



City of Santa Clara

Meeting Agenda

Parks & Recreation Commission

Tuesday, June 15, 2021

7:00 PM

Virtual Meeting

Pursuant to the provisions of California Governor's Executive Order N-29-20, issued on March 17, 2020, to prevent the spread of COVID-19, the City of Santa Clara has implemented methods for the public to participate remotely:

Via Zoom:

<https://santaclaraca.zoom.us/j/91316665755>

Meeting ID: 913 1666 5755 or

Phone: (669) 900-6833

The meeting set-up is in line with the recommendations of the COVID-19 White House Task Force, which notes no more than ten (10) people gathering. The Chair will be present for the meeting with the staff liaison and commissioners participating remotely.

CALL TO ORDER AND ROLL CALL

CONSENT CALENDAR

- 1.A 21-808** [Action on the Parks & Recreation Commission Minutes of the May 18, 2021 Meeting](#)

Recommendation: Approve the Parks & Recreation Commission Minutes of the May 18, 2021 Meeting

PUBLIC PRESENTATIONS

GENERAL BUSINESS

- 2. **21-809** [Parks & Recreation Commission Work Plan Goals for FY 2020/21 Final Update and Discussion of Work Plan Goals and Activities for FY2021/22](#)

Recommendation: Discuss Parks & Recreation Commission Work Plan Goals for FY 2020/21 and develop Work Plan Goals for FY2021/22 and appoint subcommittee(s) as needed.

- 3. **21-818** [Action to Recommend Council Approval of a Preferred Schematic Design for the City Plaza Park Gazebo Enhancement Project](#)

Recommendation: Recommend Council Approval of the preferred Schematic Design for the City Plaza Park Gazebo Enhancement Project.

STAFF REPORT

COMMISSIONERS REPORT

ADJOURNMENT

The next meeting will be on Tuesday, July 20, 2021.

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City of Santa Clara

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Santa Clara, CA 95050
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Agenda Report

21-808

Agenda Date: 6/15/2021

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Action on the Parks & Recreation Commission Minutes of the May 18, 2021 Meeting

RECOMMENDATION

Approve the Parks & Recreation Commission Minutes of the May 18, 2021 Meeting

Prepared by: Dale Seale, Deputy Director of Parks & Recreation

Approved by: James Teixeira, Director of Parks & Recreation

ATTACHMENTS

1. Draft - Parks & Recreation Commission Minutes of the May 18, 2021 Meeting



City of Santa Clara

Meeting Minutes

Parks & Recreation Commission

05/18/2021

7:00 PM

Virtual Meeting

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CALL TO ORDER AND ROLL CALL

Chair Martinez Called the meeting to order at 7:01 PM.

Present 6 - Commissioner Andrew Knaack, Chair Joe Martinez, Commissioner George Guerra, Commissioner Burt Field , Vice Chair Eversley Forte, and Commissioner Kelly Gonzalez

Absent 1 - Commissioner Derreck Carter-House

A motion was made by Commissioner Guerra, and seconded by Commissioner Gonzalez to excuse Commissioner Carter-House.

Aye: 6 - Commissioner Knaack, Chair Martinez, Commissioner Guerra, Commissioner Field , Vice Chair Forte, and Commissioner Gonzalez

Excused: 1 - Commissioner Carter-House

CONSENT CALENDAR

- 1.A [21-724](#) Action on the Parks & Recreation Commission Minutes of the April 20, 2021 Meeting

Recommendation: Approve the Parks & Recreation Commission Minutes of the April 20, 2021 Meeting

A motion was made by Commissioner Forte, and seconded by Commissioner Field to recommend that the minutes be approved.

Aye: 5 - Commissioner Knaack, Chair Martinez, Commissioner Field , Vice Chair Forte, and Commissioner Gonzalez

Nay: 1 - Commissioner Guerra

Excused: 1 - Commissioner Carter-House

PUBLIC PRESENTATIONS

None.

GENERAL BUSINESS

2. [21-739](#) Informational Report on Proposed Revisions to Council Policy 035 ("Naming of Facilities")

Recommendation: This item is for information only; no action taken.

3. [21-737](#) Presentation on the City Plaza Park Gazebo Enhancement Project

Recommendation: This item is for information only; no action taken. .

4. [21-723](#) Parks & Recreation Commission Work Plan Goals for FY 2020/21

Recommendation: Continue progress on Parks & Recreation Commission Work Plan Goals for FY 2020/21 and appoint subcommittee(s) as needed.

1. The Department and the Commission are currently in a holding pattern for community outreach and input for the proposed 30+ acre community park; further progress is contingent upon progress on the next phase of the Related Project.
2. COVID-19 has had a negative economic impact on the City and the Parks & Recreation Department budget and staffing as well as vendors and artists who usually participate in the annual Art & Wine Festival. In previous years, the Department and the Commission use the full year to plan the Art & Wine Festival. It is not feasible at this time to have a full scale, two day event. There may be a smaller event in late summer or early fall, depending on the City's final budget approval.
3. The Commission will be considering Work Plan Goals for the FY2021/22 at the upcoming meeting.

STAFF REPORT

Deputy Director Seale provided updates on park projects. The Montague Park Rehabilitation Project is nearing the construction bid phase. Westwood Oaks Park Playground Rehabilitation Project design contract for conceptual design and community outreach will be going to City Council for approval within the next two months. The Bowers Park and Sarah Fox Mausoleum Roof Project is in the design phase. The Raymond G. Gamma Dog Park construction is in the punch list phase; opening anticipated in June. The Magical Bridge All-inclusive Playground Project and the Fairway Glen Restroom Project are in the design development phase. The Parks & Recreation Department is working closely with the Public Works Department's Design Division to make sure Santa Clara residents get the best all-inclusive playground possible. The City Plaza Park Gazebo Enhancement Project is in the design phase; the community survey closed on May 12, 2021. Parks Division staff will install an outdoor ping pong table at Homeridge Park.

Recreation Manager Castro provided updates on Recreation Division programs, services and activities. The Lawrence Station playground and mini parks will have an in-person ribbon cutting on Friday May 21, 2021 at 4:00 PM. Summer Program registration is underway. Large Group Picnic Rentals are available for Homeridge Park and the Central Park Pavilion. The Central Park Arbor Group Picnic area will reopen for reservations once the current renovations and plantings are complete in mid to late June 2021. The Senior Center Health & Wellness virtual conference will be held May 19, 2021. The Recreation Division staff are conducting program analysis and facility operational changes for compliance with the State's Blueprint for a Safer Economy - Yellow Tier status.

Director Teixeira provided an update for the Cemetery Division. The Cemetery Division has been able to make adjustments to provide additional visitor hours, for holidays such as Mother's Day and Memorial Day. Starting on May 19, 2021 in compliance with pandemic health and safety restrictions, up to 200 persons may now attend private gatherings and families will keep track of their own guest lists for funerals. In mid-June the State of California expects to retire the Blueprint for a Safer Economy with only a few mandatory guidelines in effect. The City expects to continue to align with these Guidelines as it works on reopening plans that will keep employees, guests and patrons safe while the pandemic conditions continue to lessen and vaccination rates improve. In addition, Director Teixeira encouraged commissioners to attend the City Budget Study Session at the Tuesday May 25 City Council Meeting which will include items related to Parks & Recreation programs, services, and facilities.

COMMISSIONERS REPORT

Chair Martinez: Visited Reed & Grant Sports Park. He had received questions about when the Raymond G. Dog Park will be opened and that has been addressed.

Commissioner Field: Visited Reed & Grant Sports Park and Raymond G. Gamma Dog Park. Both look fantastic and he's anxious to take his dog to the new dog park when it opens.

Commissioner Gonzalez: Visited Youth Soccer Park and Reed & Grant Street Soccer Park. She's pleased that staff is reviewing and reassessing the proper safety protocols for both sports park sites. There seems to be a growing issue with park patrons having dogs run off-leash at Henry Schmidt Park where she noticed at least 15 dogs off-leash.

Commissioner Guerra: Visited Reed & Grant Sports Park and noticed how happy families are with the new facility. The Homeridge Park playground is beautiful. He extended kudos to staff regarding the Homeridge Park Playground Rehabilitation project.

Commissioner Knaack: Visited City Plaza, Fremont, and Civic Center parks. He has heard concerns regarding the City's budget, particularly the Roberta Jones Theatre (see Staff Report, **Director Teixeira**).

Vice-Chair Forte: Visited Fairway Glen Park, and Lick Mill Park. Some neighborhood residents near Lick Mill Park asked if in the future it would be possible to have an off-leash dog area at Lick Mill Park.

ADJOURNMENT

A motion was made by Commissioner Guerra and seconded by Commissioner Gonzalez to adjourn the meeting until the next regularly held Parks & Recreation Commission meeting at 7:00 PM on June 15, 2021.

Aye: 6 - Commissioner Knaack, Chair Martinez, Commissioner Guerra, Commissioner Field, Vice Chair Forte, and Commissioner Gonzalez

Excused: 1 - Commissioner Carter-House

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Agenda Report

21-809

Agenda Date: 6/15/2021

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Parks & Recreation Commission Work Plan Goals for FY 2020/21 Final Update and Discussion of Work Plan Goals and Activities for FY2021/22

BACKGROUND

Annually, the Parks & Recreation Commission considers three to five specific, measurable, attainable, realistic, and time-bound goals and/or activities for the year. These are intended to focus Commission efforts and respond to community and City Council priorities within existing budget direction, resource limitations, and the purview of the Commission as set forth in the City Charter and City Code.

At the September 15, 2020 meeting, the Commission considered their prior progress on Work Plan Goals for Fiscal Year 2019/20. Due to the effects of the pandemic on Commission meetings and events, the Commission decided to continue the prior year's Goals for Fiscal Year 2020/21.

- a) Inform the community about parks and recreation infrastructure conditions and provide leadership and advocacy for any potential new funding strategies;
- b) Review and provide input on existing City park rehabilitation projects and proposed park projects to serve new residential development;
- c) Host the annual Santa Clara Art & Wine Festival; and,
- d) Provide leadership and guidance for community input and outreach on the proposed 30+/- acre Community Park on a former SCG&TC City owned parcel.

DISCUSSION

The Commission discusses the Work Plan, makes subcommittee assignments, provides monthly updates, and works toward goal completion during the year.

On October 20, 2020, the Commission received an update on Work Plan "Goal D" following the subcommittee's visit to the 30+ acre undeveloped park site on the closed golf course. Commissioners noted the topography of the site, panoramic views of the South Bay, and the potential for perimeter slopes of the site to include unique recreation activities. The Commission also discussed having extensive public engagement and community outreach during the conceptual design phase. The outreach and design is to be funded and commence once the City Place project reaches a phase that would trigger a payment of \$500K to the City for engineering/outreach/design and \$4.5M for initial construction.

At the November 2020 meeting, the Commission did not discuss the Work Plan due to time devoted to other Commission business.

In December 2020, the Commission did not meet.

On January 19, 2021, the Commission discussed the State of California Proposition 68 Competitive Grant Program and potential for a project proposal for Machado Park expansion and renovation (Goal A). The Commission reviewed Council approval of their recommendations for the Fairway Glen Park restroom and the Magical Bridge All-inclusive Playground schematic designs (Goal B). The Commission received a report that staff has an on-call list of professional design firms to assist with public input, community outreach, schematic design, once Related of Santa Clara provides funding under the Development Agreement for design and engineering of the Community Park (Goal D).

On February 16, 2021, the Commission noted progress on Work Plan "Goal A" by discussing and recommending that Henry Schmidt Park playground rehabilitation should be prioritized for funding due to the deterioration of the playground which has resulted in removal of various custom pieces of play equipment. The Commission also received a verbal report on the EPA Water Quality Improvement Fund Grant program for the future improvement of the Bowers Park parking lot. Progress on Work Plan "Goal B" is noted through progress on the design of the Fairway Glen Park restroom and the Magical Bridge All-inclusive Playground in Central Park. Director Teixeira provided information and guidance for the Commission regarding Work Plan "Goal C"; due to the ongoing pandemic, the County of Santa Clara's Health Department protocols and the State's Blueprint for a Safer Economy, the upcoming Art & Wine Festival may be very different from past events. Over the next few months, staff will review what can be done, potentially hosting a smaller event.

On March 16, 2021, the Commission noted progress on Work Plan "Goal B" through the design for the Fairway Glen Park restroom, and the Magical Bridge All-inclusive Playground in Central Park. The Commission discussed the potential need to form subcommittees to meet on Work Plan "Goal C" if the annual Santa Clara Art & Wine Festival is to take place. The subcommittee for Work Plan "Goal D" is planning to meet in April to discuss the community park site.

On April 20, 2021, the subcommittee for Work Plan "Goal D" discussed potential stakeholders to include in community outreach efforts. They recognized the importance of considering a broad spectrum of stakeholders across the City with a particular focus on the northern part of the City which would potentially be most served by the community park. The use of special applications could enhance community outreach and public input. The design phase of community park development is dependent on progress on the Related Project. Public use of the site for recreational activities is not feasible and not considered at this time.

On May 18, 2021, the Commission and staff discussed Goal D and how community outreach and input for the proposed 30+ acre community park is contingent upon the next phase of the Related Project moving forward, at which time \$500k will be available to reimburse the City for outreach, design and engineering services and \$4.5M for initial phase of park construction. Due to the negative economic effects and health and safety restrictions, the Parks & Recreation Department budget, staffing and special event planning efforts for the annual Art & Wine Festival (Goal C) have been curtailed. Usually, the Department and the Commission have a full year to plan the Art & Wine Festival's artist and vendor participation, entertainment activities, staffing and publicity. It is not feasible at this time to develop a full-scale, two-day event. The Department is proposing a smaller event in late summer or early fall, dependent upon the City's final budget approval.

At the June 15, 2021 Regular Meeting, the Commission will discuss and review the final update for

Work Plan Goals for FY 2020/21 and develop Work Plan Goals for FY2021/22.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

PUBLIC CONTACT

Public contact was made by posting the Parks & Recreation Commission’s agenda on the City’s official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City’s website and in the City Clerk’s Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk’s Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>>.

RECOMMENDATION

Discuss Parks & Recreation Commission Work Plan Goals for FY 2020/21 and develop Work Plan Goals for FY2021/22 and appoint subcommittee(s) as needed.

Reviewed by: Dale Seale, Deputy Parks & Recreation Director

Approved by: James Teixeira, Director of Parks & Recreation



Agenda Report

21-818

Agenda Date: 6/15/2021

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Action to Recommend Council Approval of a Preferred Schematic Design for the City Plaza Park Gazebo Enhancement Project

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

In 2018, the City received initial public input on opportunities to improve the gazebo at City Plaza Park as part of the Project for Public Spaces (PPS) placemaking workshops. In response to the PPS recommendations, the City developed a project scope and allocated funding to improve the gazebo and its connection with the Mission Branch Library, while providing an additional activity space and meeting Americans with Disabilities Act (ADA) accessibility requirements.

The City Plaza Park Gazebo Enhancement Project (853 Lexington Street) will:

- Strengthen the connection and access between the Mission Branch Library and the gazebo;
- Provide additional space for outdoor recreation classes & activities; and,
- Refresh the appearance of gazebo.

Project funding in the total amount of \$200,000 is available through the City's approved Capital Improvement Project (CIP) budget. The City conducted an online survey from May 1 to May 18, 2021 seeking community input on the two options developed by the landscape architect. The City had over 188 visitors and received 151 responses representing 7.6 hours of public comment (three minutes per comment). Survey respondents were primarily (96.6%) Santa Clara residents (53.7%) who live within a ten-minute walk of City Plaza Park, and over 30 years of age (66.4% are 30-65, and 28.9% are over 65 years of age). Most respondents (134) visit the park at least monthly. The results of the survey are summarized as follows:

- 59.9 % (88) favored having an expanded pathway and activity space with seat wall and less grass, and
- 54.7% (81) favored having the concrete area for all weather use versus grass for fair weather use.

DISCUSSION

Staff will present the results of the survey, the preferred staff option, the feedback from the Board of Library Trustees Special Meeting of June 10, 2021, and any additional public comment. The Parks & Recreation Commission will be asked to make a recommendation to Council to approve the preferred schematic design (expanded pathway and activity space with seat wall and less grass). Pending Council review and approval, the architect will develop constructions plans, specifications and cost

estimate for construction bid in Fall/Winter 2021/22. Award will be presented to Council for approval Winter/Spring 2022. Construction will begin spring 2022.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

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RECOMMENDATION

Recommend Council Approval of the preferred Schematic Design for the City Plaza Park Gazebo Enhancement Project.

Reviewed by: Dale Seale, Deputy Parks & Recreation Director

Approved by: James Teixeira, Director of Parks & Recreation

ATTACHMENT

1. City Plaza Park Gazebo Enhancement Project - preliminary design

City Plaza Park Gazebo Enhancement Project

(preliminary design for discussion purposes only)

Option A:

Open one section of existing gazebo railing (facing the Library), and add a straight concrete pathway, stairs, decorative handrails, more plants/grass, and paint gazebo.

Option A Legend:

1 - Stairs to Gazebo, 2 - Handrails, 3 - Walkway to Gazebo, 4 - Planting Area, 5 - Lawn, 6 - Existing Gazebo



Option B:

Open one section of existing gazebo railing (facing the Library) and add larger diagonal concrete recreation activity space with seats walls, stairs, decorative handrails, less plants/grass, and paint gazebo.

Option B Legend:

1 - Stairs to Gazebo, 2 - Handrails, 3 - Activity Area, 4 - Planting Area, 5 - Lawn, 6 - Existing Gazebo

