



City of Santa Clara

Meeting Agenda

Parks & Recreation Commission

Tuesday, October 19, 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 21-1382 [Approve the Parks & Recreation Commission Minutes of September 21, 2021](#)

Recommendation: Approve the Parks & Recreation Commission Minutes of September 21, 2021

PUBLIC PRESENTATIONS

GENERAL BUSINESS

2. 21-1383 [Recommend Nominee\(s\) for Consideration as the "Honorary Holiday Tree Lighter 2021" for the Annual Holiday Tree Lighting Ceremony on Friday, December 3, 2021](#)

Recommendation: Recommend a nominee, or nominees to the Mayor for consideration as "Honorary Holiday Tree Lighter 2021."

3. 21-1384 [Parks & Recreation Commission Work Plan Goals for FY2021/22](#)

Recommendation: Report on progress on the Parks & Recreation Commission Work Plan Goals for FY 2021/22 and appoint subcommittee(s) as needed.

STAFF REPORT

COMMISSIONERS REPORT

ADJOURNMENT

The next meeting will be on November 16, 2021.

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. If a person wishes to challenge the nature of the above section in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Santa Clara, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

If a member of the public submits a speaker card for any agenda items, their name will appear in the Minutes. If no speaker card is submitted, the Minutes will reflect "Public Speaker."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Santa Clara will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities, and will ensure that all existing facilities will be made accessible to the maximum extent feasible. The City of Santa Clara will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities including those with speech, hearing, or vision impairments so they can participate equally in the City's programs, services, and activities. The City of Santa Clara will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

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City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
@SantaClaraCity

Agenda Report

21-1382

Agenda Date: 10/19/2021

SUBJECT

Approve the Parks & Recreation Commission Minutes of September 21, 2021

RECOMMENDATION

Approve the Parks & Recreation Commission Minutes of September 21, 2021

Prepared by: Dale Seale, Deputy Parks & Recreation Director

Approved by: James Teixeira, Director of Parks & Recreation

ATTACHMENT(S)

1. Draft - Parks & Recreation Commission Minutes of September 21, 2021



City of Santa Clara

Meeting Minutes

Parks & Recreation Commission

09/21/2021

7:00 PM

Virtual Meeting

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CALL TO ORDER AND ROLL CALL

Chair Forte called the Parks & Recreation Commission Meeting to order at 7:01 PM.

- Present** 4 - Commissioner Dana Caldwell, Commissioner Sajid Hai, Chair Eversley Forte, and Commissioner Kelly Gonzalez
- Absent** 3 - Commissioner Andrew Knaack, Commissioner Joe Martinez, and Vice Chair Burt Field

Commissioner Hai made a motion, seconded by Commissioner Gonzalez to excuse Commissioner Field, Commissioner Knaack, and Commissioner Martinez.

Aye: 4 - Commissioner Caldwell, Commissioner Hai, Chair Forte, and Commissioner Gonzalez

Excused: 3 - Commissioner Knaack, Commissioner Martinez, and Vice Chair Field

CONSENT CALENDAR

Note: Commissioner Field joined the meeting at 8:01 PM, before the start of Item No. 4 (File ID No. 21-1225). The Chairperson reintroduced the Consent Calendar (Items No. 1.A and 1.B. (File ID No. 21-1234 and 21-1280) for Commission review/approval.

Commissioner Caldwell made a motion, seconded by Commissioner Field to approve the Consent Calendar.

- 1.A [21-1234](#) Approve the Parks & Recreation Commission Minutes of August 17, 2021

Recommendation: Approve the Parks & Recreation Commission Minutes of August 17, 2021

Commissioner Caldwell made a motion, seconded by Commissioner Field to approve the Consent Calendar.

Aye: 5 - Commissioner Caldwell, Vice Chair Field , Commissioner Hai, Chair Forte, and Commissioner Gonzalez

Excused: 2 - Commissioner Knaack, and Commissioner Martinez

- 1.B [21-1280](#) Parks & Recreation Commission Calendar of Meetings for 2022

Recommendation: Recommend that Council Approve a Resolution to Set the Parks & Recreation Commission Calendar of Meetings for 2022.

Commissioner Caldwell made a motion, seconded by Commissioner Field, to approve the Consent Calendar.

Aye: 5 - Commissioner Caldwell, Vice Chair Field , Commissioner Hai, Chair Forte, and Commissioner Gonzalez

Excused: 2 - Commissioner Knaack, and Commissioner Martinez

PUBLIC PRESENTATIONS

None.

GENERAL BUSINESS

2. [21-1020](#) Consideration of the Schematic Design for the New Public Neighborhood Park located at 3905 Freedom Circle (Greystar Development)

Recommendation: Recommend that City Council approve the Schematic Design for the New Public Neighborhood Park located at 3905 Freedom Circle.

Commissioner Gonzalez made a motion, seconded by Commissioner Hai, to recommend approval of the schematic design for the New Public Neighborhood Park, located at 3905 Freedom Circle.

Aye: 4 - Commissioner Caldwell, Commissioner Hai, Chair Forte, and Commissioner Gonzalez

Excused: 3 - Commissioner Knaack, Commissioner Martinez, and Vice Chair Field

3. [21-1151](#) Presentation and Input on the Pruneridge Avenue Complete Streets Plan

Recommendation: Receive presentation and provide input on the Pruneridge Avenue Complete Streets Plan.

Commissioner Field joined the Parks & Recreation Commission Meeting at 8:01 PM.

4. [21-1225](#) Westwood Oaks Park Playground Rehabilitation Project Initial Presentation

Recommendation: Discuss and provide input on the Project design principles and community outreach.

5. [21-1235](#) Recommend Nominee(s) for Consideration as the “Honorary Holiday Tree Lighter 2021” for the Annual Holiday Tree Lighting Ceremony on Friday, December 3, 2021

Recommendation: Recommend a nominee, or nominees to the Mayor for consideration as “Honorary Holiday Tree Lighter 2021.”

Commissioner Gonzalez made a motion, seconded by Commissioner Field, for this item to be continued to the October 19, 2021 Parks & Recreation Commission Meeting.

Aye: 5 - Commissioner Caldwell, Vice Chair Field, Commissioner Hai, Chair Forte, and Commissioner Gonzalez

Excused: 2 - Commissioner Knaack, and Commissioner Martinez

6. [21-1236](#) Parks & Recreation Commission Work Plan Goals for FY2021/22

Recommendation: Report on progress on the Parks & Recreation Commission Work Plan Goals for FY 2021/22 and appoint subcommittee(s) as needed.

The Commission received updates on Work Plan Goals B-1, and B-2 respectively, through the initial project presentation for Westwood Oaks Park Playground Rehabilitation Project including upcoming community outreach and online surveys commencing in September, receiving additional community input on developer proposed schematic design for the new public neighborhood park at Gateway Crossings, and considering the proposed schematic design for the new public neighborhood park located at 3905 Freedom Circle. The subcommittee for Work Plan Goal D agreed to meet at the proposed 30+ acre park site located on the old golf course, on October 7, at 4:00 PM.

STAFF REPORT

Deputy Director Seale provided an update on park projects and invited Commissioners to attend the Westwood Oaks Park Community Outreach Meeting on Saturday, September 25, from 10:00- 11:00 AM (location: 460 La Herran Dr.)

Recreation Manager Castro advised commissioners that programming updates are available in the Parks & Recreation newsletter and encouraged commissioners to subscribe. Westwood Oaks Park online survey will be launched tomorrow, Wednesday, September 22. The aged and failing International Swim Center is closed, as we are experiencing supply-chain delays for parts and equipment. Stay tuned for Halloween-related activities for next month.

COMMISSIONERS REPORT

Commissioner Forte: Visited and worked out at Westwood Oaks Park, and Maywood Park.

Commissioner Caldwell: Visited Westwood Oaks Park and plans to attend the community outreach on September 25, 2021. He also Visited Maywood Park and noticed some weak and diseased trees had been removed.

Commissioner Field: Visited Reed & Grant Sports Park for youth soccer and noticed how park use continues to increase. He also visited Maywood Park.

Chair Gonzalez: Visited Redwood Trail, and Meadow Park in Santa Clara Square and noticed the good design of the parks there and how it merges spaces between the parks and the neighborhood.

Commissioner Hai: Visited Westwood Oaks Park, and Jenny Strand Park.

ADJOURNMENT

Commissioner Field made a motion, seconded by Commissioner Gonzalez, to adjourn the meeting until the next regularly held Parks & Recreation Commission meeting at 7:00 PM on Tuesday, October 19, 2021.

Aye: 5 - Commissioner Caldwell, Vice Chair Field , Commissioner Hai, Chair Forte, and Commissioner Gonzalez

Excused: 2 - Commissioner Knaack, and Commissioner Martinez

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Agenda Report

21-1383

Agenda Date: 10/19/2021

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Recommend Nominee(s) for Consideration as the “Honorary Holiday Tree Lighter 2021” for the Annual Holiday Tree Lighting Ceremony on Friday, December 3, 2021

BACKGROUND

The Santa Clara tradition of decorating and lighting a Holiday Tree Lighting is over 100 years old. It is held on the first Friday (evening) in December. In recent years, the festivities are held in Central Park and have included a decorated “live” holiday tree, heirloom Teddy Bear, colorful lights, live stage music and entertainment, children’s and family activities, community information and non-profit organization food booths, and a Mayoral Proclamation recognizing an honorary “Holiday Tree Lighter.” The Holiday Tree Lighter is a Santa Clara individual, family or business that embodies the meaning of community service, generosity, and the heartfelt positive spirit of the holiday season.

This year, the City will be hosting a smaller celebration due to the ongoing economic effects of the pandemic on the City’s budget elimination of the seasonal ice skating rink and fireworks display. However, the honorary “Holiday Tree Lighter” and Mayoral Proclamation will continue.

DISCUSSION

This item is continued from the regular Parks & Recreation Commission meetings on August 17, 2021, and September 21, 2021. The Commission will discuss a nominee, or nominees, to recommend to the Mayor for consideration as the “Honorary Holiday Tree Lighter 2021.” A list of recent holiday tree lighters is provided in Attachment 1.

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 Park & 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 or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Recommend a nominee, or nominees to the Mayor for consideration as "Honorary Holiday Tree Lighter 2021."

Reviewed by: Dale Seale, Deputy Parks & Recreation Director

Approved by: James Teixeira, Director of Parks & Recreation

ATTACHMENTS

1. Holiday Tree Lighters List

**Holiday Tree Lighter List
2008 to 2020
City of Santa Clara**

2008

Tillie Goldsberry, and Ann Tacchino

2009

Vern Deto

2010

Mayor Mahan

2011

Dixon Hillis Family

2012

Jennifer Sparacino

2013

Tom Goodson

2014

Raymond Gamma

2015

Kaiser Permanente

2016

Jerry Marsalli

2017

George Santich

2018

Chuck Blair; and Craig and Linda Connelly

2019

Bill Shaddle

2020

Kaiser Permanente Intensive Care Unit Workers



Agenda Report

21-1384

Agenda Date: 10/19/2021

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Parks & Recreation Commission Work Plan Goals 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 each successive meeting, the Commission discusses the Work Plan and makes subcommittee assignments as necessary. Members then work toward goal completion and provide updates at the regular Commission meetings.

At the July 20, 2021 meeting, the Commission reviewed the Work Plan Goals for FY2020/21 and recommended approval of the Work Plan Goals for FY2021/22.

The Work Plan Goals for FY2021/22 include:

- Goal A: 1) Review park site and facility condition assessments (Kitchell, 2018) and recommend priority of community needs given levels of service and available resources. There are approximately \$100M to \$150M worth of aged infrastructure requiring renewals and replacements of various components and systems for park sites and buildings. 2) In addition, needs assessments for youth sports, aquatics, seniors as well as population growth statistics (Park and Recreation Facilities Development Impact Fee Studies (Willdan Financial Services, 2019) indicate the need for the acquisition and development of new parkland and amenities, and expansion of existing parks to meet the City's current level of service needs.
- Goal B: 1) Review and elicit community input on the existing City parks' rehabilitation projects based on the currently approved/funded Capital Improvement Program Budget and schedule; and, 2) review developer proposed schematic designs for new neighborhood parks to serve new residential development as completed project applications are submitted.
- Goal C: 1) Host and develop recommendations for improving the annual Art & Wine Festival (based on budget, 40th annual will return in September 2022); and 2) participate in Citywide Special events.
- Goal D: 1) Develop Community Park North community input process and stakeholders list. 2)

Conduct community outreach and input process with City staff and consultant. Goal D is contingent upon the Related Project's application, phasing and \$500K for outreach, design and engineering.)

DISCUSSION

The Commission will hear any public input, develop activities in support of the Goals, make subcommittee assignments, establish a schedule of periodic updates for the regular monthly meetings. It is expected that Commissioners will work toward Goal completion between regular meetings and provide periodic updates to City Council during the year.

On July 20, 2021, the Commission approved the creation of a subcommittee for Goal D. The subcommittee consists of Commissioners Caldwell, Gonzalez, and Hai.

On August 17, 2021, the subcommittee for Work Plan Goal D agreed to meet between September and October at the future 30+ acre community park site on an upcoming Thursday afternoon. Commissioners were encouraged to visit Westwood Oaks Park to become familiar with the park site since community outreach on playground and park rehabilitation will begin in September.

On September 21, 2021, the Commission received an update on Work Plan Goals B-1, and B-2 respectively, with the Westwood Oaks Park Playground Rehabilitation Project moving forward with upcoming community outreach and online surveys commencing in September, and receiving additional community input on developer proposed schematic design for the new public neighborhood park at Gateway Crossings, and considering the proposed schematic design for the new public neighborhood park located at 3905 Freedom Circle. The subcommittee for Work Plan Goal D agreed to meet at the proposed 30+ acre park site located on the old golf course, on October 7, at 4:00 PM.

At the regular Meeting on October 19, the Commission will discuss activities that support Work Plan Goals.

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

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RECOMMENDATION

Report on progress on the Parks & Recreation Commission Work Plan Goals for FY 2021/22 and appoint subcommittee(s) as needed.

Reviewed by: Dale Seale, Deputy Parks & Recreation Director
Approved by: James Teixeira, Director of Parks & Recreation