

**BURLINGAME BEAUTIFICATION COMMISSION**  
**Draft Minutes June 6, 2019**

The regularly scheduled meeting of the Beautification Commission was called to order at 6:30 pm by Commission Chair Kirchner.

**ROLL CALL**

Present: Commissioners Kirchner, Kearney, Hinckle, Hunt and Dinuri  
Absent: None  
Staff: Parks and Recreation Director Glomstad, City Arborist/Parks Superintendent Disco and Recording Secretary Borba  
Others: None

**MINUTES**

Commissioner Hunt made a motion to approve the May 2, 2019 minutes. The motion was seconded by Commissioner Hinckle and unanimously approved.

**CORRESPONDENCE**

None

**PUBLIC COMMENT**

None

**OLD BUSINESS**

**1. Business Landscape Award Nominations**

Secretary Borba collected the Commissioners nominations for the Business Landscape Award and will prepare a list of the nominees that will be emailed to the Commissioners for their evaluation. Commissioner Dinuri reminded the Commissioners that they will vote at the August meeting.

**2. Residential Sustainable Landscape Nominations**

Secretary Borba collected the Commissioners nominations for the Residential Sustainable Landscape Award and will prepare a list of the nominees that will be emailed to the Commissioners for their evaluation. Commissioner Dinuri reminded the Commissioners that they will vote at the August meeting.

**3. Commissioner Report on Solar Panels and Trees**

Commissioner Kirchner reported the City needs to conform to the Solar Shade Control Act (Chapter 12 [25980-25986]) and Solar Rights Act (CA Civil Code 714) if the City does nothing to amend it. There is no reference to either of the Solar Acts in the Cities ordinances at this time. Arborist Disco reported he has discussed the topic of Solar Panels with City Attorney Kane and they agree it needs to be addressed. Commissioner Dinuri stated that these acts cover any tree that is covered under the City Municipal Code and Arborist Disco added that the Acts not only covers all City trees but also all protected size trees. Commissioner Dinuri stated some cities have guidelines or policies they follow and don't change or add to their Municipal Code. Director Glomstad suggested adding information on Solar Panels to the Urban Reforestation Management plan.

Commissioner Kirchner stated it is difficult to know what came first the tree or the solar panels. Arborist Disco stated that before a homeowner can install solar panels they would have to pull a permit from the City. Commissioner Kirchner inquired if it would be possible for the permit process to include a shade study and survey of the trees. Commissioner Hinckle stated that when solar panels were installed at her home the company did a study of the current size of trees and future size of trees to determine the location of the panel installation.

Commissioner Dinuri stated that the solar shade act protects the neighboring properties trees but questioned what protects trees on the property of where the solar panels are being installed. The ordinance needs to address a protected size tree on the property where the solar panels are located.

Commissioner Kirchner stated that he and Commissioner Dinuri looked at the Solar Shade Act, Solar Rights Act and prepared an outlined that was emailed to the Commissioners which included the statement of purpose regarding trees; methods used to research solar panels and trees; the Solar Rights Act, Solar Shade Control Act and the Amendment; look at ordinances and policies from other cities for suggestions, comparisons, definitions, and recommendations; and a statement of purpose. Commissioner Dinuri and Commissioner Kirchner will prepare information to amend or add onto the municipal code which will include what trees you can request to remove and what would be permitted, making it clear homeowners do not have the authority to remove existing protected size trees on private property for solar collector installation without a permit and to propose some best practices for the Commissioners to look at. Then the Commissioners can prepare a memo signed by the Commission with recommendations to submit to Council.

Commissioner Hinckle acknowledge Commissioner Dinuri and Kirchner for all the work they put into researching solar panels and trees.

**4. Commissioner Discussion on Updating the Description of the Beautification Commission on the Webpage**

Commissioners Dinuri and Commissioner Kirchner prepare a draft proposal to be reviewed by the Commissioners. The Commissioners discussed the draft proposal. The Commissioner will review the draft proposal further and discuss the proposal at the next meeting.

**NEW BUSINESS**

**1. Cancellation of the July 4<sup>th</sup> Beautification Commission Meeting**

Commissioner Hinckle moved to cancel the July 4<sup>th</sup> Beautification Commission meeting. Commissioner Dinuri seconded the motion and the motion passed 4-0-1 (Hunt left meeting early).

**2. Discussion of Tree Board Handbooks**

Commissioner Dinuri felt the Tree Board Handbook was helpful being she is a new Commissioner. The book provided a lot of information regarding all aspects of trees. The Commissioners all felt the Tree Board Handbook was a benefit. Director Glomstad suggested the handbook had information on how the Beautification Commissioners could be more active in the community to promote information regarding trees in Burlingame. The Commissioners will discuss preparing a power point spotlighting trees in Burlingame and Secretary Borba will look into apparel for the Commissioners.

**REPORTS**

**1. Director Glomstad**

Director Glomstad reported the Playground, Sport Court and Picnic Area at Washington Park is scheduled to begin the week of June 17<sup>th</sup> or June 24<sup>th</sup>.

**2. Parks Superintendent/City Arborist**

None

**3. Commissioner Hunt**

None

**4. Commissioner Hinckle**

Commissioner Hinckle wanted to acknowledge all the work Commissioner Dinuri and Commissioner Kirchner have done on the issues of Solar Panels and trees and the Beautification Commission description on the website. Commissioner Hinckle also proposed a criteria be developed for the Residential Sustainable Landscape Award.

**5. Commissioner Kirchner**

Commissioner Kirchner inquired if the City has a requirement regarding parking lots and percentage of trees and shade they provide. Arborist Disco replied the City does not.

**6. Commissioner Kearney**

None

**7. Commissioner Dinuri**

Commissioner Dinuri inquired if there is an ordinance regarding a public nuisance of excessive weeds on a private property. Director Glomstad stated you can call Code Enforcement and report it or use SeeClickFix on the City Website.

The next Beautification Commission meeting is August 1, 2019. There being no further business, the meeting adjourned at 7:42 pm.

Respectfully submitted,

Gina Borba  
Administrative Staff