



## PARKS & RECREATION COMMISSION MEETING

WEDNESDAY, SEPTEMBER 11, 2013 - 7:00 P.M.

Community Chamber

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 14, 2013
2. Farmer's Market Outreach  
Receive report on two sessions of outreach at the Farmer's Market
3. Goal Two: Community Feedback  
Receive Subcommittee report on community feedback
4. Goal Four: Park Plan Priorities  
Receive Subcommittee report on acquiring new parkland

### INFORMATIONAL ITEMS

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 City Clerk at least 48 hours prior to the meeting at (650) 947-2720.

Agendas, Staff Reports and some associated documents for the Parks & Recreation Commission items may be viewed on the Internet at <http://losaltosca.gov/committees-commissions/parc/index.html>

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

**MINUTES OF A REGULAR MEETING OF THE PARKS AND RECREATION  
COMMISSION MEETING OF THE CITY OF LOS ALTOS, HELD ON WEDNESDAY,  
AUGUST 14, 2013 AT 7:00 P.M. AT COUNCIL CHAMBERS,  
ONE NORTH SAN ANTONIO ROAD, LOS ALTOS, CALIFORNIA**

**ESTABLISH QUORUM**

PRESENT: Baron, Beggs, James, Lee Eng, Lucia, Parmar and Tooley.

ABSENT: None

**PUBLIC COMMENTS**

None

**ITEMS FOR DISCUSSION/ CONSIDERATION**

1. Commission Minutes  
MOTION Tooley; SECOND Baron APPROVED as amended minutes of the July 10, 2013 regular meeting (7-0)
2. Park Drinking Fountain Overview  
Received report

**INFORMATIONAL ITEMS**

3. Goal Four Parks  
Received verbal update from Subcommittee, written report in progress
4. Monthly Staff report
  - a. Received information and announcements from City staff
  - b. Added 2013 promotional park events to work plan
  - c. Added comprehensive drinking fountain replacement project to work plan

**COMMISSIONERS' REPORTS AND COMMENTS**

Commissioner Parmar reported meeting with a Hetch Hetchy neighbor

**POTENTIAL FUTURE AGENDA ITEMS**

- Subcommittee report on Farmer's Market Outreach
- Goal Four report
- Goal Two; Outreach report

**ADJOURNMENT**

Chairperson Lee Eng adjourned the meeting at 8:10 pm



DATE: 14 August 2013

AGENDA ITEM #2

**TO:** Parks and Recreation Commission  
**FROM:** Beverly Tucker, Recreation Director  
**SUBJECT:** Farmers Market Outreach

**RECOMMENDATION:**

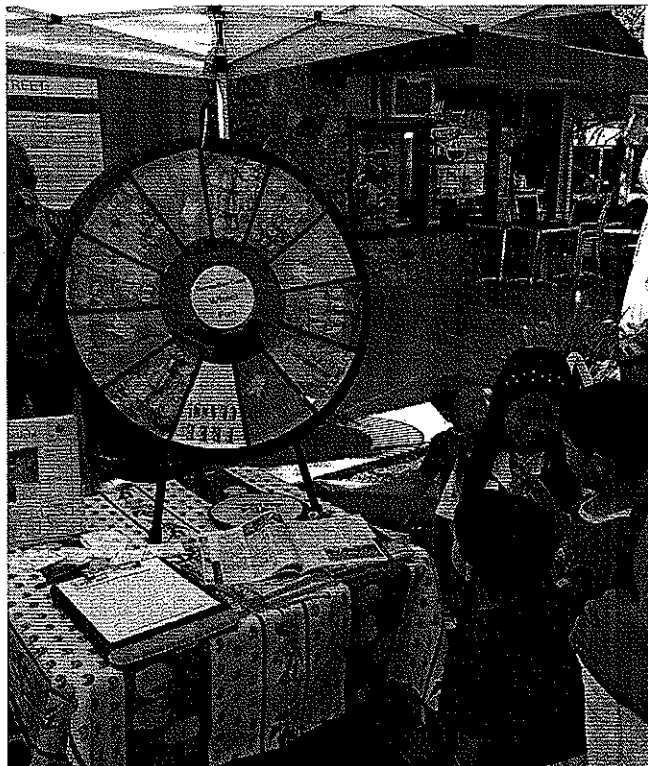
Accept report

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As part of its 2013/2104 Work Plan, the Parks and Recreation Commission utilized the Community Booth program at the downtown Los Altos Farmer's Market. Commissioners manned the booth on Thursday, July 18 and August 22.

On July 18, Commissioners passed out brochures and fliers promoting programs and special events. Some input was given regarding park preferences and classes. Salsa dancing in particular was requested and a search for an instructor is underway by Recreation Department staff.

For August 22, a more interactive display was set up with a prize wheel for passers-by that offered discounts on classes and fall planting bulbs. The interactive display drew much more participation and several of the discount coupons awarded that night have already been redeemed for fall classes.



*Children admiring their wheel prizes*



DATE: 11 September 2013

AGENDA ITEM #3

**TO:** Parks and Recreation Commission  
**FROM:** Beverly Tucker, Recreation Director  
**SUBJECT:** Goal Two: Community Feedback

**RECOMMENDATION:**

Accept report

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**BACKGROUND**

The 2013/2014 PARC Work Plan lists goal two as “Community Feedback on parks and recreation” with a sub project and assignment of Community Feedback; define new mechanisms that would improve the ability of citizens to provide comments and concerns.

**DISCUSSION**

The Community Feedback Subcommittee met and developed the idea of holding a community input meeting in the fall of 2013 to communicate with and get feedback from Los Altos citizens on Parks & Recreation. The meeting would be held in the Community Chambers with fixed agenda topics as well as an “Open Topic”. The subcommittee recommends asking the Mayor to chair the meeting.

The following agenda items were identified by the Subcommittee:

- Key Park Plan Issues
- Current PARC Priorities
- Current PARC Plan Items
- Parks and Recreation Department Plans and Priorities

The Open Topic time should be initiated by the question: 'What should the PaRC commission be focusing on?' The feedback from this meeting will help us to understand the community's opinions on the agenda items so that we can take appropriate action to focus on those issues which are important to the community.

Once the details of the meeting are finalized and approved, the following promotional opportunities will be invoked.

Promotion Options:

- Communicate with interested organizations (Senior Commission, LACF, Senior Center, Preschools, Scouts, League of Women Voters, Avenidas, PTA, Selpa)

- Place an Article and /or Advertisement in the Town Crier
- Place advertisement signs in parks

The Subcommittee Chair, David Beggs, met with Mayor Fishpaw and received an enthusiastic endorsement along with some suggestions for implementation.

The meeting outline was forwarded to the City Manager, Marcia Somers for feedback. Ms Somers provided several implementation suggestions to the Subcommittee via email; three are included below:

1. Since there are only two evenings per month (except for Fridays) that there is not a Council or Commission meeting held, I suggest that you utilize your regular monthly meeting time to have this session (this will also help ensure that the majority, if not all, of the Commissioners will be able to attend).
2. The community input topic could be the primary/only agenda item, or you could have the noted agenda items occur on sequential meeting dates in whatever logical order the Commission determines. I have found that the more specific an agenda item is, the better feedback you will receive. Open-ended or broad-based agenda topics tend to be difficult for people to respond to. So, the potential open topic item you identified of "What should the Parks and Recreation Commission be focusing on?" seems to be a bit too broad. It will also be important to frame that or other potential questions with information about what is already established and documented (i.e., the purpose and purview of the Commission, direction received from Council regarding the Commission's work plans, special projects the Council may have assigned to the Commission). This will assist the potential meeting attendees to have a clear understanding of the parameters of the Commission's responsibilities and focus on those things that the Commission can influence or accomplish within its existing structure.
3. I think your Chair or Vice Chair (or other designated Commission member) would do an excellent job of facilitating input from the public related to the questions you would like answered.



DATE: 11 September 2013

AGENDA ITEM #4

**TO:** Parks and Recreation Commission  
**FROM:** Beverly Tucker, Recreation Director  
**SUBJECT:** Goal Four: Park Plan Priorities  
**RECOMMENDATION:**

Accept report

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## BACKGROUND

The 2013/2014 PARC Work Plan lists goal four as "Park Plan Priorities" with a sub project and assignment of Long Term Goal #1; research and write a memo to the City Council outlining a plan to achieve additional park land in north Los Altos.

## DISCUSSION

The Park Plan Priority Subcommittee met and developed a draft of a memo to the City Council advocating for new park land. The draft is included below:

### Recommendation:

City Council should direct Staff to acquire new land for developing a park in Los Altos.

There are three reasons for this recommendation:

1. **Los Altos has the lowest park acreage per 1,000 residents among nine cities in the region.**

City of Los Altos adopted a new Park Plan in 2012. The plan identifies the short- and long-term priorities based on inputs from City residents, City Council, PARC Commissioners, and City Staff. The plan also compares total park acreage per 1,000 residents in Los Altos to neighboring cities. Los Altos has the lowest developed park acreage among 9 cities in the area.

City	Population <sup>1</sup>	Developed Parks Acreage	Park Acreage per 1,000 Residents
San Carlos	28,406	143	5.03

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<sup>1</sup> Based on 2010 Census

Campbell <sup>2</sup>	39,349	132	3.35
Burlingame	28,806	94	3.26
Cupertino <sup>2</sup>	58,302	162	2.78
Mountain View <sup>2</sup>	74,066	187	2.52
Palo Alto	64,403	162	2.52
Saratoga	29,926	63	2.11
Menlo Park	32,026	54	1.69
Los Altos	28,976	45.45	1.57

Therefore, the 2012 Park Plan recommends increasing the available parkland in Los Altos from 45.45 acres to 60 acres<sup>3</sup> over time. It is unlikely that the entire 14.55 acres deficit will be addressed by adding one new park. Therefore, it is important to either add to existing parks, or find smaller land parcels that can be developed into new neighborhood parks.

**2. The Los Altos Park Plan recommends providing a park in north Los Altos as a number 1 long-term priority.**

The number 1 long-term recommendation of the Park Plan is: “Provide a park in north Los Altos.”<sup>4</sup>

But it is difficult to locate and acquire available open spaces that can become parks. Therefore, it is important to search for new parkland not only in north Los Altos, but also in other parts of Los Altos. The Park Plan supports this: “The City should strive to “fill in the gaps” of the City’s park system (i.e., those areas which are not close to parks). Areas that are currently lacking in parks include all of north Los Altos (identified as north of Almond Avenue), south Los Altos (specifically south of Foothill Expressway), and central Los Altos (between Rosita Park and McKenzie Park).<sup>5</sup>”

**3. The process to identify and acquire new land for parks is time consuming.**

It takes time and resources to identify and acquire land that could be developed into a park. Therefore, it is important to start now; else, this goal will keep getting pushed out to a future date. Prime land opportunity may be lost if action is delayed. Additionally, many short-term and one-time recommendations in the 2012 Park Plan have already been implemented, or are being implemented. It is now time to address the number 1 long-term recommendation.

<sup>2</sup> Includes school sites under joint-use agreements

<sup>3</sup> Los Altos Parks Plan, May 8, 2012, page 24

<sup>4</sup> 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 (as stated in Park Plan)

<sup>5</sup> Los Altos Parks Plan, May 8, 2012, page 23



DATE: 11 September 2013

AGENDA ITEM # 5

**TO:** Parks and Recreation Commission  
**FROM:** Beverly Tucker, Recreation Director and PARC Staff Liaison  
**SUBJECT:** Monthly Staff Update

**RECOMMENDATION:**

Receive report

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**Pedestrian Master Plan Special Meeting**

September 16 6:00 pm PARC/Senior Commission on Pedestrian Master Plan

**Work Plan**

The updated work plan is attached with additions from the August 14, 2013 meeting

**Recreation Update**

October 4 First LAYC Dance of the new school year

October 26 Judging Day; 2013 Halloween Window Painting Contest, 50<sup>th</sup> anniversary!

New City Website, eNotify

**Attachments:**

PARC 2013/2014 Work Plan ver4



**PARKS & RECREATION COMMISSION**  
**2013/14 Work Plan**  
 (as of August 14, 2013)

Goal	Projects	Assignments	Target Date	Status
Recreational planning and programming	Resident survey	<ul style="list-style-type: none"> <li>• Conduct online resident survey</li> <li>• Final stage: present report to City Council (Parmar, Baron)</li> </ul>	2012	Completed Pending Council Calendar
Community feedback on parks and recreation	"Friends of Parks"	<ul style="list-style-type: none"> <li>• Visit parks and be response to the public-advise staff accordingly (all Commissioners)</li> </ul>	Ongoing	
	Joint Commission meeting	<ul style="list-style-type: none"> <li>• Form a Joint Committee with the Senior commission to explore interest and topics for joint meeting (Beggs/Lee Eng)</li> <li>• Develop agenda topics</li> <li>• Identify date</li> <li>• Hold a joint meeting with the Senior Commission (Beggs/Lee Eng)</li> </ul>	July 2013 September 2013 Winter 2014	In progress
	Community outreach	<ul style="list-style-type: none"> <li>• Attend two Recreation Special Events per year (each Commissioner)</li> <li>• Strive for PARC representation at all events (all Commissioners)</li> <li>• Park Events highlighting neighborhood parks (Tooley/James)</li> </ul>	Ongoing	
	Community feedback	<ul style="list-style-type: none"> <li>• Define new mechanisms that would improve the ability of citizens to provide comments and concerns (Beggs/Parmar/Lee Eng)</li> <li>• Utilize Downtown Farmer's Market non-profit booth for outreach (James/Tooley)</li> <li>• Attend Summer Concert Series and man</li> </ul>	October 2013 July-August 2013 June-August 2013	In progress In progress Completed

		information booth, Commissioners sign-up for dates (Baron)		
Quality parks and facilities	Capital Improvement Program	<ul style="list-style-type: none"> <li>Suggestions to City Council on prioritization of the five-year CIP</li> </ul>	April 2013	Completed
	Community Plaza	<ul style="list-style-type: none"> <li>Provide input on the Community Plaza as directed by Council</li> </ul>	TBD	
	Hetch Hetchy landscaping	<ul style="list-style-type: none"> <li>Evaluate landscaping condition along the Hetch Hetchy Right of Way and suggest augmentation for refreshing aged/missing plants etc (Tooley/Baron)</li> </ul>	November 2013	
	Redwood Grove developments	<ul style="list-style-type: none"> <li>Respond as directed by City Council to developments in the Redwood Grove Plan</li> <li>Obtain update from Acterra regarding ongoing work at Redwood Grove</li> </ul>	When needed April 2013	Completed
	Comprehensive Drinking Fountain Replacement Project	<ul style="list-style-type: none"> <li>Develop CIP project for replacing all park drinking fountains</li> </ul>	Spring 2014	
Park plan priorities	Long Term Goal #1	<ul style="list-style-type: none"> <li>Research and write a memo to the City Council outlining plan to achieve (Painar/Beggs/Lucia) <ul style="list-style-type: none"> <li>Initial outline September 2013</li> <li>First draft November 2013</li> <li>Final draft February 2014</li> </ul> </li> <li>Identify two to three projects to address from the Parks Plan for FY 2013/2014</li> <li>Form subcommittees to work on projects</li> </ul>	February 2013  May 2013 May 2013	