

**BURLINGAME BEAUTIFICATION COMMISSION**  
**Draft Minutes December 5, 2019**

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

**ROLL CALL**

Present: Commissioners Kirchner, Kearney, Hunt and Bauer  
Absent: Commissioner Dinuri  
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 October 3, 2019 minutes. The motion was seconded by Commissioner Kearney and was approved 4-0-1 (Dinuri Absent).

**CORRESPONDENCE**

Secretary Borba administered the Oath of Affirmation to new Commissioner Bauer and the Commissioners introduced themselves. Secretary Borba distributed a calendar of events for 2020 along with an updated Commissioner Contact List and Commissioner Rotation Schedule.

**PUBLIC COMMENT**

None

**OLD BUSINESS**

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

Commissioners Kirchner summarized the staff report on the Solar Shade Act and the Solar Shade Control Act. He stated any tree planted before the installation of solar collectors takes precedence and is not required to be removed or pruned. This information is not reference in any of the City's Ordinances, the Urban Forest Management Plan or Building Permits. Commissioner Kirchner referred to the Staff Report and the four recommendations. Director Glomstad recommended that the Commissioners discuss the recommendations and determine if they are appropriate and adequate, and established the next steps to incorporate the Solar Shade Act into the City.

The Commission decided to work on the documents over the next calendar year. Commissioner Bauer volunteered to work with Commissioner Dinuri on Recommendation #2 to update the Urban Forest Management Plan and the City Ordinance to reference both Acts. Commissioner Kirchner and Dinuri volunteered to work on Recommendation #3 to develop and provide information to the Community Development Department regarding homeowner's rights under the Acts, and to develop a power point presentation to educate the public.

**NEW BUSINESS**

**1. Commissioner Rotation**

Commissioner Kirchner passed the gavel to Commissioner Kearney. Commissioner Dinuri will be the new co-chair. Commissioner Hunt will chair the Residential Sustainable Landscape Award and the Business Landscape Award and Commissioner Kirchner will be the co-chair.

**2. Develop a Committee to Design a Power Point Presentation on Trees in Burlingame to Promote and Inform the Community**

Director Glomstad stated the presentation should be general about why the trees are good for the City. The presentation could be taken to schools and service groups. Commissioner Kirchner presented a concept of past, present and future for the presentation. He volunteered to be on the committee along with Commissioner Kearney.

**3. Cancellation of the January 2, 2020 meeting**

It was agreed by the Commissioners to cancel the January 2, 2020 meeting.

## **REPORTS**

### **1. Director Glomstad**

None

### **2. Parks Superintendent/City Arborist**

The backup Cooper Beach tree for Washington Park will be planted either in the front of Washington Park or on the corner of Balboa and Devereux at the Ray Park Ball Field.

The October tree planting is complete. The City Tree Crew planted 133 trees throughout the City.

### **3. Commissioner Hunt**

None

### **4. Commissioner Bauer**

None

### **5. Commissioner Kirchner**

Commissioner Kirchner reported Commission Dinuri did a really nice job presenting the Business Landscape and Residential Sustainable Landscape Awards at the Council meeting.

Commissioner Kirchner reported he attended the Chapin Avenue Streetscape Feasibility meeting. The City is still working on getting public input. There were story boards with different concepts of the streetscape to view.

### **6. Commissioner Kearney**

Commissioner Kearney attended the meeting at City Hall with Caltrans regarding El Camino Real. She found it interesting and commented that it is a huge project that will take years to accomplish.

### **7. Commissioner Dinuri**

None

The next Beautification Commission meeting is February 6, 2020. There being no further business, the meeting adjourned at 7:27 pm.

Respectfully submitted,

Gina Borba  
Administrative Staff