



City of Santa Clara

Meeting Minutes

Parks & Recreation Commission

01/18/2022

7:00 PM

Virtual Meeting

Pursuant to California Government Code Section 54953(e) and City of Santa Clara Resolution 21-9023, the Parks & Recreation Commission meeting will be held by teleconference only. No physical location will be available for this meeting; however, the City of Santa Clara continues to have 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

CALL TO ORDER AND ROLL CALL

Chair Forte called the meeting to order at 7:00 PM.

- Present** 6 - Commissioner Andrew Knaack, Commissioner Joe Martinez, Commissioner Dana Caldwell, Vice Chair Burt Field, Commissioner Sajid Hai, and Chair Eversley Forte
- Absent** 1 - Commissioner Kelly Gonzalez

A motion was made by Commissioner Caldwell, seconded by Commissioner Hai to excuse Commissioner Gonzalez.

Aye: 6 - Commissioner Knaack, Commissioner Martinez, Commissioner Caldwell, Vice Chair Field, Commissioner Hai, and Chair Forte

Excused: 1 - Commissioner Gonzalez

CONSENT CALENDAR

A motion was made by Commissioner Field, seconded by Commissioner Caldwell to approve the consent calendar.

Aye: 6 - Commissioner Knaack, Commissioner Martinez, Commissioner Caldwell, Vice Chair Field, Commissioner Hai, and Chair Forte

Excused: 1 - Commissioner Gonzalez

- 1.A [22-88](#) Action on the Parks & Recreation Commission Minutes of the November 16, 2021 Meeting

Recommendation: Approve the Parks & Recreation Commission Minutes of the November 16, 2021 Meeting.

- 1.B [22-86](#) Community Garden Program Guiding Principles & Rules Update 2022

Recommendation: Recommend that the Commission approve the use of the Parks & Recreation Community Garden Program Guiding Principles & Rules as Updated January 2022.

PUBLIC PRESENTATIONS

A member of the public asked about plans for developing the 30+ acre proposed community park at the north of the City. He suggested frisbee golf be considered as the park is being planned and developed.

GENERAL BUSINESS

2. [22-1741](#) Consider a Request from the Santa Clara Police Activities League for a Wade Brummal Youth Sports Grant Program Financial Grant in the Amount of \$2,420.07 for the Santa Clara BMX Facility

Recommendation: Approve the SCPAL Grant request in the amount of \$2,420.07.

Commissioner Gonzalez entered the meeting at 7:11 PM.

A motion was made by Commissioner Knaack, seconded by Commissioner Martinez to approve Santa Clara Police Activities League Grant request in the amount of \$2,420.07.

Aye: 7 - Commissioner Knaack, Commissioner Martinez, Commissioner Caldwell, Vice Chair Field, Commissioner Hai, Chair Forte, and Commissioner Gonzalez

3. [22-1756](#) Consideration of the Westwood Oaks Park Master Plan Update, Playground Schematic Design Options, and Draft Measure R Ordinance

Recommendation: Recommend that Council approve an updated Westwood Oaks Park Master Plan, a preferred Playground Schematic Design, and Measure R compliant draft ordinance.

A motion was made by Commissioner Gonzalez, seconded by Commissioner Caldwell to recommend that Council approve the updated Westwood Oaks Park Master Plan, preferred playground schematic design Option 3, and Measure R compliant draft ordinance.

Aye: 7 - Commissioner Knaack, Commissioner Martinez, Commissioner Caldwell, Vice Chair Field, Commissioner Hai, Chair Forte, and Commissioner Gonzalez

4. [22-1776](#) Recommend Park Master Plan-Schematic Design for the New Public Mini-Park at 5150 Calle Del Sol & 2350 Calle De Luna (Related - Tasman East Focus Area)

Recommendation: Recommend that Council approve the Master Plan-Schematic Design for the New Public Mini Park located at 5150 Calle Del Sol & 2350 Calle De Luna.

A motion was made by Commissioner Field, seconded by Commissioner Caldwell to recommend that Council approve the Master Plan Schematic Design for the New Public Mini Park located at 5150 Calle Del Sol & 2350 Calle De Luna.

Aye: 7 - Commissioner Knaack, Commissioner Martinez, Commissioner Caldwell, Vice Chair Field, Commissioner Hai, Chair Forte, and Commissioner Gonzalez

5. [22-91](#) Parks & Recreation Commission Work Plan Goals for FY2021/22

Recommendation: Report on Commission activities that support their Work Plan Goals for FY 2021/22, and appoint subcommittee(s) as needed.

Goal A

1. The Facilities Condition Assessment (Kitchell 2018) needs to be updated as the current assessment was initiated five years ago. Staff is considering updating the Facilities Condition Assessment pending budget availability.

2. No updates

Goal B

1. The Commission recommended Council approval of the updated Westwood Oaks Master Plan, preferred Schematic Design Option 3 and Measure R compliant draft ordinance.

2. The Commission recommended Council approval of the Master Plan Schematic Design for the new public park located at 5150 Calle Del Sol & 2350 Calle De Luna.

Goal C

1. The Commission began the process of subcommittee assignments for the 40th Annual Art & Wine Festival. The subcommittees include: Music (**Commissioner Hai, and Chair Forte**); Merchandise (**Commissioner Caldwell and Vice Chair Field**); Marketing/Poster (**Commissioners Knaack and Martinez**); and Fundraising for the Non-profit (**Commissioner Gonzalez**).

Goal D: No updates.

STAFF REPORT

Deputy Director Seale provided the staff report for Parks Division. The Raymond G. Gamma Dog Park shelters are scheduled to be completed by the contractor in another week. Park projects moving forward with construction projected to start in fall 2022 include the Gazebo Project (City Plaza Park), Montague Park Rehabilitation Project and the Fairway Glen Restroom Project. The Department continues to move forward with the Public Works Design Division with the review of plans for the Magical Bridge All-inclusive Playground in Central Park.

Manager Castro provided the staff report for the Recreation Division. Winter programs had a rolling start from the beginning of the year with registrations. A few registrants cancelled due to coronavirus related illness. Also, staff continue to cope with the negative impacts of the pandemic. The Division is planning spring and summer programs now, so look for those to open within the next few months. The Senior Center has pick-up only food service due to the highly contagious omicron variant. All other program sites are fully operational as planned.

Director Teixeira provided the staff report for the Cemetery Division. He informed the Commission about the newly installed decorative fence on the seat wall at Mission City Memorial Park. The site has experienced vandalism and other negative impacts over the years and is now more secure with the new installation.

COMMISSIONERS REPORT

Chair Forte: Attended the Holiday Tree Lighting event and visited Parkway Park.

Commissioner Hai: Visited Westwood Oaks Park.

Commissioner Gonzalez: Henry Schmidt Park is becoming an off leash area where park patrons are letting their dogs run off leash daily after 6:00 PM. She has questions and concerns regarding public access to the basketball courts, Townsend Field and Elmer Johnson Field at Buchser MS during after-school hours. **Director Teixeira** provided additional information and context on this topic.

Commissioner Knaack: Attended the Holiday Tree Lighting event. Wrapped up his final circuit of running to, and visiting all of the City parks, which concluded with Montague Park, Agnew Park, Agnews Historic Park, Fuller Street Park and Thamien Park.

Commissioner Martinez: Attended the Tree Lighting Event and visited Fremont Park.

Vice-Chair Field: Noted that Beautiful Day has availability for volunteer work in October 2022, and the Parks & Recreation Department may be able to benefit from this volunteer opportunity.

ADJOURNMENT

A motion was made by Commissioner Knaack, seconded by Commissioner Hai to adjourn the meeting in honor of the late Tom Goodson until the next scheduled Parks & Recreation Commission meeting at 7:00 PM on Tuesday, February 15.

Aye: 7 - Commissioner Knaack, Commissioner Martinez, Commissioner Caldwell, Vice Chair Field, Commissioner Hai, Chair Forte, and Commissioner Gonzalez

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."

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