



**TOWN OF LOS GATOS  
PARKS COMMISSION MEETING  
MONDAY, FEBRUARY 6, 2017  
RJ BRYANT SERVICE CENTER  
41 MILES AVENUE  
LOS GATOS, CA  
6:00 P.M.**

*Ed Scott, Chair*

*Sandy Gordon, Vice Chair*

*Mike Buncic, Commissioner*

*Christopher Clemm, Commissioner*

*Brant Corenson, Commissioner*

*Karen Delaumi, Commissioner*

*Reza Tavana, Commissioner*

*Caroline Zepecki, Commissioner*

**MEETING CALLED TO ORDER**

**ROLL CALL**

**COMMISSIONER REPORTS**

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

1. Approve Minutes of the Parks Commission Meeting of December 5, 2016.

**VERBAL COMMUNICATIONS** *(Members of the public may address the Parks Commission on any matter that is not listed on the agenda. Unless additional time is authorized by the Parks Commission, remarks shall be limited to three minutes.)*

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

2. Review the Council policy regarding the changes to the Parks Commission (Verbal Report)
3. Adopt resolution of the Parks Commission Establishing a Time and Place for Regular Meetings  
Staff Report  
Attachment 1 – Resolution of the Parks Commission Establishing a Time and Place for Regular Meetings
4. Establish park locations for June and August meetings (Verbal Report)
5. Establish Annual Workplan (Verbal Report)
  - A) Social media options
  - B) Future activities for the Parks Commission
6. Review Parks Commission recommended priorities to the Town Council

7. Review draft Bicycle and Pedestrian Master Plan
8. Recommend a location for a memorial trail for Jim Sugai (Verbal Report)
9. Review the December 5, 2016 Chair and Vice-Chair appointments and consider replacing the previously selected Chair and Vice-Chair (Verbal Report)
10. PPW Director's Report (Verbal Report)
  - A) Park Operations
  - B) Capital Improvement Projects – FY 16/17
  - C) Capital Improvement Projects – FY 17/18
  - D) Events
    - i) Spring into Green
11. Beautification Committee Meeting Report (Verbal Report)

## **ADJOURNMENT**

***IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE PARKS AND PUBLIC WORKS DEPARTMENT AT (408) 399-5770. 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: 02/06/2017

ITEM NO: 1

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**DRAFT**

**MINUTES OF THE PARKS COMMISSION MEETING  
DECEMBER 5, 2016**

The Parks Commission of the Town of Los Gatos conducted a Regular Meeting on December 5, 2016 at 6:00 p.m.

**1. MEETING CALLED TO ORDER AT 6:08 p.m.**

**2. ROLL CALL**

Present: Chair Fox , Vice Chair Buncic, Commissioner Clemm, Corenson, Deloumi, Gordon, Scott, and Zepecki.

Absent: Commissioner Tavana

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

Approve Parks Commission Meeting Minutes of December 5, 2016.

**MOTION:** Motion by Vice Chair Buncic to approve Consent Item 1. **Seconded** by Commissioner Scott.

**VOTE:** Motion passed. 7 ayes, 1 abstain (Deloumi), 1 absent.

**4. VERBAL COMMUNICATIONS**

Clark Cardoza-

Mr. Cardoza mailed a letter to the Commission dated October 13, 2016, with concerns about the potential safety issues along the Los Gatos Creek Trail.

The Commission discussed. Mr. Morley stated that the Commissioners are welcome to provide related input to staff prior to the January 31, 2017 Town Council Priority Setting Session meeting, and that they will also have an opportunity to provide input on the draft Bicycle and Pedestrian Master Plan (BPMP) which can include the Los Gatos Creek Trail as a priority to the BPMP.

Mr. Morley will write a letter to Mr. Cardoza acknowledging receipt of the letter.

Vice-Chair Buncic provided an update on the Midpeninsula Regional Open Space District's approval of on-leash dog access on the El Sereno trail.

**5. COMMISSION MATTERS**

A. Chairperson Report  
None.

B. Commission Changes

Mr. Morley commented that the Parks Commission structure will change next year, as Council adopted new policies for commissions. The Parks Commission will consist of six adult members and one Youth Commissioner.

C. Review Mission and Work Plan

~~i. Survey Questionnaire~~

~~ii. Outreach Activities Accomplished~~

iii. ~~Articles & Social Media~~

Mr. Morley stated that the Parks and Public Works Department continues to utilize Facebook, Twitter and NextDoor for outreach.

iv. Future Activities

Mr. Morley suggested that as the Commission is wrapping up safety priorities and move into the New Year, that now is the time to think about the Commission's new priorities.

D. Safety Profiles

Mr. Morley provided an explanation of the spreadsheet and asked the Commission for input of what should be provided to the Town Council on January 31, 2017 at the Priority Session meeting.

The Commission discussed and conducted a roundtable with each Commissioner providing details of the safety surveys. The Commission discussed and determined three safety priorities which will be recommended to Council for consideration on January 31<sup>st</sup>.

**MOTION: Motion by Commissioner Gordon to address safety concerns at Bachman Park. Seconded by Vice Chair Buncic.**

Commission discussed.

**VOTE: Motion passed. 7 ayes, 1 nay (Scott), 1 absent**

**MOTION:**      **Motion** by **Vice Chair Buncic** to include park tripping and pathway hazards as a priority. **Seconded** by **Commissioner Corenson**.

No discussion was made.

**VOTE:**            **Motion passed.** 8 ayes, 1 absent

**MOTION:**      **Motion** by **Vice Chair Buncic** to emphasize the safety specific to retaining walls at Blossom Hill Park and Oak Meadow Park. **Seconded** by **Commissioner Gordon**.

Commission discussed.

**VOTE:**            **Motion passed.** 7 ayes, 1 nay (Scott), 1 absent

- E. Nominations/Appointment of Parks Commission Chair and Vice Chair  
Floor open to nominations

**MOTION:**      **Motion** by **Chair Fox** to nominate **Vice Chair Buncic** as **Chair** of the Parks Commission. **Vice Chair Buncic** declined the nomination.

**Motion failed.**

**MOTION:**      **Motion** by **Commissioner Deloumi** to nominate **Commissioner Corenson** as **Chair** of the Parks Commission. **Commissioner Corenson** declined the nomination.

**Motion failed.**

**MOTION:**      **Motion** by **Commissioner Corenson** to nominate **Commissioner Scott** as **Chair** of the Parks Commission. **Seconded** by **Commissioner Gordon**. **Commissioner Scott** accepted the nomination.

No discussion was made.

**VOTE:**            **Motion passed.** 6 ayes, 2 abstain (Deloumi, Scott), 1 absent

- F. Nominations/Appointment of Beautification Committee Member  
Floor open to nominations

**MOTION:** Motion by **Commissioner Scott** to nominate **Commissioner Corenson** for appointment to the Beautification Committee. **Seconded** by **Chair Fox**. **Commissioner Corenson** accepted the nomination.

**VOTE:** Motion passed. 8 ayes, 1 absent

- G. Nominations/Appointment of Bicycle and Pedestrian Advisory Commission Member

Item was removed from discussion, as the Town Council will now make the appointments to the Bicycle and Pedestrian Advisory Commission.

- H. Jim Sugai

Item to discuss a memorial trail for Jim Sugai was tabled to the next regular meeting.

- I. Water Update

Mr. Morley provided a summary of the water usage over time.

## 6. DEPARTMENT REPORTS

- A. Park Operations

Mr. Regan provided updates on upcoming maintenance projects:

- a. Heinz Open Space maintenance on trails.
- b. Creekside Sports Park synthetic playfield repair.

- B. Capital Improvement Projects – FY 16/17

Mr. Regan provided an updated:

- a. Blossom Hill Park Backstop Replacement project will take place by the beginning of 2017.
- b. Blossom Hill Park and La Rinconada Tennis Court Repair and Resurfacing project will take place in the spring.

- C. Events

The Commission debriefed on the Los Gatos Holiday Parade which took place on December 3, 2016.

D. Bike and Pedestrian Master Plan (BPMP)

Mr. Morley provided an update and commented that the results of the items on the BPMP will be brought back to the Parks Commission at its February meeting.

**7. COMMISSION/COMMITTEE MEETING REPORTS**

A. Beautification Committee

No report given.

B. Bicycle and Pedestrian Advisory Commission

No report given.

**ADJOURNMENT**

The meeting adjourned at 8:07 p.m.

Prepared by: Stefanie Hockemeyer, Recording Secretary

Approved as to Form:

/s/Matt Morley, Director of Parks and Public Works



**TOWN OF LOS GATOS  
PARKS COMMISSION REPORT**

MEETING DATE: 02/06/2017

ITEM NO: 3

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DATE: FEBRUARY 3, 2017  
TO: PARKS COMMISSION  
FROM: MATT MORLEY, PARKS AND PUBLIC WORKS DIRECTOR  
SUBJECT: ADOPT A RESOLUTION OF THE PARKS COMMISSION ESTABLISHING A TIME AND PLACE FOR REGULAR MEETINGS

RECOMMENDATION:

Adopt a resolution (Attachment 1) of the Parks Commission establishing a time and place for regular meetings.

BACKGROUND:

Pursuant to Government Code Section 54954, a time and place for regular meetings of Town Boards, Commissions, and Committees must be adopted by resolution when the date, time, and/or location is changed permanently.

DISCUSSION:

In 2008, a resolution was adopted establishing a time and place for the Parks Commission's regular meetings and is not up-to-date. The resolution has been revised to include the following:

- From once a month to Bi-Monthly (February, April, June, August, October, December)
- From the First Tuesday to the First Monday
- The April and June meetings will be held at a Town of Los Gatos Park, which will be determined in February each year.

CONCLUSION:

Adopt a resolution of the Parks Commission establishing a time and place for regular meetings.

PREPARED BY: MATT MORLEY  
PARKS AND PUBLIC WORKS DIRECTOR

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**RESOLUTION 2017-001**

**RESOLUTION OF THE PARKS COMMISSION  
OF THE TOWN OF LOS GATOS  
ESTABLISHING A TIME AND PLACE FOR REGULAR MEETINGS  
AND RESCINDING RESOLUTION 2008-001**

**RESOLVED**, by the Parks Commission of the Town of Los Gatos, that pursuant to Government Code Section 54954, the time and place for the regular meetings of the Parks Commission shall be as follows:

Day: First Monday  
Time: 6:00 p.m.  
Frequency: Bi-Monthly (February, April, June, August, October, December)  
Place: RJ Bryant Service Center  
41 Miles Avenue  
Los Gatos, CA 95030  
\*April and June: Meetings will be held at a Town of Los Gatos Park, which will be determined in February each year.

**PASSED AND ADOPTED** at a regular meeting of the Parks Commission of the Town of Los Gatos, California, held on the 6<sup>th</sup> day of February, 2017, by the following vote:

COMMISSIONERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED: \_\_\_\_\_

Ed Scott, Chair  
Parks Commission

ATTEST: \_\_\_\_\_

Shelley Neis, Clerk Administrator



**TOWN OF LOS GATOS  
PARKS COMMISSION REPORT**

MEETING DATE: 02/06/2017

ITEM NO: 6

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DATE: FEBRUARY 3, 2017  
TO: PARKS COMMISSION  
FROM: MATT MORLEY, PARKS AND PUBLIC WORKS DIRECTOR  
SUBJECT: REVIEW PARKS COMMISSION RECOMMENDATIONS FOR PRIORITIES TO THE TOWN COUNCIL

**RECOMMENDATION:**

Review Parks Commission recommendations for priorities to the Town Council.

**BACKGROUND:**

At the December 5, 2016 Parks Commission meeting, the Commission discussed and provided direction on Commission priorities to be provided to the Town Council in advance of the scheduled Goals and Priority Setting session set to occur on January 31, 2017. This information has been provided and the Council had the opportunity to discuss the input from the Commission at the meeting.

**DISCUSSION:**

Parks and Public Works staff provided the following information to the Town Manager for consideration specific to the Parks Commission discussion:

**Parks Commission Safety Evaluation**

The Parks Commission adopted park safety as a focused priority for the 2016 calendar year. Among other activities, Commissioners visited the parks and completed a park user based safety evaluation survey. Through this survey, the Parks Commission was able to identify the overall condition of the parks and highlight specific safety issues and trends. This work has been conducted from the perspective of an end user to emphasize the perspective of residents and de-emphasizing technical aspects that may require special knowledge or training. During

**PREPARED BY:** MATT MORLEY  
PARKS AND PUBLIC WORKS DIRECTOR

FEBRUARY 3, 2017

DISCUSSION (cont'd):

the course of the evaluation, a number of maintenance items were identified as well. These are items that the Parks and Public Works Department will take on in the course of day to day maintenance and address over the next several months. Overall, the survey has been very useful to the Commission and to staff. Trends and needs through the survey include:

- Parks are generally in good shape, especially those that get heavy use such as Oak Meadow and Creekside Sports Park.
- Bachman Park reflected the lowest rating with an overall score of 2.3 out of 5 and demonstrated needs in pathways, turf, and picnic areas.
- The Novitiate showed the next level of overall need with an overall score of 2.8 out of 5 with demonstrated need in unpaved pathways and in the area of shrubs and trees.
- Several retaining walls were noted as needing attention to reinforce their stability. This was identified across several parks.
- Belgatos Park showed needs in the area of the turf condition and the condition of unpaved paths, although the park rated well in all other categories.
- The Commission acknowledges that additional needs may exist that are beyond the scope of the assessment conducted, including playground safety needs and irrigation needs.
- The Los Gatos Creek Trail was not a part of the evaluation; however the Commission noted several concerns especially around trail usage and courtesies. The Commission will provide input on the trail through the Bicycle and Pedestrian Master Plan.

In past Capital budgets, the Town Council had identified capital funds for park infrastructure; however those funds were ultimately redesignated to other projects. The Parks Commission recommends incremental investments especially around safety needs within the Town Parks to sustain the infrastructure. Because of the high usage and the broad usage by the young and the elderly, this should be a high priority for the Council. To further this recommendation, the Commission request that the Council direct staff to develop budget estimates for those projects identified above for incorporating into the Capital Budget discussion.

CONCLUSION:

The Commission need not take action as the Council discussion has occurred on this subject. This memorandum is provided for informational purposes.



**TOWN OF LOS GATOS  
PARKS COMMISSION REPORT**

MEETING DATE: 02/06/2017

ITEM NO: 7

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DATE: FEBRUARY 3, 2017  
TO: PARKS COMMISSION  
FROM: BOB KASS, SPECIAL PROJECTS MANAGER  
SUBJECT: BICYCLE AND PEDESTRIAN MASTER PLAN

**RECOMMENDATION:**

Staff recommends that the Parks Commission receive a report on the Final Draft Bicycle and Pedestrian Master Plan, receive any comments from the public, and provide comments to staff. Both public and Commission comments will be included with the transmittal of the BPMP to the Town Council, currently scheduled for March 7, 2017.

**BACKGROUND:**

On April 5, 2016, the Town Council approved a consultant services agreement with Placeworks, a planning and mobility consulting firm with offices in Berkeley and San Diego, to prepare the Town of Los Gatos's first Bicycle and Pedestrian Master Plan.

The Town of Los Gatos does not currently have an adopted Bicycle or Pedestrian Master Plan, although both the Town General Plan and Town Sustainability Plan have a number of policies and action items that have provided a foundation for developing a BPMP. Development of a BPMP was identified as a top strategic goal for the Bicycle and Pedestrian Advisory Commission (BPAC) shortly after it was established, and has been a major work item for the BPAC for nearly a year.

Beyond providing a roadmap for investments that will enhance bicycle and pedestrian mobility throughout the Town, adoption of a BPMP is anticipated to allow the Town to compete more successfully for a range of local, regional and State funds for bicycle and pedestrian related improvement projects.

The scope of work for the BPMP includes the following key components:

- Review of existing Town bicycle and pedestrian related documents and initiatives, including General Plan, Complete Streets, Safe Routes to Schools, etc.

BACKGROUND (cont'd):

- Review of other agency bicycle and pedestrian policies and plans for coordination opportunities (VTA, Caltrans, Santa Clara County, Midpeninsula Regional Open Space District, Vision Zero, neighboring cities).
- Inventory of key features of the bicycle and pedestrian network, including mapping of bicycle and pedestrian facilities.
- Identification of gaps in existing bicycle and pedestrian network.
- Identification of opportunities to enhance the safety and accessibility of the bicycle and pedestrian network.
- Bicycle and pedestrian collision analysis.
- Bicycle and pedestrian counts at key locations.
- Coordination with Safe Routes to Schools.
- Development of recommended policies and programs.
- Identification of proposed capital projects.
- Development of preliminary cost estimates.
- Prioritization of projects and programs.
- Identification of funding sources.

**Progress to Date**

The BPAC has been extensively involved in supporting and providing direction on the development of the BPMP for nearly a year. Community meetings were held by the BPAC in July and September to obtain input from the public on key issues, and numerous presentations and reports have been provided to the BPAC at both regular and special meetings. An online survey which generated nearly 900 responses provided additional community input on bicycle and pedestrian issues. BPAC members also participated in the Town's first bicycle and pedestrian counts which were conducted in September of last year, shortly after Los Gatos students returned to school following summer recess.

Most recently, the BPAC has identified priority projects (including Safe Routes to Schools Projects) through a facilitated exercise at a December, 2016 Special BPAC Meeting, and priority goals, policies and actions at a Special Meeting in January, 2017. The BPAC's specific priority recommendations from these exercises are included in the Final Draft Master Plan.

The BPAC is scheduled to consider and forward a recommendation to the Council on the Final Draft Bicycle and Pedestrian Master Plan at a BPAC meeting on February 2, 2017.

BACKGROUND (cont'd):

**Final Draft Plan**

The Final Draft Bicycle and Pedestrian Master Plan is comprised of the following Chapters:

1. Introduction and Master Plan Summary
  2. Existing Conditions and Needs Assessment
  3. Goals, Policies and Actions
  4. Network Recommendations and Project Prioritization
  5. Implementation and Funding
- Appendices

The Final Draft Bicycle and Pedestrian Master Plan and Appendices are available for review or download on the Town Website at the following links:

- Final Draft Plan: <http://www.losgatosca.gov/DocumentCenter/View/18818>
- Appendices: <http://www.losgatosca.gov/DocumentCenter/View/18817>

**Next Steps**

The table below outlines the next steps in bringing the BPMP forward for Town Council consideration and anticipated adoption:

**Next Steps  
Bicycle and Pedestrian Master Plan**

BPAC Review of Final Draft Plan (Special Evening Meeting)	February 2, 2017
Parks Commission Review	February 6, 2017
Planning Commission Review	February 8, 2017
Transportation & Parking Commission Review	February 9, 2017
Town Council (tentative)	March 7, 2017