



## PARKS & RECREATION COMMISSION MEETING

WEDNESDAY, DECEMBER 12, 2012 - 7:00 P.M.

Community Meeting Chambers, Los Altos City Hall  
One North San Antonio Road, Los Altos, California

### ESTABLISH QUORUM

### PLEDGE OF ALLEGIANCE

### PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Members of the audience may bring to the Commission's attention any item that is not on the agenda. Please complete a "Request to Speak" form and submit it to the Staff Liaison. Speakers are generally given two or three minutes, at the discretion of the Chair. Please be advised that, by law, the Commission is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as "the Brown Act") items must first be noticed on the agenda before any discussion or action.

### ITEMS FOR CONSIDERATION/ACTION

1. Commission Minutes  
Approve minutes of the regular meeting of August 8, 2012
2. Parks Plan  
Review and select two to three action items for inclusion on 2013 Workplan
3. 2013 City Council Meeting Calendar  
Review January through March 2013 Commission representative list for Council meetings

### INFORMATIONAL ITEMS

4. Recreation Survey  
Receive update on in-progress online survey
5. Monthly Staff Report  
Receive information and announcements from City staff

### COMMISSIONERS' REPORTS AND COMMENTS

### POTENTIAL FUTURE AGENDA ITEMS

## ADJOURNMENT

### SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the Human Resources Department 72 hours prior to the meeting at (650) 947-2607.

Agendas, Staff Reports and some associated documents for Environmental Commission items may be viewed on the Internet at <http://losaltosca.gov/committees-commissions/environmental/meetings.html>

On occasion the Environmental Commission may consider agenda items out of order.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, and that are distributed to a majority of the legislative body, will be available for public inspection at the Office of the City Clerk's Office, City of Los Altos, located at One North San Antonio Road, Los Altos, California at the same time that the public records are distributed or made available to the legislative body. Any draft contracts, ordinances and resolutions posted on the Internet site or distributed in advance of the Environmental Commission meeting may not be the final documents approved by the Commission. Contact the City Clerk at (650) 947-2720 for the final document.

If you wish to provide written materials, please provide the Environmental Commission Staff Liaison with **10 copies** of any document that you would like to submit to the Commissioners in order for it to become part of the public record.

For other questions regarding the meeting proceedings, please contact the City Clerk at (650) 947-2720.

**MINUTES OF A REGULAR MEETING OF THE PARKS AND RECREATION  
COMMISSION MEETING OF THE CITY OF LOS ALTOS, HELD ON WEDNESDAY,  
AUGUST 8, 2012 AT 7:00 P.M. AT COUNCIL CHAMBERS,  
ONE NORTH SAN ANTONIO ROAD, LOS ALTOS, CALIFORNIA**

**ROLL CALL**

PRESENT: Baron, Beggs, Kilgore, Lee Eng, Greguras, Parmar

ABSENT: Bautista

**PUBLIC COMMENTS**

None

**CONSENT CALENDAR:**

1. Commission Minutes  
ON A MOTION BY KILGORE, SECOND BY BARON AND PASSED UNANIMOUSLY (6-0) APPROVED the minutes of April 30, 2012 special meeting as amended.

**DISCUSSION ITEMS**

2. Recreation Survey  
Update was provided on mailer specifics, data management and outreach methods for promoting participation.
3. Community Feedback Mechanism  
Merits of continuing project were discussed and Commissioners reaffirmed value of creating mechanisms. Commissioners will forward method suggestions to Commission Liaison to pass on to Subcommittee Chair Beggs. Report will be presented at next meeting. Commissioner Lee Eng will join Subcommittee now and Commissioner Parmar will join when survey is completed.
4. 2011-2012 Work Plan  
The following updates were made:  
Revised estimated completion dates for 1a. Survey and 2d. Feedback Mechanism. Noted Item 3a. CIP Recommendation and Item 3b. Review Park Plan were both completed.

**COMMISSION REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS**

- Reinvigoration of Parks & Recreation Commission and future directions-
- Community Feedback Mechanism- October
- Visit counts for PARC page on City website

**ADJOURNMENT**

Chairperson Kilgore adjourned the meeting at 8:00 p.m.



**TO:** Parks and Recreation Commission  
**FROM:** Beverly Tucker, Recreation Director  
**SUBJECT:** Parks Plan action items

**RECOMMENDATION:**

Review and select two to three action items for inclusion on 2013 Workplan

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**BACKGROUND**

After a multi-year process with input from residents, the Parks and Recreation Commission and staff, the City Council adopted a comprehensive Parks Plan on May 8, 2012. Included in the Parks Plan are a series of action priorities divided into three divisions: “on-going,” “one-time projects” and “aspirational.” The recommendations are ranked by priority within each category.

Since the Plan’s adoption by Council, two of the original priorities have been completed by staff. The pathway between Shoup Park and Redwood Grove has been completed and an existing agreement with the Cupertino Union School District for Montclair Park has been located.

During the Records Retention Project currently underway for all City documents, a 1985 agreement between the City and the Cupertino School District regarding Montclair Park was located. This agreement outlines the park property boundaries, use, renewal, maintenance and access terms and includes termination and hold harmless clauses. The agreement is currently in effect.

**DISCUSSION**

Item 3 on the Parks and Recreation Commission’s 2012/13 Work Plan is “Advance the quality of parks and facilities” with an action item to “Refer back to Parks Plan to guide parklands expansion and improvement.”

Staff recommends the Commission identify two to three action items for inclusion in its 2013 Work Plan. These items would be more complex than simple actions that City staff can address in-house. For example, relocating the tennis backboard at MacKenzie Park is an operational task that City staff will fulfill.

The Priorities section of the Parks Plan is included in its entirety below with corresponding page numbers. For more background on a specific item, please refer to the Park Plan document for more detail. (Attachment 1)

## **Excerpt from Los Altos Parks Plan, adopted May 8, 2012**

Pages 41-45

### **PRIORITIES**

The goals and recommendations set forth in this Plan can be initially divided into three categories: on-going, one-time and aspirational. The on-going actions are those actions that the City is consistently undertaking (ex. maintenance of parks). These actions are not as defined or visible as many one-time projects, but are vital to providing a first-class park system. One-time recommendations are those projects which are undertaken and completed (ex. a park renovation). These projects are typically capital projects and can provide greater changes to the parks. One-time recommendations can be further broken out into categories of short- and long-term and can be prioritized in a more linear fashion than on-going recommendations. Aspirational goals are precisely that: aspirational in nature.

#### On-Going Recommendations

The following are those on-going recommendations set forth in this Plan. They are not prioritized as they are recommendations that the City should strive to follow in order to maintain such a great park system.

- Maintain the south portion of Heritage Oaks Park as undeveloped open space (see page 10 for more details)
- Continue habitat restoration in Redwood Grove (pages 16 and 26)
- Look for opportunities to enlarge Redwood Grove (page 16)
- Address use of facilities in Redwood Grove (page 16)
- Maintain Rosita Park according to City standards (page 18)
- Look for opportunities to provide additional parking at Shoup Park (page 19)
- Explore potential activities for Village Park (page 20)
- Rent the San Antonio Club for functions (page 21)
- Maintain current parks as dedicated parkland (page 24)
- Look for opportunities to provide 60 acres of parkland citywide (page 24)
- Look for opportunities to expand existing parks (page 24)
- Continue to require park in-lieu payments (page 24)
- Maintain current pathways and trails (page 24)
- Consider pathways when designing new parks or park renovations (page 24)
- Support the completion of the Stevens Creek Trail (page 24)
- Work with the school districts to provide for scheduling and maintenance of athletic fields (page 25)
- Look for opportunities to acquire open space (page 27)

- Remain cognizant of the Open Space Easement on the El Retiro property (page 28)
- Continue to allow dogs on-leash (page 29)
- Follow criteria for placement of a skate park (page 31)
- Follow established criteria for placement of restrooms in City parks (page 32)
- Maintain standards of maintenance (page 40)
- Continue complying with ADA requirements as related to maintenance (page 40)

### One-time Recommendations

The following are one-time recommendations set forth in this Plan. They are divided into two categories: Short-term (those projects which can be handled by the City in a timely manner and with little use of resources) and Long-term (those projects which will most likely require a CIP or more use of resources). In both categories recommendations are listed according to priority.

#### Short-term

1. **[Completed]** Complete the pathway from Redwood Grove to Shoup Park (see pages 16 and 19 for more details)
2. **[Completed]** Create a long-term agreement for use of Montclair Park (page 15)
3. Move tennis backboard in McKenzie Park (page 14)
4. Survey potential users of a skate park (page 31)
5. Move Walter Singer Bust from Community Plaza (page 8)
6. Begin efforts to preserve creek banks in Shoup and Heritage Oaks Parks (page 26)
7. Augment the landscaping along the Hetch Hetchy Right-of-Way (page 22)
8. Consider installing parking spaces along Portland Avenue at Heritage Oaks Park (page 10)

#### Long-term

1. Provide a park in north Los Altos (page 24)\*
2. Obtain the title for Lincoln Park (page 12)
3. Create a CIP for Redwood Grove to address creek bank restoration, replacement of the boardwalk and installation of permanent restrooms (page 16)
4. Make a decision on the future of Halsey House and Caretaker House in Redwood Grove
  - i. (page 16)
5. Repurpose the 647 North San Antonio Road site into a neighborhood park (page 21)
6. Proceed with the Renovation CIP, installing new landscaping and expanding parking for Marymeade Park (page 13)
7. Proceed with the McKenzie Park Renovation CIP (page 14)
8. Proceed with the Renovation CIP, shaded seating and Jogging Trail CIP for Grant Park (page 9)

9. Proceed with the Renovation CIP and shaded seating for Heritage Oaks Park (page 10)
10. Proceed with the Renovation CIP, Tennis Court Lighting CIP, landscaping and restroom for Montclair Park (page 15)
11. Proceed with the Community Plaza Renovation CIP including an iconic feature (page 8)
  - b. \*Due to the need to identify a location for a park in north Los Altos, projects which receive a lower priority should be considered first until a location can be identified and acquired.

One recommendation not included in either the Short-term nor Long-term categories was in regard to Hillview Park and was to proceed with the Community Center Master Plan (see page 11). This recommendation is dependent upon Council action to proceed with a bond measure to finance the project. As such, the timing of the recommendation is dependent upon when the City Council decides it is time to proceed with the project and therefore all other recommendations should be considered independently of any recommendations for Hillview Park.

#### **Aspirational Recommendations**

The following are the aspirational recommendations set forth in this Plan. They may or may not be feasible, but are goals the City should aspire to attain. They are listed according to priority.

1. Consider the viability of open space downtown (see page 32 for more detail)
2. Provide restrooms in all active parks (page 32)
3. Provide public restrooms in Downtown (page 32)
4. Explore placement of skate elements on school property (page 31)
5. Explore installation of skateable art (page 31)
6. Strive to identify a location for an off-leash dog park (page 29)

#### **PUBLIC CONTACT**

Posting of the meeting agenda serves as notice to the general public.

#### **ATTACHMENT**

1. Los Altos Parks Plan, May 8, 2012



## MEMORANDUM

**DATE:** December 12, 2012

**TO:** Jon Maginot, Deputy City Clerk

**FROM:** Beverly Tucker, Recreation Director

**SUBJECT:** **JANUARY-MARCH 2013 PARKS AND RECREATION COMMISSION  
CITY COUNCIL MEETING REPRESENTATIVE SCHEDULE**

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The Parks, Arts & Recreation Commission's representative list for regular City Council meetings from January 8, 2013 through February 26, 2013 is as follows:

<u>Meeting Date</u>	<u>Commissioner</u>
Tuesday, January 8	Maria Bautista
Tuesday, January 22	Larry Baron
Tuesday, February 12	David Beggs
Tuesday, February 26	Karen Greguras



**TO:** Parks & Recreation Commission  
**FROM:** Beverly Tucker, Recreation Director  
**SUBJECT:** Recreation Survey Progress Update

**RECOMMENDATION:**

Receive update on in-progress online survey

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**BACKGROUND**

Item One on the Parks & Recreation Commission's (PARC) 2012-2013 Work Plan is "Promote and improve recreational planning and programming". The Commission decided to conduct a resident survey for input on program quality and barriers to participation.

**DISCUSSION**

Commissioners Pradeep Parmar and Larry Baron formed a subcommittee and sought input from PARC members, staff and the City Council in developing the survey questions. Survey Monkey was selected as the tool for soliciting input and tabulation results.

Four thousand random resident households were sent postcards with the online survey URL in mid-November. The addresses were randomly generated by the parcel map system to equally distribute the surveys across every neighborhood within the city limits of Los Altos.

The survey will remain active online for a couple more weeks. The Subcommittee will share preliminary findings with the Commission in early 2013. Following the final tabulations, the Commission will be able to formulate recommendations to Council.

**PUBLIC CONTACT**

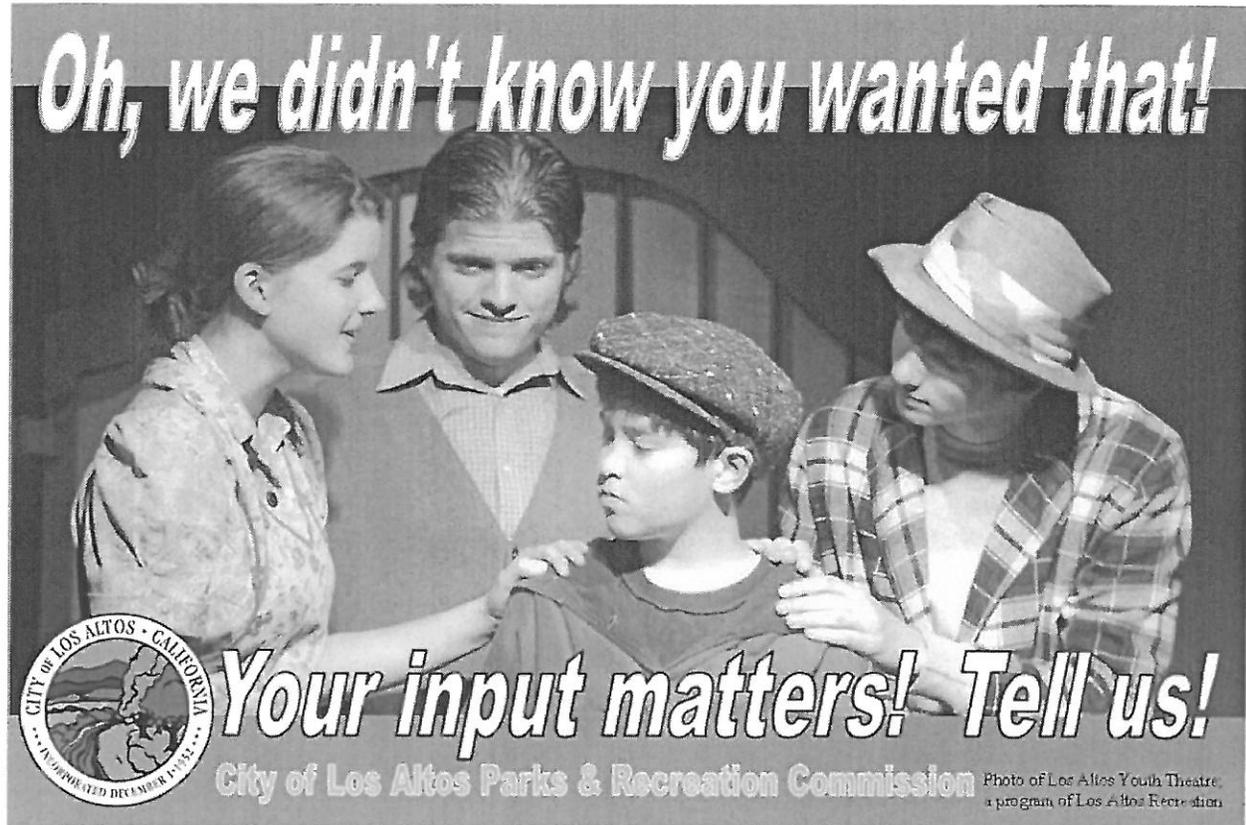
In addition to the mailings, the survey is currently being promoted on the Recreation Department social media outlets: facebook, twitter and constant contact.

**ATTACHMENTS**

Survey postcard

# Survey Postcard

## FRONT



## BACK



City of Los Altos Park & Recreation Commission  
 One N San Antonio Rd Los Altos, CA 94022

**We miss you! Help us improve!**

Please take a brief online survey on  
 Los Altos Recreation programs - go to:

**[www.tinyurl.com/LosAltosSurvey](http://www.tinyurl.com/LosAltosSurvey)**

We really want to hear from residents

**NOT** currently taking programs!

Although, if you already participate,  
 your opinion counts too!

Paper surveys also available at the Senior Center & the  
 Hillview Community Center, 97 Hillview Ave, Los Altos

**Your input is important!**

Thank you!

The Los Altos Parks & Recreation Commission

Questions? Please call 650.947.2790  
 or email [info@losaltosrecreation.org](mailto:info@losaltosrecreation.org)

