



**TOWN OF LOS GATOS
PARKS COMMISSION MEETING
MONDAY, JUNE 05, 2023
6:00 P.M.**

*Rob Stephenson, Chair
Craig Gleason, Vice-Chair
Mike Buncic, Commissioner
Brant Corenson, Commissioner
Chirag Mapara, Commissioner
Matt Ober, Commissioner
Kamron Emami, Youth Commissioner*

**THE JUNE 5, 2023 PARKS COMMISSION
MEETING HAS MOVED TO
41 MILES AVENUE, LOS GATOS, CA
IN THE RJ BRYANT SERVICE CENTER
DUE TO WEATHER CONCERNS**



**TOWN OF LOS GATOS
PARKS COMMISSION
MONDAY, JUNE 05, 2023
151 GRANADA WAY
LA RINCONADA PARK
LOS GATOS, CA
6:00 P.M.**

*Rob Stephenson, Chair
Craig Gleason, Vice-Chair
Mike Buncic, Commissioner
Brant Corenson, Commissioner
Chirag Mapara, Commissioner
Matt Ober, Commissioner
Kamron Emami, Youth Commissioner*

This meeting will be held in-person at La Rinconada at 151 La Rinconada. Members of the public may only provide public comments for the agenda item in-person.

PARTICIPATION IN THE PUBLIC PROCESS

The Town of Los Gatos strongly encourages your active participation in the public process, which is the cornerstone of democracy. If you are interested in providing oral comments during the meeting, you must attend in-person and complete a “speaker’s card”. If you wish to speak to an item on the agenda, please list the item number. The time allocated to speakers may change to better facilitate the Board meeting. You are welcome to submit written comments via email to ppwcomment@losgatosca.gov.

Public Comment During the Meeting:

- When called to speak, please limit your comments to three (3) minutes, or such other time as the Chair may decide, consistent with the time limit for speakers at a Town meeting.
- Speakers at public meetings will be asked to provide their full name and to state whether they are a resident of the Town of Los Gatos. This information is optional and not required.

Deadlines for Public Comment and Presentations are as follows:

- If you are unable to participate in person, you may email ppwcomment@losgatosca.gov with the subject line “Public Comment Item #_” (insert the item number relevant to your comment). Persons wishing to submit written comments to be included in the materials provided to Board must provide the comments as follows:
 - For inclusion in the regular packet: by 11:00 a.m. the Friday before the Commission meeting
 - For inclusion in any Desk Item: by 11:00 a.m. on the day of the Commission Meeting
- Persons wishing to make an audio/visual presentation on any agenda item must submit the presentation electronically, either in person or via email to ppwcomment@losgatosca.gov, by 3:00 p.m. the day of the meeting.

RULES OF DECORUM AND CIVILITY

The purpose of the meeting is to conduct the business of the Town in an effective and efficient manner. For the benefit of the community, the Town of Los Gatos asks that you follow the Town's meeting guidelines while attending Town meetings and treat everyone with respect and dignity. This is done by following meeting guidelines set forth in State law and in the Town Code.

The Town does not tolerate disruptive conduct, which includes but is not limited to:

- addressing the Commission without first being recognized;
- interrupting speakers, Commission or Town staff;
- continuing to speak after the allotted time has expired;
- failing to relinquish the microphone when directed to do so;
- repetitiously addressing the same subject.

Town Policy does not allow speakers to cede their commenting time to another speaker. Disruption of the meeting may result in a violation of Penal Code Section 403.

MEETING CALLED TO ORDER

ROLL CALL

CONSENT ITEMS (TO BE ACTED UPON BY A SINGLE MOTION)

1. Approve Parks Commission Regular Minutes of April 3, 2023. (Attachment)

VERBAL COMMUNICATIONS *(Members of the public are welcome to address the Personnel Board on any matter that is not listed on the agenda. To ensure all agenda items are heard and unless additional time is authorized by the Chair, this portion of the agenda is limited to 30 minutes and no more than three (3) minutes per speaker. In the event additional speakers were not able to be heard during the initial Verbal Communications portion of the agenda, an additional Verbal Communications will be opened prior to adjournment.)*

OTHER BUSINESS *(Up to three minutes may be allotted to each public speaker on any of the following items.)*

2. Action Item: Recommend 2023/24 Parks Commission Work Plan for Submittal to Town Council (Written Report)
3. Parks and Public Works Report (Verbal Report)
 - A. Pickleball – Nicolle Burnham
 - B. Kiwanis Meeting – Nicolle Burnham
 - C. Shannon Road – Nicolle Burnham
 - D. Upcoming Events – Nicolle Burnham
4. Youth Commission Report (Verbal Report)

COMMISSIONER REPORTS

ADJOURNMENT

Next meeting scheduled: August 7, 2023

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE CLERK DEPARTMENT AT (408) 354-6834. NOTIFICATION 48 HOURS BEFORE THE MEETING WILL ENABLE THE TOWN TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING [28 CFR §35.102-35.104]



**TOWN OF LOS GATOS
PARKS COMMISSION REPORT**

MEETING DATE: 06/05/2023

ITEM NO: 1

**DRAFT MINUTES OF THE PARKS COMMISSION REGULAR MEETING
April 3, 2023**

The Town of Los Gatos Parks Commission conducted a Regular Meeting on April 3, 2023, at 6:00 p.m.

MEETING CALLED TO ORDER AT 6:02 p.m.

ROLL CALL

Present: Chair Stephenson, Vice-Chair Gleason, Commissioners, Buncic (absent), Corenson (arrived 6:04), Mapara, Ober, and Youth Commissioner Emami (absent).

CONSENT ITEMS

1. Approve Minutes of the Parks Commission Meeting of February 6, 2023.

MOTION: **Motion** by Vice-Chair Gleason to approve Consent Item 1.
Seconded by Commissioner Ober.

VOTE: **Unanimously**

VERBAL COMMUNICATIONS

No verbal communication.

OTHER BUSINESS

MOTION: **Motion** by Vice-Chair Gleason to move the Pickleball to item two and Town Justice, Equity, Diversity, and Inclusion Plan to item three. **Seconded** by Commissioner Ober.

VOTE: **Unanimously**

2. Pickleball

Nicolle Burnham, PPW Director, verbally reported on this item.

The Commission discussed this item.

Other Business Item #2 – continued

Opened Public Comment.

Waldo Joseph, Resident

- Requested the Parks Commission take into consideration the impact of the noise, day/time of usage, and parking at La Rinconada Park for Pickleball.

Bill Crites, Resident

- Requested the Parks Commission take into consideration the need for more courts, and the need to resurface and repair the courts at La Rinconada Park.

Debbie Pinkston, Resident

- Requested the Parks Commission take into consideration the need for more courts, and the need to resurface and repair the courts at La Rinconada Park.

Britt Sellin, Resident

- Requested the Parks Commission take into consideration the need for more courts, to install new courts, to designate those new courts for Pickleball, and to designate two tennis courts for eight Pickleball courts.

Closed Public Comment.

The Commission discussed the matter.

3. Town Justice, Equity, Diversity, and Inclusion Plan

Holly Young, Administrative Analyst, verbally reported on this item.

The Commission discussed this item.

4. Establish Park Locations for June and August Meetings

The Commission discussed this item.

MOTION: Motion by Commissioner Ober to hold the June Parks Commission meeting at La Rinconada Park. **Seconded** by Vice-Chair Gleason.

VOTE: Unanimously

Other Business Item #4 – continued

MOTION: **Motion** by Commissioner Corenson to hold the August Parks Commission meeting at Oak Meadow Park. **Seconded** by Commissioner Ober.

VOTE: **Unanimously**

5. Role of Parks Commission/Work Plan

Nicolle Burnham, PPW Director, verbally reported on this item. I would like to hear some ideas, what are the things on your mind about parks that you would like to set staff on? I would like to take a list of ideas that are on your mind and set up a cadence to start referring them back to you. Are you wondering about parks, street trees, or trails?

Chair Stephenson, verbally commented, I think it is worth noting that with the increase in housing and the increase in population, and we are not building new parks we need to invest in what we have. We need to think carefully about our Capital Improvement funds. Like a situation tonight, we have a group asking for an entirely new facility, pickle courts and that is not going to be cheap. How do we invest in what we have? We have talked about the airplane, which gets plenty of use and it is on loan from the Air Force, and we are obligated to maintain it. There are certain things that we have to do and there are discretionary items like a new play structure. Further investments in the facilities we have since we are not building any new parks.

Jerett Blaskey, PPW Parks Services Officer, recommended that the Parks Commission look at the surrounding parks, maybe there is something we do not have and look forward to adding to our playgrounds to draw people in.

Nicolle Burnham, PPW Director, verbally commented, the Town's Mayor mentioned as an idea that Town we do not have Parks Master Plan. It is not unusual for a community to look at it holistically at its park assets, evaluate what it has and what currently owns. What the public demand might be for other things and what is within the sphere of influence to the viewpoint. What does Vasona have? Try to identify what are the gaps in the system. We can hire a consultant or if the Commission can take on some groundwork, we could set up a system to help us do some initial inventory. We can set up a standing topic. Inventory of how many parks we have and what we have in those parks and then start talking to the community to see what they want.

Commissioner Corenson, verbally commented, the Parks Commission talked about this seven or eight years ago and there is a database of all the Town parks and what they have to offer, the size of the parks, etc.

Other Business Item #5 – continued

Jerett Blaskey, PPW Parks Services Officer, commented that he has the document of all the Town parks, and what they have to offer, and will forward it to Nicolle Burnham, PPW Director.

Commissioner Ober, verbally commented, on QR codes of what the parks have to offer. Such as great walking trails, playgrounds, and bathrooms.

Chair Stephenson, verbally commented, to create a Master Plan with the JEDI plan in mind. There is a park in Palo Alto, Magical Bridge, this is an adaptive playground. Children with mobility issues will not go on the tanbark in a wheelchair. These are parks designed clearly with everyone in mind, children on the spectrum, and children with mobility issues. I looked into this, and it will cost one million in capital to build one of these, Morgan Hill is currently building one. One of our service communities, the Kiwanis Club, is looking into raising funds for this. I think that would be huge for us if we had a park that could include everybody. When we talk about general issues and a good escalation of equality versus equity, everybody has a need for a park, we just need parks that can serve the population. If we are not doing that, we are not meeting our goals. We should have play structures that are accessible.

Commissioner Corenson, commented, I wonder if you can get some funding from the state or other agencies regarding these types of facilities?

Vice-Chair Gleason, commented, the Arts Commission did have a more visionary approach to the discussions they were having and did meet more frequently. For example, the Gateway Project came out of them thinking forward and they did not have money for it at the time, so they had to present the vision they wanted and go and get the funding for it. The parks have come out of this strategic initiative back in the '60s that led to the funding and the purchase of the land and the establishment of the parks in the '70s and '80s. Now for decades, we have been in this more incremental mode that you are describing. I am wondering if it would make sense if we had a more visionary and strategic plan of where we want to be in 50 years. If you look at things over the course of a few years and see what they are, you will say, well we do not have the money. But if you think over 50 years there should be an opportunity to go after grants or funding from the Town or bond measures. You will have a bigger picture of what you want to achieve. If you have that vision of where you want to be at that time, you would be better positioned to decide which things you would like to go after along the way. Like a particular grant for the Master Plan.

Other Business Item #5 – continued

Commissioner Corenson, commented, a while back we tried to identify the heritage trees we have. We had a plan for that, but we never moved forward. On another Commission, we identified all the trees up and down on North Santa Cruz of which ones are heritage and try to protect them just in case they would be taken down and give them a little more protection than just your standard street tree.

Vice-Chair Gleason, commented, would there be any interest in some collaboration with the Arts Commission of any sort of art inspiration in the parks. They are interested.

Nicolle Burnham, PPW Director, commented, if things come to you, please email Meredith, and she and I will figure out how to add it to the agenda. I am not sure when this will be going to Town Council. We will put together a memo of what you are doing and discuss with the council on what we have an interest in; art, playgrounds and maybe grant funding. Maybe this can go to Town Council on the second meeting in June and our June meeting at La Rinconada can include the memo to review and be ready for Town Council.

6. Senior Services Roadmap

Dick Konrad, Chair of the Senior Services Commission, verbally reported on this item.

The Commission discussed this item.

7. PPW Director's Report

A. Upcoming Events

Nicolle Burnham, PPW Director, verbally reported on this item.

The Commission discussed this item.

B. River Clean-Up- Day

Jerett Blaskey PPW Park Services Officer, verbally reported on this item.

The Commission discussed this item.

8. Youth Commission Report

No report was given.

COMMISSIONER REPORTS

Commissioner Ober commented on downed trees on St. Joseph's trail blocking the entire trail and the upper parking lot of the Toll House. I am a coproducer for Music in the Park the summer 2023 series is starting July 23rd with six consecutive shows ending August 27th, 5:00 p.m. to 7:00 p.m. The Veterans Memorial will have signs posted that it is closed from 4:00 p.m. to 9:00 p.m. to protect the grounds during Music in the Park, we do not want any plants to be trampled on. Grays Avenue Park, when Covid first started we decided to make Grays Avenue a park, although not officially a park. We closed off the street and painted the ground green. It worked well during Covid, and it is working well now. Now there is a discrepancy between Loma Brewing and the outside amplified musicians. Commissioner Ober has been receiving a lot of feedback on what can be done. Is it an actual park, what is the purpose of it? The inside bands at Loma Brewing are competing with the outside bands. I noticed Los Gatos High School had a cornhole event. Loma Brewing commented that if this continues, they are going to be canceling the bands. Commissioner Ober found out that acoustic music is allowed outside but amplified music is not allowed.

Chair Stephenson commented on Commissioner Ober's comments for the closure signage for the Veterans Memorial.

Commissioner Corenson commented on commending the Parks department for the excellent trees and trail cleanup at Belgatos Park. The one issue is the fire road between Harwood and Madera, there is a depression area and mud cross that area, it would be nice to put a retaining wall. Little higher up drainage is clogged, water has been pouring down the hill. The Beautification Committee is now being run by Dick Konrad, Commissioner Corenson read the mission statement and the next meeting is May 11, 2023.

Chair Stephenson commented on putting the Beautification Committee Liaison update on the next agenda.

ADJOURNMENT

The meeting adjourned at 7:38 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the April 3, 2023 meeting as approved by the Parks Commission.

/s/ Nicolle Burnham, Director of Parks and Public Works



**TOWN OF LOS GATOS
PARKS COMMISSION REPORT**

MEETING DATE: 6/5/2023

ITEM NO: 2

DATE: May 23, 2023
TO: Parks Commission
FROM: Nicolle Burnham, Director of Parks and Public Works
SUBJECT: Fiscal Year 2023 / 2024 Work Plan

RECOMMENDATION:

Review and provide comments on the Parks Commission Fiscal Year 2023/24 Work Plan.

BACKGROUND:

The Town of Los Gatos Parks Commission (Commission) consists of six adult members and one Youth Commission representative. The Commission is advisory to Town Council, receiving public input, evaluating options, and making recommendations on policy issues on matters pertaining to public parks, off-street trails, open space, grounds, and street trees. The Commission meets six times per year on even-numbered months.

In 2022/23 the Commission heard reports and provided guidance on the following items:

- Lyndon Bandstand Improvements
- Open Space Vegetation Management
- Volunteer Events
- Park Operations
- Holiday Events in Parks
- Pickleball at La Rinconada Park and Blossom Hill Park
- Capital Improvement Needs for Parks
- Parks Related Use Agreements
- Parks Related Portions of the Senior Services Road Map

PREPARED BY: Nicolle Burnham
Director, Parks and Public Works

DISCUSSION:

At their meeting in April 2023, the Parks Commission began a discussion of potential work plan items for Fiscal Year 2023/24. Among the items discussed were:

1. Inventory of Park Assets – In 2008 the Town of Los Gatos completed an [Open Space and Trails Inventory](#) prepared by the consulting firm Design, Community and Environment. The Commission expressed interest in evaluating and assessing the current number and condition of assets in the Town Park system using this document as a starting point.
2. Street Tree Program – The Commission expressed interest in having staff present on the current street program and associated policies.
3. Meeting Schedule – The even-numbered month meeting cadence can be challenging with regard to consistency. The Commission discussed interest in exploring converting their schedule to a monthly cadence. If this item is selected for the work plan staff would need to work with the Commission to determine the required changes to the current Town Policy, and to estimate the impact on staffing resources in Parks and Public Works to support the additional meetings.
4. Park Use Fees and Agreements – Certain groups (e.g., Los Gatos Little League, Los Gatos Saratoga Recreation, etc.) have use agreements with the Town providing them guaranteed timeslots for the use of certain parks. The Commission expressed interest in reviewing these use agreements, the associated fees, and benchmarking Los Gatos fees against other nearby communities.
5. Pickleball and Tennis Court Usage and Requirements for Play – The Town of Los Gatos currently has one dedicated pickleball court at La Rinconada Park. This court is heavily used, creating conflicts between players and impacting nearby residents. Researching other potential pickleball court locations and means of reducing the impact on neighbors of La Rinconada is a topic the Commission hears frequently and that they may like to spend time considering.

In addition to these items, staff will continue to bring forward topics related to capital projects, general park operations, and stewardship as they arise.

CONCLUSION:

Staff is seeking feedback from the Commission on these five items, or the addition of other items, that can be presented to Town Council on June 20, 2023 for their consideration. The Commission should consider the items noted above and discuss if any additional items should

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SUBJECT: Fiscal Year 2023/2024 Parks Commission Work Plan

DATE: June 5, 2023

CONCLUSION (continued):

be added and assess how many of these topics can be addressed given the time constraints on the Commission.