



City of Santa Clara

Meeting Agenda

Parks & Recreation Commission

Tuesday, October 17, 2023

7:00 PM

Hybrid Meeting
Cafeteria - City Hall East Wing
1500 Warburton Avenue
Santa Clara, CA 95050

The City of Santa Clara is conducting the Parks & Recreation Commission meeting in a hybrid manner (in-person and a method for the public to participate remotely).

Via Zoom:

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

Meeting ID: 913 1666 5755

Or join by phone: 669-900-6833

CONSENT CALENDAR

- 1.A 23-1212 [Action on the Parks & Recreation Commission Minutes of the September 19, 2023 Meeting](#)

Recommendation: Approve the Parks & Recreation Commission Minutes of the September 19, 2023 Meeting.

PUBLIC PRESENTATIONS

[This item is reserved for persons to address the body on any matter not on the agenda that is within the subject matter jurisdiction of the body. The law does not permit action on, or extended discussion of, any item not on the agenda except under special circumstances. The governing body, or staff, may briefly respond to statements made or questions posed, and appropriate body may request staff to report back at a subsequent meeting.]

GENERAL BUSINESS

2. 23-1209 [Consideration of the Schematic Design - Master Plan for the New Public Neighborhood Park at 2200 Calle Del Luna \(Holland Partner Group - Tasman East Specific Plan\)](#)

Recommendation: Recommend that Council approve the proposed Schematic Design - Master Plan for the New Public Neighborhood Park at 2200 Calle De Luna.

3. **23-1223** [Parks & Recreation Commission Calendar of Meetings for 2024 \(Continued from September 19, 2023\)](#)

Recommendation: Recommend that Council Approve a Resolution to Set the Parks & Recreation Commission Calendar of Meetings for 2024.

4. **23-1224** [Recommend Nominee\(s\) for Consideration as the “2023 Honorary Holiday Tree Lighter” for the Annual Holiday Tree Lighting Ceremony on Friday, December 1, 2023. \(Continued from September 19, 2023\)](#)

Recommendation: Staff has no recommendation.

5. **23-1213** [Develop Initial Draft of the Commission Work Plan Goals and Activities for FY2023/24 \(Continued from September 19, 2023\)](#)

Recommendation: Develop a Parks & Recreation Commission Work Plan for FY2023/24 including goals, supporting activities and subcommittee assignments.

STAFF REPORT

COMMISSIONERS REPORT

ADJOURNMENT

The next meeting is scheduled on Tuesday, November 21, 2023 at 7:00 PM.

MEETING DISCLOSURES

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.

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City of Santa Clara

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

Agenda Report

23-1212

Agenda Date: 10/17/2023

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Action on the Parks & Recreation Commission Minutes of the September 19, 2023 Meeting

RECOMMENDATION

Approve the Parks & Recreation Commission Minutes of the September 19, 2023 Meeting.

Prepared by: Therie Velasco-Gonzales, Office Specialist III

Approved by: Dale Seale, Acting Director of Parks & Recreation

ATTACHMENTS

1. Draft - Parks & Recreation Commission Minutes of the September 19, 2023 Meeting



City of Santa Clara

Meeting Minutes

Parks & Recreation Commission

09/19/2023

7:00 PM

Hybrid Meeting
Cafeteria - City Hall East Wing
1500 Warburton Avenue
Santa Clara, CA 95050

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CALL TO ORDER AND ROLL CALL

Chair Caldwell called the Parks & Recreation Commission Meeting to order at 7:03 PM.

Vice-Chair Hai joined the meeting at 7:06 PM.

Present 5 - Chair Dana Caldwell, Commissioner Maureen Chu, Commissioner Eversley Forte, Vice Chair Sajid Hai, and Commissioner Vikas Gupta

Absent 2 - Commissioner Kelly Cox, and Commissioner Brittany Ricketts

Commissioner Chu made a motion, seconded by Commissioner Gupta, to excuse Commissioner Cox and Commissioner Ricketts.

Aye: 5 - Chair Caldwell, Commissioner Chu, Commissioner Forte, Vice Chair Hai, and Commissioner Gupta

Excused: 2 - Commissioner Cox, and Commissioner Ricketts

CONSENT CALENDAR

- 1.A [23-1089](#) Action on the Parks & Recreation Commission Minutes of the August 15, 2023 Meeting

Recommendation: Approve the Parks & Recreation Commission Minutes of the August 15, 2023 Meeting.

Commissioner Gupta made a motion, seconded by Commissioner Chu, to recommend approval of the Parks & Recreation Commission Minutes of August 15, 2023.

Aye: 5 - Chair Caldwell, Commissioner Chu, Commissioner Forte, Vice Chair Hai, and Commissioner Gupta

Excused: 2 - Commissioner Cox, and Commissioner Ricketts

- 1.B [23-1030](#) Parks & Recreation Commission Calendar of Meetings for 2024

Recommendation: Recommend that Council Approve a Resolution to Set the Parks & Recreation Commission Calendar of Meetings for 2024.

Vice-Chair Hai made a motion, seconded by Commissioner Chu, to continue this item regarding the 2024 Parks & Recreation Commission Calendar of Meetings until the next Regular Meeting on Tuesday, October 17, 2023.

Aye: 5 - Chair Caldwell, Commissioner Chu, Commissioner Forte, Vice Chair Hai, and Commissioner Gupta

Excused: 2 - Commissioner Cox, and Commissioner Ricketts

PUBLIC PRESENTATIONS

GENERAL BUSINESS

At 7:17 PM, the Regular Meeting was paused for the Commission to participate in recognizing the retirement of James Teixeira, Director of Parks & Recreation, in Council Chambers.

The Regular Meeting resumed at 7:44 PM.

2. [23-1127](#) Recommend Nominee(s) for Consideration as the "2023 Honorary Holiday Tree Lighter" for the Annual Holiday Tree Lighting Ceremony on Friday, December 1, 2023.

Recommendation: Staff has no recommendation.

Commissioner Forte made a motion, seconded by Vice-Chair Hai, to continue this item regarding the recommendation of nominee(s) for consideration as the "2023 Honorary Holiday Tree Lighter" until the next Regular Meeting on Tuesday, October 17, 2023.

Aye: 5 - Chair Caldwell, Commissioner Chu, Commissioner Forte, Vice Chair Hai, and Commissioner Gupta

Excused: 2 - Commissioner Cox, and Commissioner Ricketts

3. [23-665](#) Receive a Presentation and Provide Feedback on Benton, Monroe, and Walsh-Martin Bikeway Planning Projects

Recommendation: Receive a presentation and provide feedback on Benton, Monroe, and Walsh-Martin Bikeway Planning Projects.

ATTACHMENTS

1. Bikeway Projects Location Map
2. Benton Street Bikeway Draft Design Concepts
3. Monroe Street Bikeway Draft Design Concepts
4. Walsh Avenue Bikeway Draft Design Concepts
5. Martin Avenue Bikeway Draft Design Concepts
6. Presentation for September 19, 2023 Parks & Recreation Commission Meeting

Commissioner Forte asked if the team presenting will be recommending a preferred bike lane option that would be used or will they be letting the public provide feedback to which they prefer. Nicole He responded that as part of community outreach, the public is being asked about which option(s) they prefer. The community survey that was just posted, prompts the public support or select one of the concepts. The summary of the comments will be presented to the Bicycle and Pedestrian Advisory Committee (BPAC) for consideration. In January 2024, BPAC will decide on their preferred alternative for this project.

Commissioner Chu asked about the Benton Street traffic impact since two lanes will be closed, and if there is an existing bike lane on Martin and Walsh. Nicole He stated that the traffic impact is part of the study and was also a concern of the community. Traffic results from the study will be shared with the public and BPAC. Lafayette Street will be the connection to Martin and Walsh, which Ralph Garcia stated is a different project.

Commissioner Gupta asked about greenery/landscaping along the paths. According to Nicole He, the scope of the project is for conceptual design, and landscaping in the immediately adjacent area is not part of the project.

4. [23-1026](#) Develop Initial Draft of the Commission Work Plan Goals and Activities for FY2023/24

Recommendation: Develop a Parks & Recreation Commission Work Plan for FY2023/24 including goals, supporting activities and subcommittee assignments.

Commissioner Chu made a motion, seconded by Vice-Chair Hai, to continue this item regarding developing the initial draft (including assigning subcommittees) until the next Regular Meeting on Tuesday, October 17, 2023.

Aye: 5 - Chair Caldwell, Commissioner Chu, Commissioner Forte, Vice Chair Hai, and Commissioner Gupta

Excused: 2 - Commissioner Cox, and Commissioner Ricketts

STAFF REPORT

Acting Director Seale advised the Commission of the following: Westwood Oaks Park Playground to break ground the first week of October. For safety, the whole park will be closed for the duration of construction for about six/seven months; no impact to recreation programming. Non-native eucalyptus trees have been removed and the trees will be replaced as part of the rehabilitation project. The contractor will display the schematic design on the fence for the neighbors to visualize the scope of rehabilitation project. Park patrons are recommended to visit nearby neighboring parks to recreate: Jenny Strand, Homeridge, and Maywood parks. Montague Park - building renovation is almost complete; the park portion, improved playground, exercise equipment are now available to the public. A soft opening is expected in late October 2023. The kickoff for Parks & Recreation system-wide Master Plan for the City of Santa Clara's park system will be starting soon. The Master Plan will involve every single community, commissions, stakeholders, and will address funding, programming, future capital projects, and a roadmap for the park system development over the next 15-20 years. This comprehensive study will take up to 12-14 months to complete. The next Facility Condition Assessment will be done within the time frame of the Master Plan.

Recreation Manager Castro advised the Commission of the following: Encouraging the Commission to provide feedback on the 41st annual Art & Wine Festival. The Department is getting ready for the production of Tarzan. Senior Center hours were extended in July and there is an increase in attendance as a result. The Recreation Team is getting ready for Winter programming; after-school programs continue to be strong; last of the Concerts in the Park series will be on Friday, September 29, 2023 at Live Oak Park; State of the City will be on Wednesday, September 27, 2023; Children's Halloween, Saturday, October 28, 2023; and Holiday Tree Lighting, Friday, December 1, 2023.

COMMISSIONERS REPORT

Chair Caldwell joined the Senior Center and toured the facility and was very impressed. Visited Fremont Park; went to the Concert in the Park in Central Park; volunteered at the Art & Wine Festival. Commented on how a crisis was addressed by the commissioners, and staff, including Police - quick response time, and compassionate care with the concerned party. He commended all involved in the response effort.

Commissioner Chu visited Henry Schmidt Park; looking forward to hearing more information regarding Agnews Historic Park restroom hours - a concern brought about by her neighbor; volunteered at the Art & Wine Festival; expressed the need to order more glasses for next year; and she is looking forward to attending the last of the Concerts in the Park series for 2023 at Live Oak Park.

Commissioner Forte volunteered at the Art & Wine Festival on Saturday and Sunday. Derek Bryant brainstormed with commissioners in real-time, for next year's Art & Wine Festival.

Commissioner Gupta volunteered at the Art & Wine Festival - people were even buying lots of vintage glasses.

Vice-Chair Hai missed the Art & Wine Festival; he is excited about the Westwood Oaks Park playground rehabilitation project; visited Jenny Strand Park.

ADJOURNMENT

Commissioner Forte made a motion, seconded by Commissioner Gupta, to adjourn the meeting at 8:43 PM until the next Regular Meeting on Tuesday, October 17, 2023 at 7:00 PM.

Aye: 5 - Chair Caldwell, Commissioner Chu, Commissioner Forte, Vice Chair Hai, and Commissioner Gupta

Excused: 2 - Commissioner Cox, and Commissioner Ricketts

MEETING DISCLOSURES

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Agenda Report

23-1209

Agenda Date: 10/17/2023

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Consideration of the Schematic Design - Master Plan for the New Public Neighborhood Park at 2200 Calle Del Luna (Holland Partner Group - Tasman East Specific Plan)

COUNCIL PILLAR

Enhance Community Sports, Recreational and Arts Assets
Deliver and Enhance High Quality Efficient Services and Infrastructure
Enhance Community Engagement and Transparency

BACKGROUND

The Santa Clara City Code 17.35 requires new residential development to provide parkland and active recreational amenities (and/or fees in lieu) to serve the needs of residents in the immediate neighborhood of the development and to reduce potential impacts on the City park system. The review and approval process includes several steps. Residential developer applications are submitted to the City. Parks & Recreation Department staff review the application for conformance with the requirements of City Code, the park system facility, program and service needs, research based best practices, park design principles, standards and specifications, as well as compatibility with any City adopted specific plan and adjacent property uses. Following an internal review, a proposed park program and initial schematic design are presented for community input by stakeholders, the public and the Parks & Recreation Commission. The process involves public meetings, an on-line survey, and other opportunities for feedback. A revised/preferred park master plan and schematic design are then presented to the Parks & Recreation Commission for recommendation to the Santa Clara City Council (Council) for review and approval.

On November 13, 2018, City Council adopted the Tasman East Specific Plan which provides guidelines for projects proposed within the 45-acre specific plan area bounded by Tasman Drive to the south, the Guadalupe River to the east, the Related Santa Clara development to the north, and Lafayette Street to the west. The Specific Plan provides detailed guidance for future land uses.

On October 16, 2019, the City approved a redevelopment application from the Holland Partner Group to construct 580 dwelling units on a 3.9-acre site within the Tasman East Specific Plan. The project involves the construction of two 12-story buildings and one 11-story building over a podium with three levels of parking, private recreational amenity spaces, and a neighborhood park. The Project will meet its parkland dedication requirements through the dedication of a 1.09-acre (44,649sf) public neighborhood park (Neighborhood Park), eligible private recreational amenities, and payment of City Mitigation Fee Act (MFA) fees due in-lieu of parkland dedication in compliance with City Code 17.35. The Project's 1.09 acres of improved parkland will also satisfy the Tasman East Specific Plan (TESP) pro rata requirement of the River District park space. The Neighborhood Park will be designed and constructed by the developer, dedicated to the City in fee title, and will be maintained in perpetuity by

the developer after dedication to the City.

On August 15, 2022, the Parks & Recreation Commission received a presentation of the proposed schematic design and amenities for the Neighborhood Park, received public comment and provided Commission input (RTC #23-849). The proposed Holland park dedication will be sited adjacent to the future, not yet designed, Related development park dedication. Since the two public park parcels will be developed and dedicated to the City at separate times by different entities, the preferred outcome is to have a single cohesive park experience for the new neighborhood.

DISCUSSION

At the October 17, 2023 meeting, the Parks & Recreation Commission will receive a presentation (Attachment 1) by Holland Partner Group for the Neighborhood Park Schematic Design - Master Plan at 2200 Calle De Luna in response to the community input.

Community Outreach

Community input included a Community survey that was posted on the City's Park Projects webpage [[Park Projects | City of Santa Clara \(santaclaraca.gov\) <https://www.santaclaraca.gov/our-city/departments-g-z/parks-recreation/park-projects>](https://www.santaclaraca.gov/our-city/departments-g-z/parks-recreation/park-projects)] after the Commission Meeting from August 18 through September 10, 2023. Notice was announced at the Commission Meeting and an email was sent using the City's GovDelivery system.

Public Input

The community responded favorably to the initial schematic park design. Some of the highly requested features including shade, lighting, gathering spaces, and a walking/running loop were already part of the initial schematic park design. The schematic design addresses the community's priorities as follows:

- **Shade and Planting:** The extensive tree canopy with an estimated 50+ trees will provide plenty of shade. The adjacent residential building will provide protection from the late afternoon sun. The public was presented with four potential planting schemes for the park, all using primarily climate-ready native plants. The preference was for the two more "lush" schemes ("Cool Purples and Whites" and "Shades of Green") which will inform the final plant palette.
- **Park Lighting:** The park will be fully lighted through a combination of overhead light poles, bollards, and tree uplighting fixtures.
- **Gathering spaces:** The park features numerous spaces for gathering for all ages and abilities. There are tables and chairs and benches scattered throughout the park which offers ample seating opportunities. In addition, the playground invites children and adults to explore natural elements together.
- **Circulation:** The park is organized along a continuous walking path that weaves through the park and links to the larger open space network within Tasman East via two connection points at Lick Mill Blvd. When combined with the landscaped sidewalk along Lick Mill Blvd., the walking path forms a continuous quarter-mile loop.

The Commission will review the Schematic Design, receive public comment, and make a possible recommendation to City Council for approval.

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. The activity covered by this residential development project falls within the scope of the project analyzed under the Environmental Impact Report (EIR) for the Tasman East Specific Plan which included the construction of parks, which was approved on November 13, 2018 (Resolution No. 18-8623) pursuant to the California Environmental Quality Act (CEQA) (Public Resources Code Section 21000 et seq.).

FISCAL IMPACT

There is no fiscal impact to the General Fund for the construction of the Neighborhood Park. The developer will design and construct the Neighborhood park to City standards, and maintain the park in perpetuity, at no cost to the City.

COORDINATION

This report has been coordinated with the City Attorney’s Office.

PUBLIC CONTACT

Public contact was made by posting the Parks & Recreation Commission 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

Recommend that Council approve the proposed Schematic Design - Master Plan for the New Public Neighborhood Park at 2200 Calle De Luna.

Prepared by: Gina Saporito, Staff Analyst

Approved by: Dale Seale, Acting Director of Parks & Recreation

ATTACHMENTS

1. 2200 Calle De Luna Park Schematic Design - Master Plan Presentation



Parks & Recreation Commission Meeting

23-1209. Item #2. Consideration of the Schematic Design - Master Plan for the New Public Neighborhood Park at 2200 Calle Del Luna (Holland Partner Group - Tasman East Specific Plan)

October 17, 2023



Open Space Network

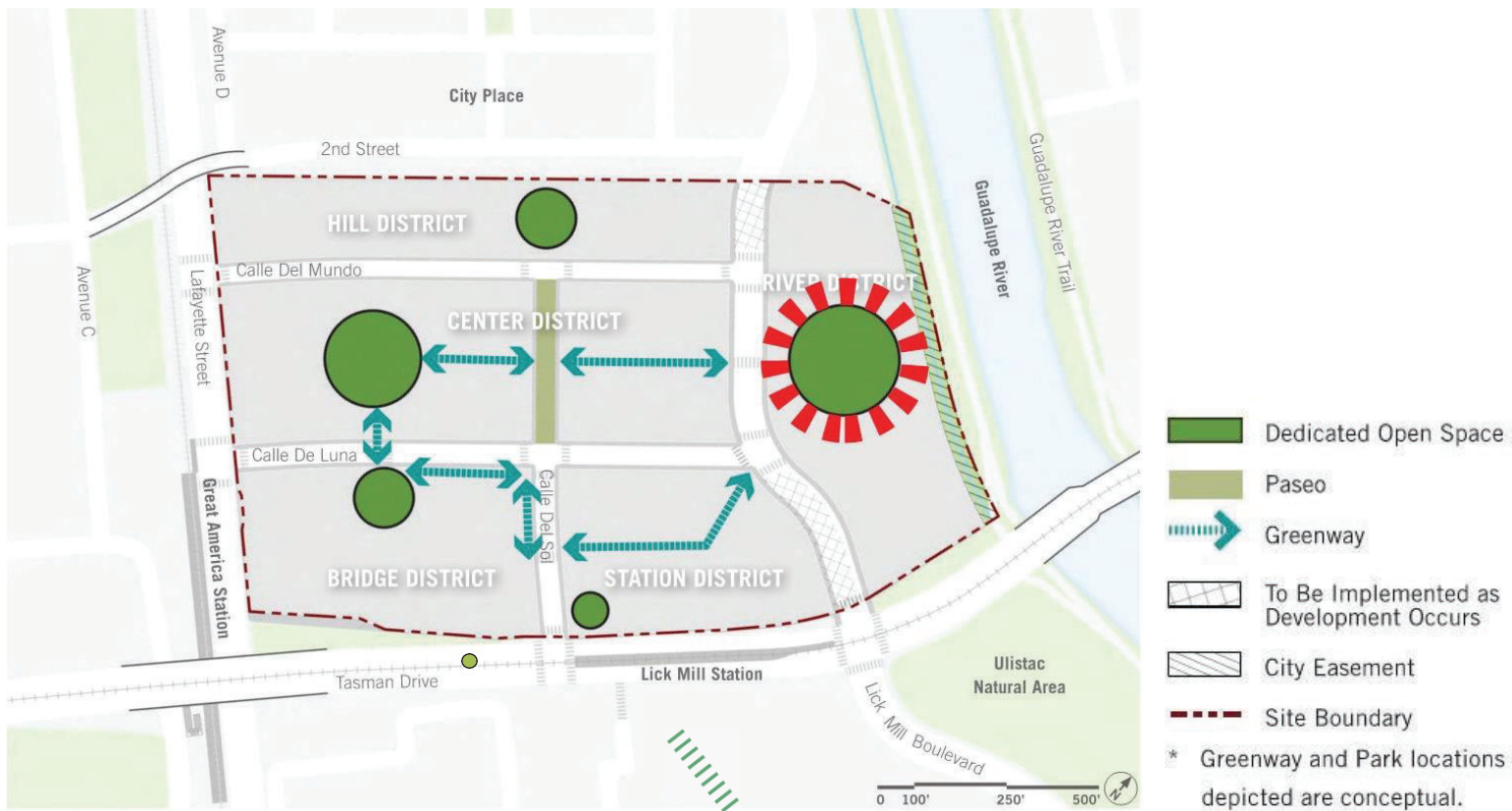
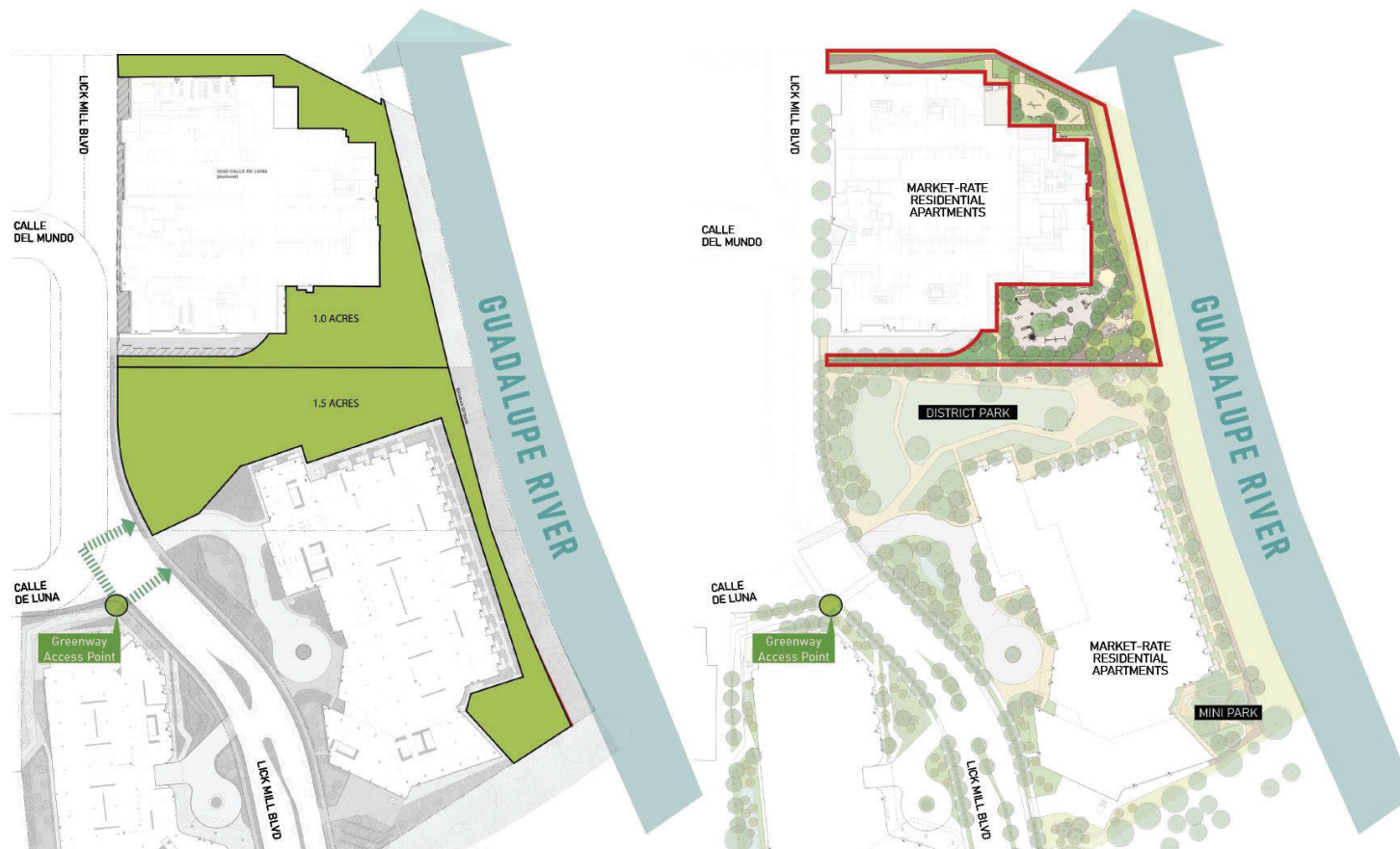


Figure 05-1-1 Open Space Locations

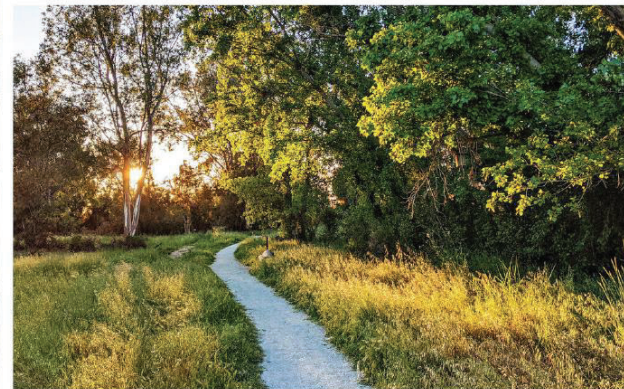
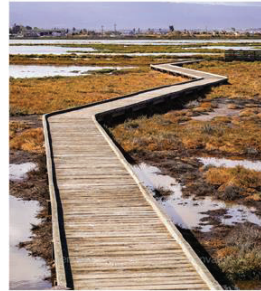


Site Overview





Local Inspiration





Illustrative Plan

- Legend

1. Trail
2. Park Entrance North (Grass Paver)
3. Off-Leash Dog Area
4. Bio-Retention Zone
5. Sand Pit
6. Children's Play Garden
7. Nature Discovery Garden Area
8. Game and Seating Area
9. Public Restrooms
10. Planted Mound (Native Planting)





Survey Findings

Emerging Themes



1. Shade & Planting



2. Park Lighting



3. Gathering Spaces



4. Circulation

Survey Recap: 182 visitors, 117 responses



1. Shade

Tree Canopy Diagram





1. Shade

Tree Canopy in Children's Play Garden

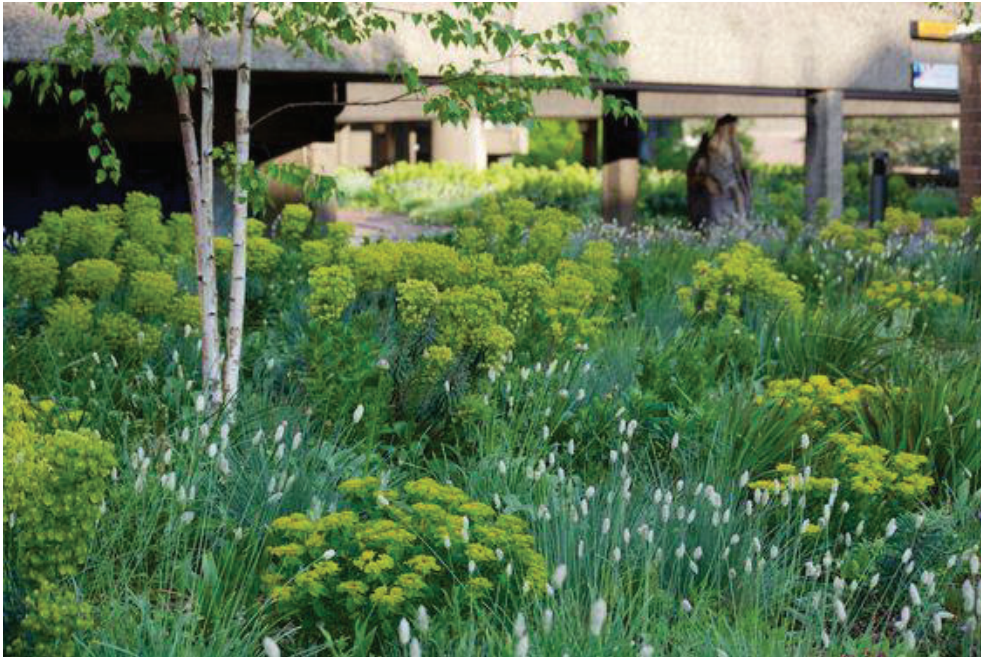


Park features an extensive tree canopy with 50+ trees



1. Planting

Preferred Planting Schemes



Shades of Green



Cool Purples and Whites



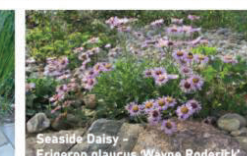
1. Planting

Native Planting Palette

TREES



SHRUBS + PERENNIALS



SEDGES/GRASSES



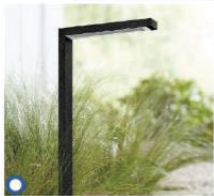


2. Park Lighting

Lighting Typology and Examples



1. Multi-Head Pole Light



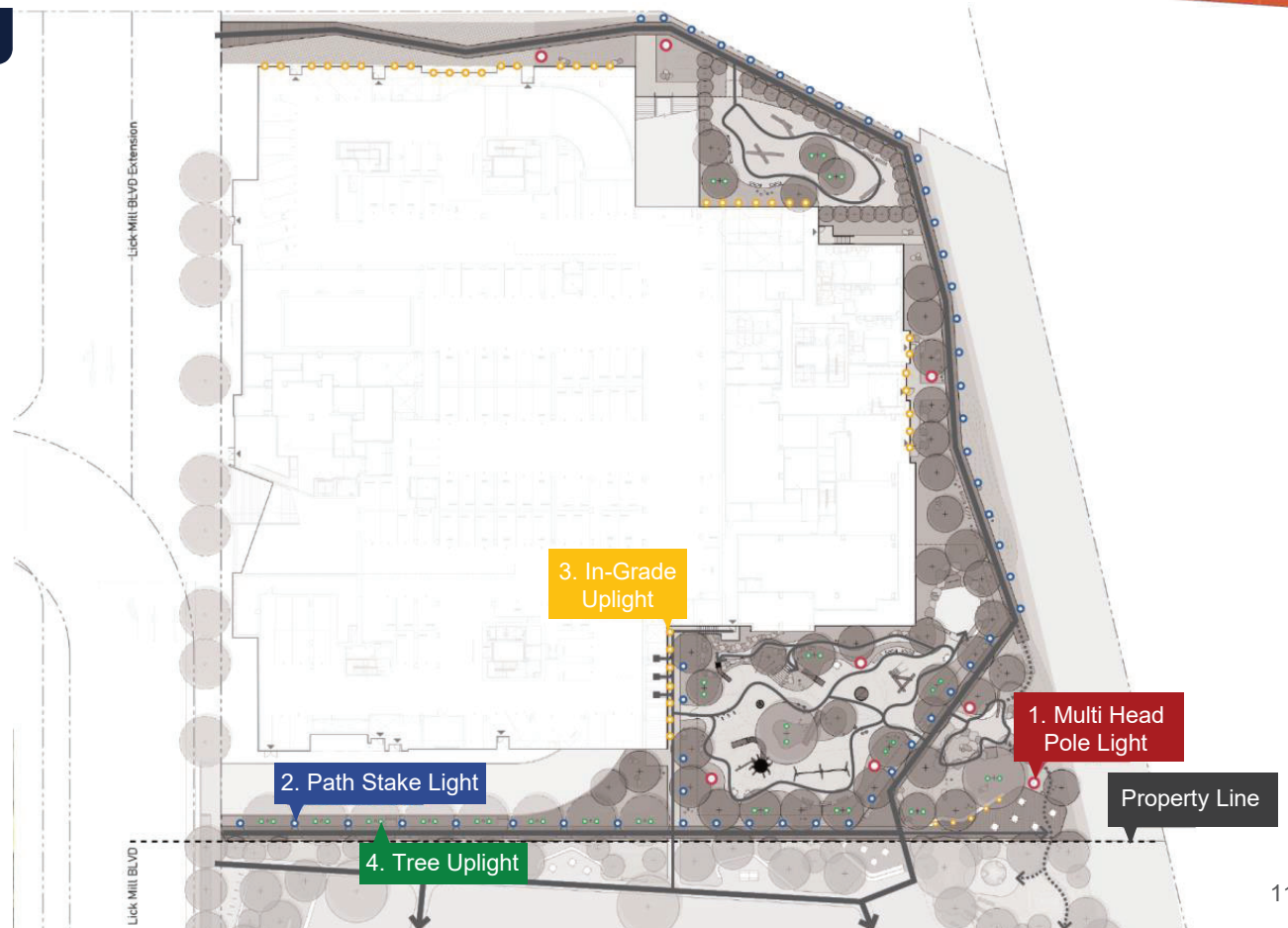
2. Path Stake Light



3. In-Garden Uplight or Downlight



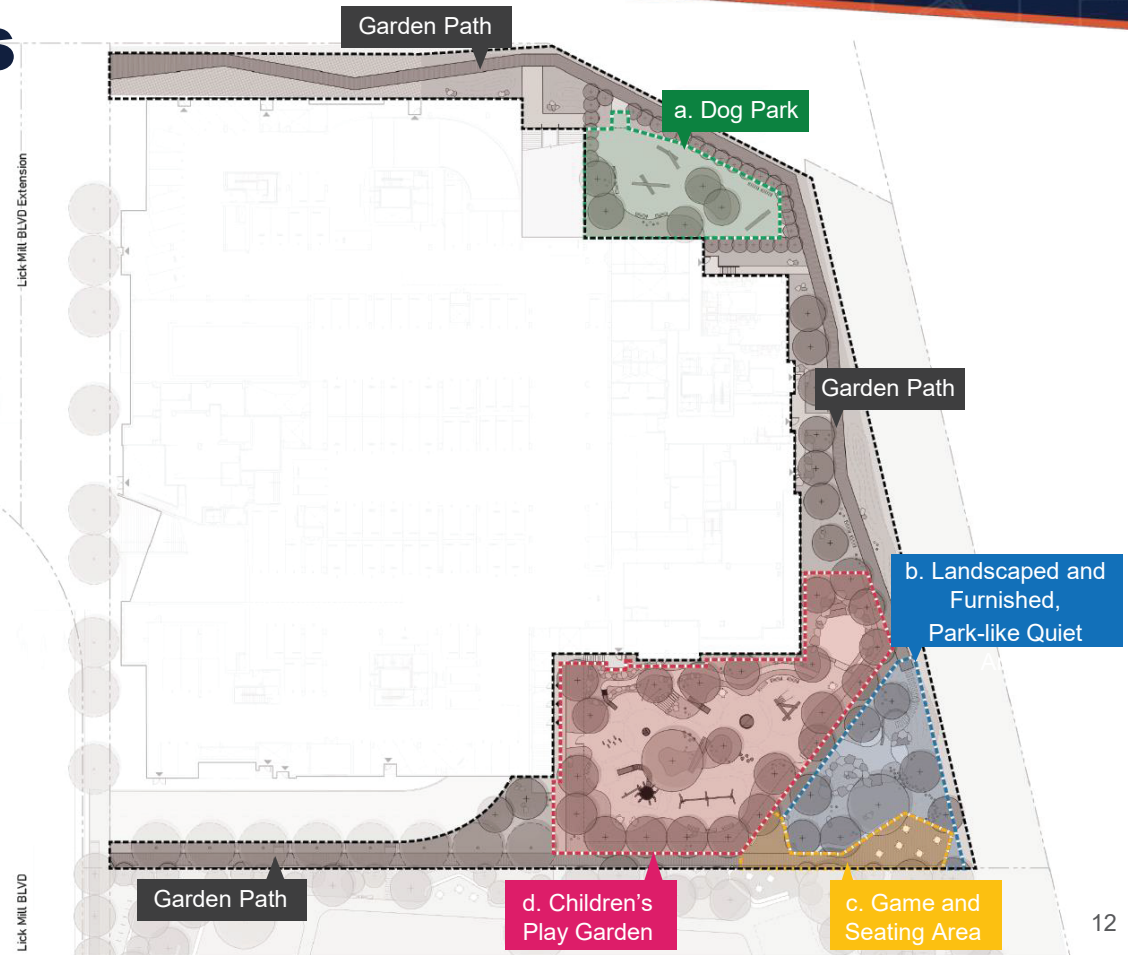
4. Tree Uplight





3. Gathering Spaces

- Public Park (TEFA) = 44,649 sf (1.03 a)
 - a) Dog Park
4,060 sf
 - b) Landscaped and Furnished, Park-like Quiet Area
4,411 sf
 - c) Game and Seating Area
1,527 sf
 - d) Children's Play Apparatus Area
13,489 sf





3. Gathering Spaces

Multi-Generational | Variety of Seating



Nature Discovery Garden Area



Seating Examples

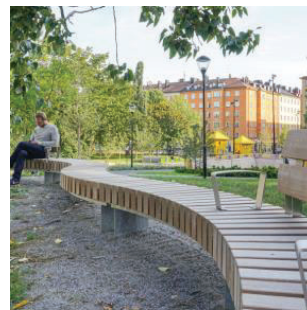


3. Gathering Spaces

Multi-Generational | Variety of Seating



Game and Seating Area



Seating Examples



3. Gathering Spaces

Age-Appropriate Playground Program



Sand Pit with Integrated Seating












Featured Wood Log & Balancing Steps

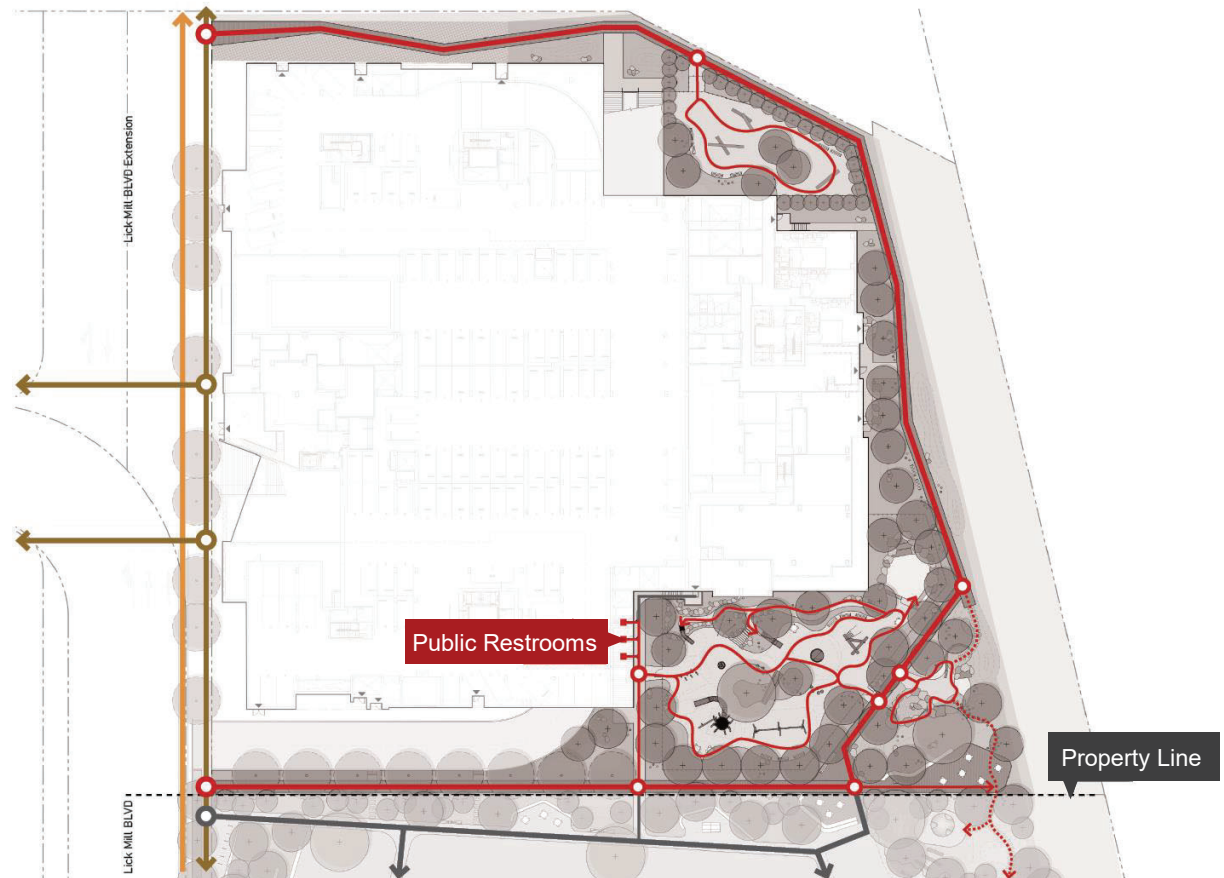


4. Circulation

Walking and Running Path

• Legend

-  Public Sidewalk (**ADA Accessible**)
-  Public Bike Path
-  Main Park Pathway (**ADA Accessible**)
-  Garden Path (**ADA Accessible**)
-  Future Path Extension to South
-  Steppingstones & Wood Logs
-  Point of Connection
-  Greenway Access Point
-  Public Restrooms





4. Circulation

Universal Access



An accessible central pad allows visitors to enjoy the different natural materials



All inclusive play equipment are accessible along an ADA loop, including the hilltop slides (hilltop path as shown above)



Community Outreach

- August 15, 2023 – Parks & Recreation Commission Meeting
- August 18 – September 10, 2023 – Community Survey
- October 17, 2023 – Parks & Recreation Commission Meeting



Public Input

- **Shade and Planting** - the Park features an extensive tree canopy with 50+ trees and climate-ready native plants.
- **Park Lighting** - lighting throughout the park include overhead light poles, bollards, and tree uplighting fixtures.
- **Gathering Spaces** – ample seating is provided throughout the park.
- **Circulation** – a continuous path forms a continuous quarter-mile loop and weaves through the park and links to the larger open space network within Tasman East.



Commission Consideration

- Receive Public Comment
- Make Recommendation:
 - That Council approve the proposed Schematic Design – Master Plan for the New Public Neighborhood Park at 2200 Calle Del Luna



Agenda Report

23-1223

Agenda Date: 10/17/2023

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Parks & Recreation Commission Calendar of Meetings for 2024 (Continued from September 19, 2023)

BACKGROUND

In 1987, the City Council adopted Resolution No. 5195 regarding the dates and times of commission meetings. On December 17, 2019, the City Council adopted Resolution No. 19-8788 to amend Resolution No. 19-8664 and to establish the Parks & Recreation Commission meeting schedule as 11 meetings per year to be held on the third Tuesday of each month at 7:00 p.m. from January through November.

DISCUSSION

At the September 19, 2023 Parks & Recreation Commission meeting, the Commission reviewed a draft resolution (Attachment 1) and Parks & Recreation Commission meeting schedule for 2024 (Attachment 2), which includes eleven meetings to be held at 7:00 p.m. on the third Tuesday of each month from January through November. At the October 17, 2023 Regular Meeting, the Commission may consider changing the day of the week for the Regular Meetings from Tuesday, to avoid a conflict with Council Meetings which are also on Tuesday nights.

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 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

Recommend that Council Approve a Resolution to Set the Parks & Recreation Commission Calendar of Meetings for 2024.

Prepared by: Therie Velasco-Gonzales, Office Specialist III

Approved by: Dale Seale, (Acting) Director of Parks & Recreation

ATTACHMENTS

1. Draft Resolution Parks & Recreation Commission Meeting Dates for 2024
2. Proposed Parks & Recreation Commission Meeting Calendar 2024

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF SANTA CLARA, CALIFORNIA
APPROVING THE PARKS & RECREATION COMMISSION
CALENDAR OF MEETINGS FOR 2024, SETTING THE NUMBER
AND START TIME OF REGULAR PARKS & RECREATION
COMMISSION MEETINGS, AND DELEGATING TO THE PARKS
& RECREATION COMMISSION THE AUTHORITY TO ADOPT
FUTURE ANNUAL MEETING CALENDARS**

BE IT RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:

WHEREAS, Section 2.120.030 of the Santa Clara City Code (“SCCC”) requires City boards and commissions to hold regular meetings at the times and on the days indicated by resolution of the Council;

WHEREAS, the City Council in 1987 adopted Resolution 5195 to set the original dates and times of the Parks & Recreation Commission, and on November 15, 2022, the Council adopted Resolution No. 22-9158 setting the third Tuesday of the month at 7:00 p.m. as the regular meeting date and time; and

WHEREAS, on September 19, 2023, the Parks & Recreation Commission recommended to the City Council its meeting schedule for 2024, which proposes eleven (11) meetings per year (January - November) and a start time of 7:00 p.m.

NOW THEREFORE, BE IT FURTHER RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:

1. That the City Council hereby finds that the above Recitals are true and correct and by this reference makes them a part hereof.
2. The City Council hereby approves the Parks & Recreation Commission Schedule of Meetings, 2024 attached hereto.

3. Subject to the foregoing, the City Council hereby delegates to the Parks & Recreation Commission the authority set forth in SCCC Section 2.120.030 to establish the days and time of regular meetings. In accordance with these parameters, the Parks & Recreation Commission shall adopt a Calendar of Meetings annually.

4. Effective date. This resolution shall become effective immediately.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED AND ADOPTED BY THE CITY OF SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE ___ DAY OF _____, 2023, BY THE FOLLOWING VOTE:

AYES:	COUNCILORS:
NOES:	COUNCILORS:
ABSENT:	COUNCILORS:
ABSTAINED:	COUNCILORS:

ATTEST: _____
NORA PIMENTEL, MMC
ASSISTANT CITY CLERK
CITY OF SANTA CLARA

Attachments incorporated by reference:

1. Proposed Parks & Recreation Commission Meeting Schedule for 2024



Schedule of Meetings 2024

Regular meetings are typically held on the third Tuesday of the month, beginning at 7:00 p.m., in the City Hall – East Wing Cafeteria.

Meeting Dates

- January 16
- February 20
- March 19
- April 16
- May 21
- June 18
- July 16
- August 20
- September 17
- October 15
- November 19



Agenda Report

23-1224

Agenda Date: 10/17/2023

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Recommend Nominee(s) for Consideration as the “2023 Honorary Holiday Tree Lighter” for the Annual Holiday Tree Lighting Ceremony on Friday, December 1, 2023. (Continued from September 19, 2023)

BACKGROUND

The Santa Clara Holiday Tree Lighting Ceremony is held annually in Central Park on the first Friday evening in December. This Santa Clara tradition of decorating a tree for the holidays and placing an heirloom Teddy Bear on the top of its branches is over 111 years old. In recent years, in addition to the heirloom Teddy Bear and colorful lights, the event festivities have included live stage music and entertainment, children’s and family activities, community information and non-profit booths, and food vendors.

The tradition also includes an official “Holiday Tree Lighter” which recognizes a Santa Clara individual, family, or business that embodies the meaning of the holiday season of giving through their community service, generosity, and heartfelt positive spirit. The Santa Clara Holiday Tree Lighter receives a Mayoral Proclamation in recognition of the community service and generosity; and, as the honorary “Holiday Tree Lighter” lights the tree and opens the holiday season with service to others.

DISCUSSION

Commissioners may suggest potential nominees and their qualifications, and the Commission will discuss and make a recommendation to the Mayor for consideration as the “2023 Honorary Holiday Tree Lighter.”

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

Staff has no recommendation.

Prepared by: Therie Velasco-Gonzales, Office Specialist III

Approved by: Dale Seale, Acting Director of Parks & Recreation

ATTACHMENTS

1. Honorary Holiday Tree Lighter List



**Honorary "Holiday Tree Lighters" List
2008 to 2022**

2008	Tillie Goldsberry Ann Tacchino
2009	Vern Deto
2010	Mayor Patricia Mahan
2011 <i>100th Anniversary</i>	Dixon-Hillis Family
2012	Jennifer Sparacino
2013	Tom Goodsen
2014	Raymond G. Gamma
2015	Kaiser Permanente
2016	Jerry Marsalli
2017	George Santich
2018	Chuck Blair Craig and Linda Connelly
2019	William "Bill" Shaddle
2020	Kaiser Permanente Intensive Care Unit Workers
2021 <i>110th Anniversary</i>	Students of Service
2022	William "Bill" Kelly
2023	TBA



Agenda Report

23-1213

Agenda Date: 10/17/2023

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Develop Initial Draft of the Commission Work Plan Goals and Activities for FY2023/24 (Continued from September 19, 2023)

COUNCIL PILLAR

Enhance Community Sports, Recreational and Arts Assets
Deliver and Enhance High Quality Efficient Services and Infrastructure
Enhance Community Engagement and Transparency

BACKGROUND

Annually, the Parks & Recreation Commission (Commission) considers three to five specific, measurable, attainable, realistic, and time-bound Work Plan goals and/or activities for the fiscal 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.

The Commission discusses the Work Plan goals and activities at the regular monthly Commission meeting and makes subcommittee assignments, as necessary. During the month, Commissioners work on the activities and provide updates on their progress. Subcommittee assignments are made with the limitation that less than a quorum of the Commission may be assigned to serve on any subcommittee.

The Work Plan Goals for FY2022/23 were: A: 1) Review park site and facility condition assessments and recommend priorities given existing and anticipated service levels and available resources; B: 1) Review and solicit community input on the existing City park rehabilitation projects based on the current Capital Improvement Program (CIP) Budget and schedule; and 2) review residential developer proposed schematic designs for new neighborhood parks that serve new residential development; C: 1) Host and develop recommendations for the annual Santa Clara Art & Wine Festival 2023; and 2) participate in Citywide Special events; and D: 1) Partner with at least one other City commission to build on/expand at least one existing Parks & Recreation event by adding one extra element for patrons to interact with during the event.

At the September 2023 Regular Meeting, the Commission reviewed Work Plan goals from prior years and discussed potential goals and activities to include in the Commission Work Plan for FY2023/24.

DISCUSSION

At the October 2023 Regular Meeting, the Commission will review Work Plan goals from prior years, confirm goals and provide activities to include in the Commission Work Plan for FY2023/24.

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

Develop a Parks & Recreation Commission Work Plan for FY2023/24 including goals, supporting activities and subcommittee assignments.

Approved by: Dale Seale, Acting Director of Parks & Recreation