



## Agenda Report

20-1079

Agenda Date: 11/17/2020

### REPORT TO PARKS & RECREATION COMMISSION

#### **SUBJECT**

Recommend Eligibility Criteria for the Community Garden Program at the Mini Park Located at 3450 Copper Place

#### **BACKGROUND**

One of the City Council Pillars since 2014 has been “to enhance community sports, recreation and arts assets. In 2018, the City dedicated its first community garden at the Everett N. “Eddie” Souza Park & Community Garden. The review of new parks and programs is within the purview of the Parks & Recreation Commission. The Parks & Recreation Commission recommended priorities for the Souza Community Garden program that included criteria for eligibility, and rules for access and use. The Everett N. “Eddie” Souza Community Garden eligibility prioritized City of Santa Clara residents (residency), persons living within ½ mile of the garden (geographic proximity), persons with low income or on public assistance (income), and youth & seniors (age).

On October 17, 2017, the Commission reviewed and recommended City Council approval of the schematic design for the SummerHill-Lawrence Station Area Public Parkland (Attachment 1). The parkland consists of eight (8) mini parks including the community garden in Mini Park G, located at 3450 Copper Place (Attachment 2). In 2019, the Department began an interest list for the new community garden that was featured in the Activity Guide and on the Department’s program registration system. The community garden is projected to open in fall 2021.

The community garden has 26 raised garden beds, container garden display beds, picnic benches, a shared storage shed, compost area, five specimen fruit trees, and community blueberry bushes. Funds generated by the Community Facilities District 2019-1 (Lawrence Station) (CFD) for the Lawrence Station Area Public Parkland will contribute to the maintenance costs of parks, and eligible costs of community garden maintenance.

#### **DISCUSSION**

Given that the public garden is within a CFD, and there is a finite number of garden beds available, staff proposes eligibility criteria based on geographic proximity, income, age, and residency in the following order:

1. Santa Clara residents living within the Community Facilities District No. 2019-1 (Lawrence Station) boundaries (Attachment 3)
2. Santa Clara residents who are Low Income
3. Santa Clara residents 55 years and older, and/or families with children
4. Other City of Santa Clara residents

Staff developed the above proposed eligibility and priorities based on the CFD and program experience at the Everett N. “Eddie” Souza Community Garden.

Following the adoption of eligibility criteria and program rules of use, staff will advertise and hold a lottery among eligible residents to be assigned a garden bed, complete a rental agreement, and be a Community Garden Member for up to three years. The Community Garden will have a minor, annual program participant fee and renew their membership annually (twice). A designated recreation coordinator will supervise the program and waitlist, conduct gardener orientations, garden member meetings, garden training and workshop opportunities that may be offered in conjunction with the Eddie Souza Community Garden Program.

### **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 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) or at the public information desk at any City of Santa Clara public library.

### **ALTERNATIVES**

1. Recommend approval of community garden eligibility criteria in the order presented in the report.
2. Recommend approval of community garden eligibility criteria in a different priority order.

### **RECOMMENDATION**

Recommend community garden eligibility criteria (geographic proximity, income, age, and residency) in the following priority order: (1) Santa Clara residents living within the Community Facilities District No. 2019-1 (Lawrence Station) boundaries, (2) Santa Clara residents who are Low Income, (3) Santa Clara residents 55 years and older, and/or families with children under age 18, (4) Other City of Santa Clara residents.

Prepared by: Kimberly Castro, Recreation Manager

Approved by: James Teixeira, Director of Parks & Recreation

### **ATTACHMENTS**

1. Parks & Recreation Commission Minutes October 17, 2017
2. Mini Park G Community Garden Site Plan
3. Boundaries of the Community Facilities District No. 2019-1 (Lawrence Station)

12-5-2017

13.E3



**City of  
Santa Clara**  
The Center of What's Possible

## PARKS & RECREATION COMMISSION

Cafeteria  
1500 Warburton Avenue  
Santa Clara, CA

### Meeting Minutes October 17, 2017

Organization	Name
City of Santa Clara	Commissioner Chuck Blair Commissioner George Guerra Commissioner Andrew Knaack Commissioner Roseann Alderete LaCoursiere Commissioner Joe Martinez Commissioner Tino Silva Commissioner Kevan Michael Walke Director of Parks & Recreation, James Teixeira Deputy Parks & Recreation Director, Dale Seale Recreation Manager, Kim Castro

#### Matters for Council Action:

- 1) The Commission recommended (6-0-1) that Council approve the schematic design for the Summerhill-Lawrence Station Area Public Parkland with a recommendation to require Park G Off Leash Dog Area have a flat surface with K9 Turf and that Park E natural grass have synthetic turf. *(Note: Parks & Recreation staff has maintenance, operations and cost concerns related to Park E synthetic turf.)*
  - 2) The Commission recommended (6-0-1) that Council approve the distribution of \$89,000 of net proceeds from the 37<sup>th</sup> annual Santa Clara Art & Wine Festival to local programs and services as follows: Santa Clara Friends of Parks & Recreation Department (\$16,000), Santa Clara Schools Foundation (\$16,000), Santa Clara Senior Center Health & Wellness Program (\$15,000), Santa Clara Police Activities League (\$14,000), Santa Clara High School Grad Night (\$8,000), Wilcox High School Grad Night (aka Senior Send Off) (\$8000), Rotary Club of Santa Clara (\$6,000), and Wade Brummal Youth Sports Grant Program (\$6,000). Recommendation sent to City Council as a Special Order of Business—Presentation of Funds to Local Charities from the 2017 Santa Clara Art & Wine Festival Proceeds. *(Note: This item was on November 7, 2017 Council Agenda).*
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1. Call to Order/Roll Call/Order of Agenda: The meeting was called to order by Chair LaCoursiere at 7:02 p.m. The Commission excused Commissioner Walke on a motion by Commissioner Silva and seconded by Commissioner Martinez (6-0-1).
  2. Approval of Minutes: On a motion by Commissioner Silva and seconded by Commissioner Martinez, the Commission approved the September minutes (6-0-1).
  3. Correspondence & Communications: Recreation Manager Castro reviewed correspondence and communications with the Commission.



#### 4. New Business:

- A. Presentation and Review for Recommendation: Summerhill-Lawrence Station Area Public Parkland. The Commission reviewed the presentation on the Summerhill-Lawrence Station Area Public Parkland. On a motion by Commissioner Guerra and seconded by Commissioner Blair, the Commission recommended (6-0-1) that City Council approve the schematic design for the Summerhill-Lawrence Station Area Public Parkland with the requirement that Park E must be synthetic turf and that flat surface K9 Turf be installed in Park G. *(Note: Mini Park E (Lot N) has a below grade water treatment silva cell approximately 260 feet long by 40 feet wide, (34% of Mini Park E) and developer proposed natural grass. While, the Community Facilities District (CFD) formed for this development will contribute towards public park maintenance costs, the Parks & Recreation Department recommends natural turf be installed at this location due to maintenance, use/operations and cost concerns related to Park E synthetic turf.)*
- B. Art & Wine Festival 2017 Commission Grant Recommendation. On a motion by Commissioner Knaack and seconded by Commissioner Guerra, the Commission recommended (6-0-1) that City Council approve the distribution of \$89,000 of net proceeds from the 37<sup>th</sup> annual Santa Clara Art & Wine Festival to local programs and services as follows: Santa Clara Friends of Parks & Recreation Department (\$16,000), Santa Clara Schools Foundation (\$16,000), Santa Clara Senior Center Health & Wellness Program (\$15,000), Santa Clara Police Activities League (\$14,000), Santa Clara High School Grad Night (\$8,000), Wilcox High School Grad Night (aka Senior Send Off) (\$8,000), Rotary Club of Santa Clara (\$6,000), and Wade Brummel Youth Sports Grant Program (\$6,000). Recommendation sent to City Council as a Special Order of Business—Presentation of Funds to Local Charities from the 2017 Santa Clara Art & Wine Festival Proceeds.
- C. Presentation: Neighborhood Park Playground Project Community Outreach Plan. Recreation Manager Castro reviewed the format, purpose and location for each community outreach meeting inclusive of Homeridge Park, Montague Park, Bowers Park, Machado Park, Fuller Street Park, Agnew Park and the Central Park Master Plan Update.
- D. Discuss including Handball Courts at Neighborhood Parks. On a motion by Commissioner Guerra and seconded by Commissioner Blair the Commission agreed (4-2-1) to further discuss handball courts at neighborhood parks, considering potential costs, at a future meeting.

The following members of the public spoke in favor of having handball courts in the City of Santa Clara: Matt Sullivan, Joe Lenhardt and Arthur Vences.

The following members of the public spoke to move the handball courts to a City of Santa Clara park location: Craig Connelly, Monica Stoffal and Amy Gurich.

- E. Discuss Holiday Tree Lighting Special Event
1. Nominate 2017 "Honorary Tree Lighter." On a motion by Commissioner Guerra, and seconded by Commissioner Silva the Commission recommended consideration of George Santich as the Tree Lighter for the Tree Lighting Ceremony.

2. Discuss Beer & Wine Booth. The commission will serve Golden State Beer and wines from Bargetto, Fortino and Guglielmo at the Tree Lighting event. All beverages will be sold for \$5 with a glass.

- F. Recommend Approval of \$1,000 Grant For SC Host Lions Spring and Summer Football and Cheer Program. On a motion by Commissioner Silva and seconded by Commissioner Guerra, the Commission recommends that City Council approve a \$1,000 Grant for SC Host Lions Spring and Summer Football and Cheer Program.

5. Old Business:

A. Commission 2017 Work Plan & Goals

1. Complete Facility Condition Assessment and Develop Project and Funding Priorities for Park Acquisition, Development & Rehabilitation (Commission Update). The Facilities Condition Assessment is proceeding with over 40 buildings and park sites in draft format that is currently being reviewed by the Department.
2. Review and Update Park Rules, Regulations, Ordinance(s) and Park Signs (Commission Review & Discussion). Deputy Director Seale provided the Commission with a sample sign for Tennis Court Rules.
3. Parks & Athletic Fields—Improve Access, Supervision & Enforcement (commission Update). None.
4. Enhance Special Events—Local Focus, Activities & Cultural Commission Collaboration.

6. Staff Reports:

- A. Park Division & Cemetery Updates: Deputy Director Seale reviewed upcoming projects with the Commission that included preparation for the ice rink, lawn bowl natural turf maintenance renovation, overhead shelter for bleachers at the Central Park Tennis Center and the completion of the two ramp repairs at Ulistac Natural Area.
- B. Recreation Division Updates: Covered in Item 4C above, Jack and Beanstalk opens October 27 and planning for winter mini special events to promote the ice rink.
- C. Special Events Updates: The Children's Halloween Party at the Youth Activity Center is scheduled for Tuesday, October 31, 2017 from 3-6 p.m.

7. Commissioner Reports:

- A. Commissioner Blair: Visited Henry Schmidt Park.
- B. Commissioner Knaack: Is currently participating in a recreational basketball league at Buchser Middle School.
- C. Commissioner LaCoursiere: Visited Steve Carli Park with family and observed the amount of play elements in the playground that kids are actively using.
- D. Commissioner Martinez: Visited Steve Carli Park and Fremont Park.

8. Conference & Attendance Reports: None.




9. Public Presentations: Ray Gamma commented on the need for synthetic dog turf at the proposed new dog park in the Summerhill-Lawrence Station Area Public Parkland.
10. Adjournment: On a motion by Commissioner Guerra and second by Commissioner Silva to cancel (6-0-1) the December meeting. On a motion by Commissioner Guerra and second by Commissioner Martinez, the meeting was adjourned (6-0-1) at 9:30 p.m.


Prepared by:

  
Dale Seale  
Deputy Director of Parks & Recreation

Reviewed by:




  
Andrew Knaack  
Commission Secretary

Submitted by:

  
James Teixeira  
Director of Parks & Recreation  
Commission Liaison



Lawrence Assembled  
Landscape Improvement Plans for:  
Tract No. 10400  
Public Parks - Phase I  
Santa Clara, California

REVISIONS/SUBMITTALS		B
FIRST CITY SUBMITTAL	04-05-18	L
SECOND CITY SUBMITTAL	08-24-18	L
THIRD CITY SUBMITTAL	03-15-19	L
FOURTH CITY SUBMITTAL	04-28-19	L
FIFTH CITY SUBMITTAL	10-16-19	L
 PARK F PERGOLA REVS.	12-17-19	L
 PARK E REVS.	12-18-19	L
 PARK D & G REVISIONS	1-28-20	L



 KEY MAP N.T.S.

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DATE:	1/28/20
DESIGN BY:	
DRAWN BY:	
CHECKED BY:	
SHEET DESCRIPTION:	

Construction Plan  
(Mini Park 'G')

PROJECT NUMBER: 300-  
SHEET NUMBER:

### L1.5.1

12 OF 102 SHEETS



F.O.B.	FACE OF BUILDING
F.O.C.	FACE OF CURB
B.O.W.	BACK OF WALK
PA	PLANTING AREA
CL	CENTERLINE
ALIGN	ALIGN
(FS 47.40)	EXISTING ELEVATION BY H.M.
TW 53.34	PROPOSED ELEVATION
TW	TOP OF WALL
FS	FINISH SURFACE

6'-0" HIGH COMMUNITY GARDEN FENCE  
(TYPICAL)

DECOMPOSED GRANITE PAVING  
(TYPICAL)

HED ONLY AREA TO  
 MMODATE STORAGE OF 2 PALLETS

6'-0" HIGH COMMUNITY GARDEN FENCE  
AND GATE (TYPICAL)

OPEN SHED: REFER TO  
CONSTRUCTION LEGEND SHEET L1.5.2

**REVISION**  
REVIEWED FOR  
CODE COMPLIANCE  
City of Santa Clara Building Division  
Date: 2/13/2020 Signed: MNGU

### CONSTRUCTION NOTES

FOR LOCATION AND DIMENSION OF SIDEWALKS,  
ELEVATION OF WALKWAYS, FINISH SURFACE  
ELEVATIONS, FINISH GRADE ELEVATIONS, SLOPE  
DRAINAGE DIRECTION, INVERT ELEVATIONS, RIM  
ELEVATIONS, DRAINLINES, AND DRAIN INLET  
LOCATIONS REFER TO IMPROVEMENT PLANS  
PREPARED BY HMM

CONSTRUCTION & UTILITY LEGEND: REFER TO SHEET L1.5.2



Proposed Boundaries of  
City of Santa Clara  
Community Facilities District No.  
2019-1 (Lawrence Station),  
County of Santa Clara, California

Zone No. 2

Future Annexation Area

LAWRENCE EXPRESSWAY

RYDER STREET

CALABAZAS CREEK

KIFER ROAD

Reference is hereby made to the Assessor maps of the County of Santa Clara for a description of the lines and dimensions of these parcels.