

REGULAR MEETING
Larkspur Parks and Recreation Commission
Thursday, January 18, 2018, 6:30 p.m.
Larkspur City Council Chambers
400 Magnolia Avenue, Larkspur, CA

Jeanne Friedel, Chair
Lisbet Sunshine, Vice Chair

Sandy Blauvelt
Rich Cimino

Michael Koppel

The Recreation Director certifies that this agenda has been posted in accordance with the requirements of the Government Code.

- 1. ROLL CALL**
- 2. PRESENTATIONS:** None
- 3. PUBLIC COMMENT:** The Parks and Recreation Commission will hear public comments only on matters over which they have jurisdiction. There will be no Commission discussion. The Chair will allot no more than five minutes to any individual. Unless the Chair determines otherwise, the total amount of time allocated to this agenda item will be 15 minutes
- 4. APPROVAL OF THE CONSENT CALENDAR:** The purpose of the Consent Calendar is to group items that may be approved routinely. Anyone may request removal of an item for discussion.
 - 4.1 Approval of Minutes of December 21, 2017
- 5. BUSINESS ITEMS:**
 - 5.1 DISCUSSION REGARDING PROPOSED LARKSPUR TREE DONATION PROGRAM. PRESENTATION BY DPW ANALYST RITA SCHOCH
 - 5.2 INSTALLATION OF OFFICERS FOR 2018
- 6. DIRECTOR'S ORAL REPORT**
- 7. COMMISSIONER'S REPORTS**
- 8. ADJOURN MEETING**

NOTICE IS HEREBY GIVEN: If you challenge any item on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing herein described, or in written correspondence delivered to the Recreation Director at, or prior to, the public hearing. [G.C. § 65009 (b) (2)]

In the interest of time, the Parks and Recreation Commission has established time limits. Public Hearings: applicants and /or appellants shall make their presentations within 10 minutes, and will be allowed a 3-minute summation period. Public participation shall be limited to 3 minutes per speaker per topic. These time limits may be waived by a majority vote of the Commission. [G.C. § 54954.3].

Any writings or documents provided to a majority of the City Council regarding an item on this agenda will be made available for public inspection at the Customer Service Counter at City Hall located at 400 Magnolia Avenue, Larkspur, CA and at the main counter of the Library located at the same address during normal business hours. (SB 343, amending G.C. Section 54957.5)

ACCESS TO MEETINGS: Meeting facilities are accessible to persons with disabilities. If you require special assistance, please contact any staff member five business days prior to the meeting. An interpreter for the deaf will be made available upon request to the staff five business days or more prior to the meeting.

CITY OF LARKSPUR
Staff Report

January 18, 2018 Parks & Recreation Commission Meeting

DATE: January 12, 2018

TO: City of Larkspur Parks and Recreation Commission

FROM: Rita Schoch, Public Works Analyst
Dick Whitley, Recreation Director
Julian Skinner, Public Works Director

SUBJECT: PROPOSED TREE DONATION PROGRAM–SUPPLEMENTAL INFORMATION

At the June 15, 2017 PRC meeting, staff discussed the formulation of a Tree Donation Program to allow citizens to memorialize their loved ones with the donation of a tree in City parks, trails or streets. Staff was given direction on policy and guidelines from which a Draft Tree Donation Program was developed and presented at the July 20, 2017 PRC meeting. The policies and guidelines included compliance with approved tree species lists, timeframes for planting and replacement of trees, and donation level. Two items were deferred for further discussion: a) whether a memorial plaque should be permitted with tree plantings, and b) if permitted, the manner and form in which the memorial plaque be installed.

With regard to the permitting of memorial plaques to accompany tree donations, staff canvassed other nearby agencies. Of those that had a formal tree donation program in place, 4 allowed and 2 did not allow plaques to be donated in conjunction with a tree. (See Attachment A.)

Staff also canvassed donors who had previously donated to the City's memorial bench program for feedback. These citizens were asked how important they felt it would be to be able to donate a plaque along with a tree and whether that option would make the difference between donating and not donating a tree. (See Attachment B.)

These citizens were asked to rank the importance they placed on one of three methods of commemoration of a potential tree donation (certificate, interactive map or memorial plaque). They were further asked whether they would still donate a tree should a plaque not be permitted. The predominant feedback was that a memorial plaque was deemed important and those surveyed were unlikely to donate a tree unless an accompanying plaque were permitted.

With regard to the manner and form of installation of memorial plaques, it was agreed that a plaque on a boulder was not desired as the plaque would far outlive the life of the tree. Staff was requested to research other methods of installation, such as on a slanted post or on a metal stand.

While researching plaque installation methods, staff came upon some examples of including the name of the tree species as well as the text for the memorial, thus providing educational opportunity. (See Attachment C).

FISCAL IMPACT:

The proposed revisions will have no negative financial impact. Future tree procurement and associated costs will be wholly funded by their respective donors.

ENVIRONMENTAL STATUS:

The project is categorically exempt under the California Environmental Quality Act (CEQA) Guidelines in Section 15301 (c), Existing Facilities, of the California Code of Regulations Title 14, Chapter 3.

STAFF RECOMMENDATION:

Staff recommends the Commissioners 1) provide direction on permitting donors to donate plaque as part of the tree donation process; and 2) should plaques be permitted, provide direction to staff on preferred form and method of installation.

Attachments

- A – Local Agency Tree Donation Program Survey
- B - Larkspur Bench Donor Survey
- C - Plaque Placement Examples

ATTACHMENT A
Local Agency Tree Donation Program Survey

Agency	Program in Place?	Plaque Allowed?
Belvedere/Tiburon	no	n/a
Corte Madera	yes	yes
County of Marin	no	n/a
County of Sonoma	yes	no
Fairfax	yes	yes
Mill Valley	yes	no
Novato	yes	yes
San Anselmo	yes	yes
Santa Rosa	no	n/a

as of Dec 2017

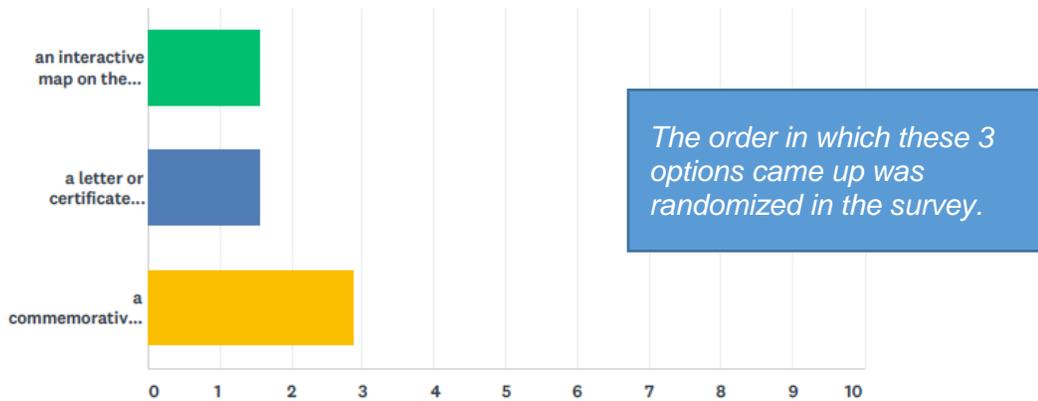
ATTACHMENT B Larkspur Bench Donor Survey

Feedback from citizens who previously donated a memorial bench through the City's Bench Donation Program. Seven previous donors were invited to participate in the survey and all 7 responded. Two questions were posed in the survey:

Question 1:

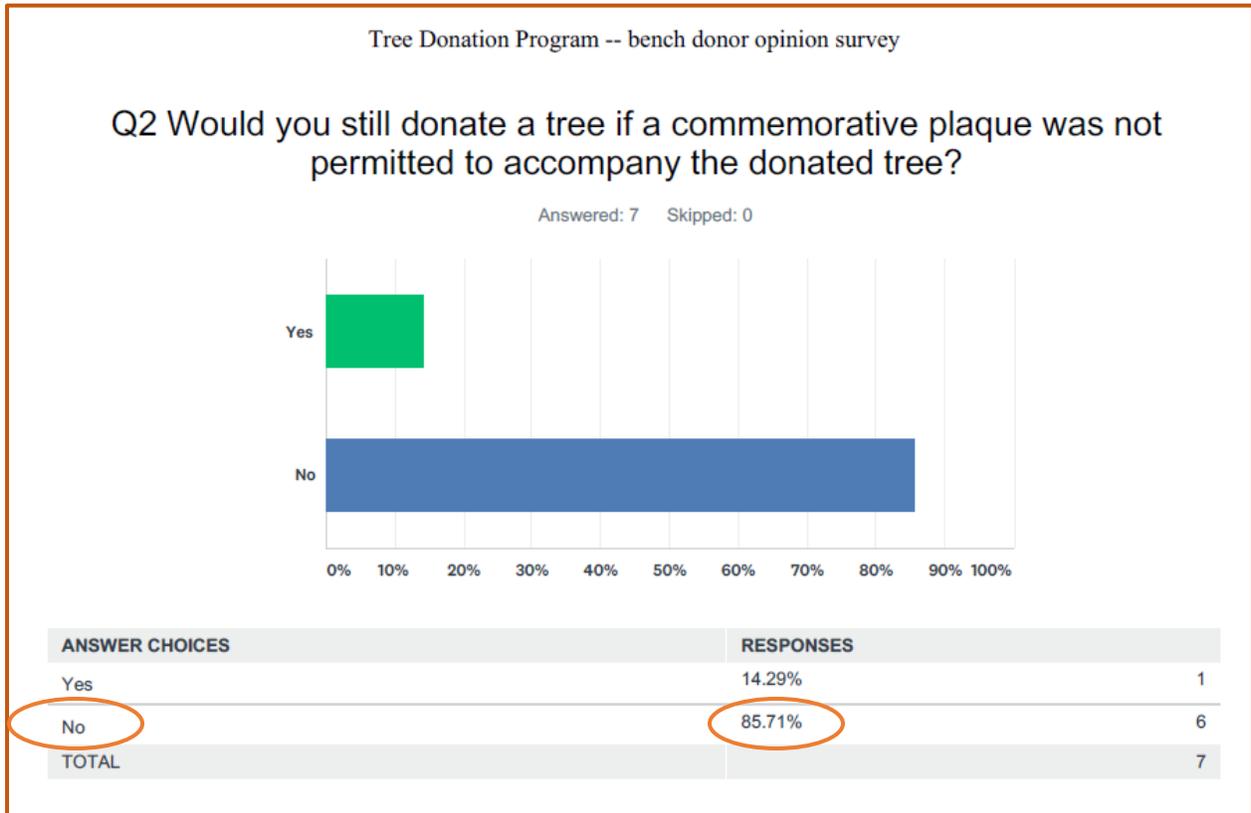
Q1 The City is in the process of formalizing a donation program for TREES. If you were considering donating a tree, please rank the order of importance the following options:(1 = most important | 3 = least important)

Answered: 7 Skipped: 0



	1 MOST IMPORTANT	2 AVERAGE IMPORTANT	3 LEAST IMPORTANT	TOTAL	SCORE
an interactive map on the City's website showing the location of donated tree	0.00% 0	57.14% 4	42.86% 3	7	1.57
a letter or certificate sent to the honoree or the family	14.29% 1	28.57% 2	57.14% 4	7	1.57
a commemorative plaque posted in front of the donated tree	85.71% 6	14.29% 1	0.00% 0	7	2.86

Question 2:



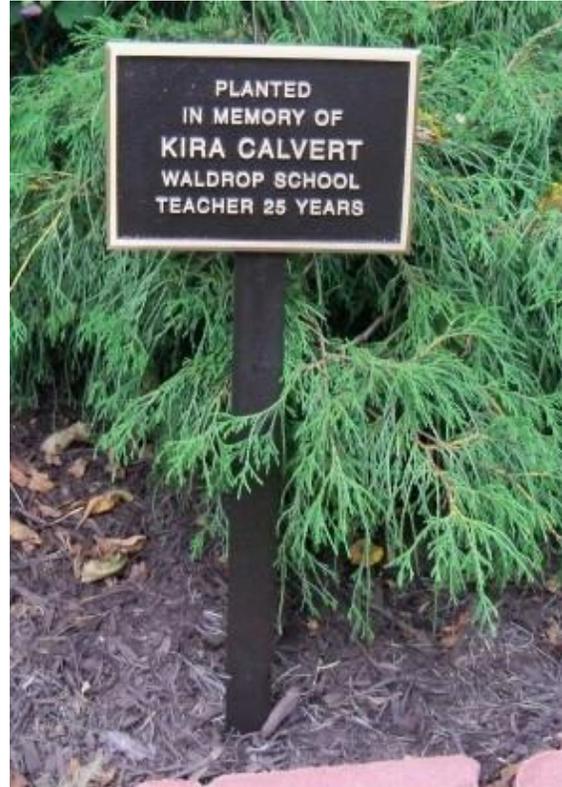
ATTACHMENT C Plaque Placement Examples

Samples of installation methods for memorial plaque:

On slanted post



Metal stand



**Educational Information regarding Trees Species
In addition to Memorial text**

