
3. Memorial or recognition plaques may be placed on existing benches, beneath existing trees, or on landscaping rocks in appropriate areas.
4. Plaques in recognition of a capital project installed by a group or club are subject to review as part of the overall plan review and permitting of the project, per Section D below.

C. Memorial Trees

1. The City does not guarantee the survival of any memorial tree and will not replace the tree if it dies.
2. An existing tree may be memorialized with a plaque placed at the foot of the tree, mounted on a cement platform or a landscaping rock.
3. Any request for a new memorial tree in a park, recreational area or open space must be approved by the Parks & Recreation Commission. The maintenance of a memorial park tree will be the responsibility of the City.
4. Memorial trees shall not be planted at the Waterfront.
5. A memorial street tree may be planted. This should be coordinated with the City of Albany Environmental Resources Coordinator. The maintenance of a memorial street tree is the responsibility of the donor.

D. Volunteer Capital Projects or gifts to City on City property, including parks, recreational or other facilities, open space, public right-of-way and medians

1. Present a written plan to the City Administrator. Plan must include project purpose, project description and scope of work, project location, sponsoring agency, estimated cost, financial commitment, maintenance plan, primary contact person and contact information, and proposed project schedule. Preliminary drawings, as appropriate, are also requested.
2. The City Administrator will direct the proposal to the appropriate staff to determine potential impacts to the City, including fiscal, liability, maintenance or other.
3. City Administrator will determine the appropriate reviewing entity or entities, including relevant Commissions and Committees.
4. Project sponsor will present project to reviewing Commission, Committee and/or Council for conceptual approval. Potential impacts to City will also be presented.
5. Once the project has been conceptually approved, staff liaison directs the proposal to the Community Development director who designate appropriate staff for review of the project to determine requirements including but not limited to:
 - a. Permitting
 - b. Design review
 - c. Additional drawings and plans
 - d. Utilities
 - e. Land tenure agreement

- f. Maintenance agreement
 - g. Hold harmless and insurance requirements
 - h. Other requirements as deemed necessary.
6. These requirements will be provided to the project sponsor.
 7. A written agreement will be drafted by City and reviewed by City attorney that formalizes the project sponsor's requirements and responsibilities.
 8. Upon completion of the project the city will inspect the project to assure that the project was constructed as per specifications.

**Directions for Submittal for Volunteer Capital Projects
or gifts to City on City property, including parks, recreational or other facilities,
open space, public right-of-way and medians**

1. Present a written plan to the City Administrator. Plan must include project purpose, project description and scope of work, project location, sponsoring agency, estimated cost, financial commitment, maintenance plan, primary contact person and contact information, and proposed project schedule. Preliminary drawings, as appropriate, are also requested.
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7. A written agreement will be drafted by City and reviewed by City attorney that formalizes the project sponsor's requirements and responsibilities.
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**Submittal for Volunteer Capital Projects
or gifts to City on City property, including parks, recreational or other facilities,
open space, public right-of-way and medians**

1. Name of Project: _____ Date _____

2. Project Purpose: _____

3. Contact Information
 - a. Name(s): _____

 - b. Phone Number: _____

 - c. Fax #: _____

 - d. Email: _____

 - e. Address: _____

4. Scope of Work: _____

5. Proposed Project Location: _____

6. Sponsors: _____

7. Estimated Cost: _____

8. Financial Commitment of sponsors _____

9. Proposed maintenance plan: _____

10. Proposed project schedule: _____

11. Attach preliminary drawings, as appropriate.



PROJECT TITLE:

All designs and items contained within these drawings are the property of Placeworks. Placeworks hereby reserves its copyright and other proprietary rights in these plans. These plans shall not be reproduced, stored, copied or copied in any form. Any changes made by parties other than Placeworks, without first obtaining the written permission and consent of Placeworks, shall relieve Placeworks of responsibility for the project or affected portion thereof.

DRAWING TITLE:

SCALE: 1" = 20'-0"

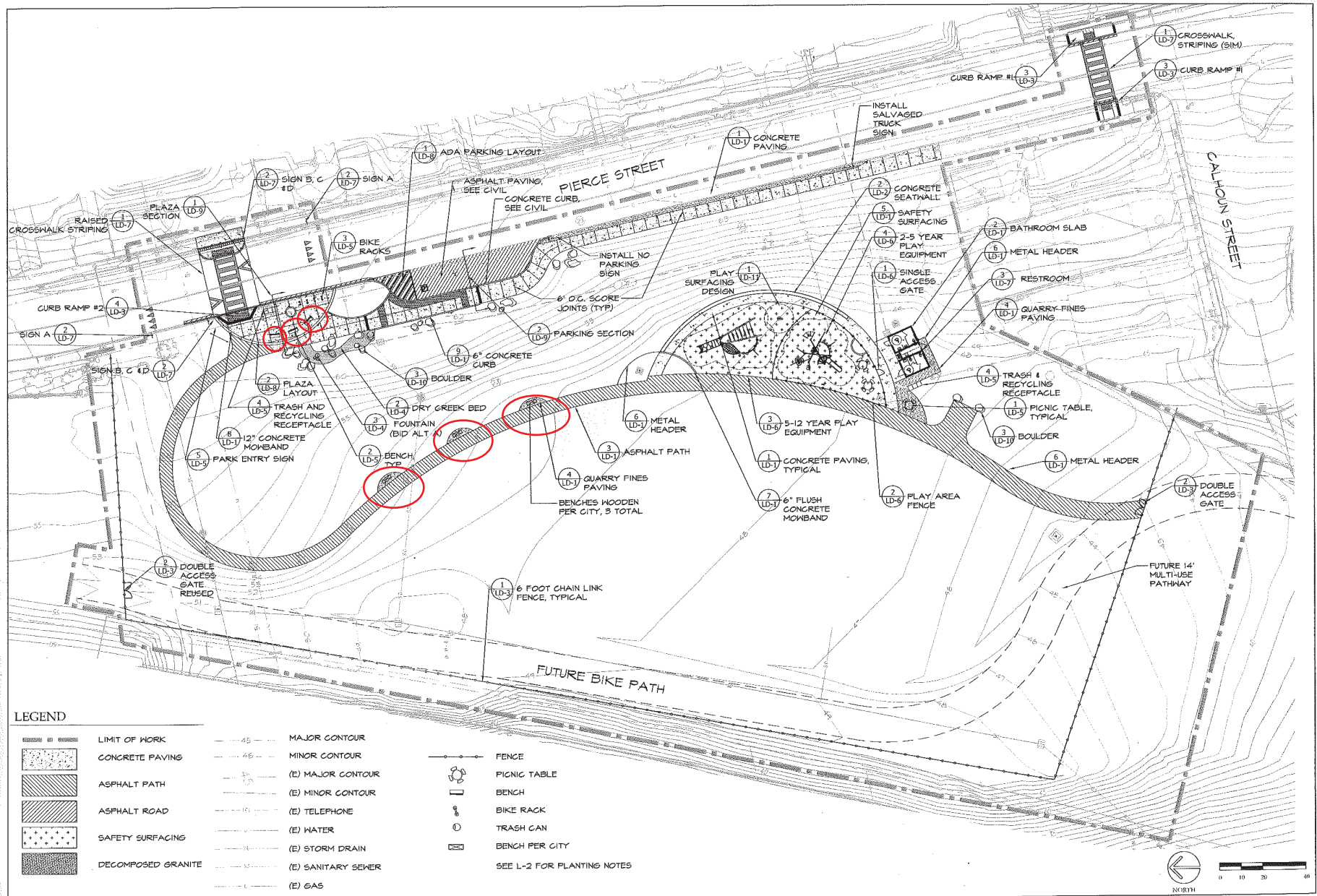
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REVISIONS:

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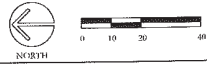
DRAWING NO.: L-2

SHEET 11 OF 25 (08/05/14)



LEGEND

	LIMIT OF WORK		45' MAJOR CONTOUR		FENCE
	CONCRETE PAVING		46' MINOR CONTOUR		PICNIC TABLE
	ASPHALT PATH		(E) MAJOR CONTOUR		BENCH
	ASPHALT ROAD		(E) MINOR CONTOUR		BIKE RACK
	SAFETY SURFACING		(E) TELEPHONE		TRASH CAN
	DECOMPOSED GRANITE		(E) WATER		BENCH PER CITY
			(E) STORM DRAIN		SEE L-2 FOR PLANTING NOTES
			(E) SANITARY SEWER		
			(E) GAS		



2/28/2015

Dear Chelle and Liam,

Alexa has told you of our desire to have a proper grape arbor at the west-facing entrance to the Edible Landscape in Memorial Park. I am reattaching the pictures she sent you previously as well as three more showing where it would go,

I have added one picture of the small but vigorous grape vine, recently pruned, that grows on the south side of the crushed granite path, and two pictures of a temporary structure which we would like to replace with the grape arbor.

I reiterate that we hope for a simple and stable structure that fits in with the surrounding landscape and offers a sense of "place" as people enter the garden (on their way to the baseball game or wherever else). Many children visit our garden with their parents, and I think it would add to their enjoyment, as well as that of adults, to have such a welcoming arch.

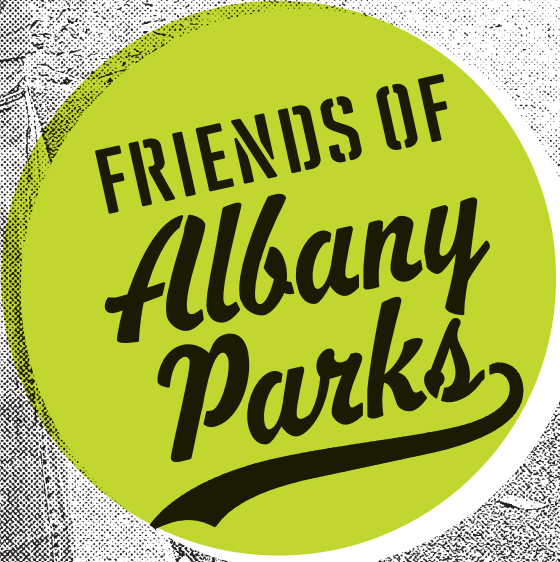
To preempt the question of "climbability," we can utilize hardware cloth on both sides of the uprights to deter mischief.

I will attend the next Parks and Rec meeting and I thank you in advance for including this proposal on the agenda for March 12.

Thank you,

Catherine





The Friends of Albany Parks program encourages community members to get involved with the care, maintenance and beautification of their favorite neighborhood park.

Park Gala events provide social gatherings geared toward developing ideas for park improvement and getting residents involved with park maintenance. They help foster a better sense of community and build social capital as neighbors meet and work together. The Galas also provide an opportunity to volunteer for specific park maintenance tasks.

Friends of Albany Parks members will meet for a Clean-Up Day after the Gala. Each member who attends the Clean-Up Day will receive an official Friends of Albany Parks T-shirt. Additional events will be announced in the Summer 2015 *Activity Guide*.

For more information contact Liam Kelly at lkelly@albanyca.org or visit www.albanyca.org/volunteer.

Special thanks to the Albany Community Foundation, Volunteers from the Memorial Park Edible Garden and Friends of Five Creeks for their partnership.

PARK	GALA	CLEAN-UP
OHLONE GREENWAY	WEDNESDAY, JANUARY 21, 6:30 PM	SATURDAY, MARCH 14, 9 AM
MEMORIAL PARK	WEDNESDAY, FEBRUARY 18, 6:30 PM	SATURDAY, APRIL 11, 9 AM
TERRACE PARK	WEDNESDAY, MARCH 18, 6:30 PM	SATURDAY, MAY 9, 9 AM
OCEAN VIEW PARK	WEDNESDAY, APRIL 15, 6:30 PM	SATURDAY, JUNE 13, 9 AM