



**CITY OF CUPERTINO
PARKS AND RECREATION COMMISSION
10185 N Stelling Rd, Quinlan Conference Room
Tuesday, June 11, 2024
6:30 PM
SPECIAL MEETING
DRAFT MINUTES**

CALL TO ORDER

Chair Shearin called the Parks and Recreation Commission special meeting to order at 6:33 p.m. in the Quinlan Community Center Conference Room, 10185 N Stelling Rd.

ROLL CALL

Commissioners present: Jennifer Shearin, Hemant Buch (7:47 p.m.), Carol Stanek, Claudio Bono

Commissioners absent: Seema Swamy

Staff present: Jenny Koverman, Jessica Javier, Branton Curt, Susan Michael, Tommy Yu

Guest speakers: Jan Eiesland, Mike Campbell

CEREMONIAL MATTERS AND PRESENTATIONS

1. Subject: Parks and Recreation Department Marketing and Social Media

Recommended Action: Receive a presentation on Parks and Recreation Department marketing and social media.

Jenny Koverman, Recreation Manager, introduced Branton Curt, Community Outreach Specialist, to present on the item. Presented on the Parks and Recreation Department's recreation schedule, display marketing, social media, mass and email marketing, recreation website, and repeat customers.

Commissioner Bono requested clarification on the number of printed recreation schedules, whether or not the publication can be phased to fully digital, and how many times it is published. Community Outreach Specialist Curt clarified that moving to a fully digital brochure would lead to a revenue loss and decrease in program registration for the department. Clarified that the recreation brochure is published quarterly, a single print run, and is available in-person at all recreation facilities. Added that if there was an area that the City would be looking into reducing expenses, it would be the mailing of the recreation schedule to the individual households but that would lead to a substantial decrease in revenue.

Commissioner Bono recommended a social media campaign (*follow us or like and share*) and livestreaming events to help increase followers on social media platforms. Community Outreach Specialist Curt clarified that typically they do not livestream. Added that for events such as the summer concerts, the City does not have the rights to broadcast the music being played.

APPROVAL OF MINUTES

2. Subject: April 4, 2024 Parks and Recreation Commission Meeting Minutes

Recommended Action: Review and approve the April 4, 2024 Parks and Recreation Commission meeting minutes.

Commissioner Bono motioned to approve the April 4, 2024 Parks and Recreation Commission meeting minutes as submitted. Commissioner Stanek seconded. Motion carried with 3 yes (Shearin, Stanek, Bono) and 2 absent (Buch, Swamy).

ORAL COMMUNICATIONS

None

WRITTEN COMMUNICATIONS

Written communications were emailed to the commission and are included for the record.

PUBLIC HEARINGS

3. Subject: Lawrence-Mitty Park and Trail project Final Conceptual Design and Initial Study/Mitigated Negative Declaration

Recommended Action: Parks and Recreation Commission recommends to the City Council approval of the Lawrence-Mitty Park and Trail Project Final Conceptual Design and recommends adoption of the Initial Study/Mitigated Negative Declaration.

Written communications for this item included an email to the commission and is included for the record.

Chair Shearin introduced Susan Michael, Capital Improvement Programs (CIP) Manager to present on the item. Presented an overview of the project and introduced Jan Eiesland, MIG Consultant, who presented on the project background and final concept plan. MIG Consultant Eiesland introduced Mike Campbell, MIG Consultant, who presented on the CEQA summary. CIP Manager Michael then reviewed next steps and reminded the Commission of the recommended action for the item.

Commissioner Bono requested clarification on the noise reduction. MIG Consultant Eiesland clarified that the final concept plan includes an eight-foot landscape berm for a more natural and cost-effective solution for noise reduction. MIG Consultant Campbell added that they did measure ambient noise levels to determine how much attenuation would be required to keep noise within the City's threshold limits, and it was determined that it could be done with either a solid barrier or the berms.

Commissioner Bono requested clarification on the future potential restroom location included in the plan, and the overall public consensus for whether or not to add a restroom based on the survey responses. CIP Manager Michael clarified that the people who use the trail support the addition of a restroom, however, the residents adjacent to the Lawrence-Mitty site are opposed. Added that staff and the project team have looked at various options and the current plan is to add concrete in the potential future restroom location, implement the park without a restroom for now, and then revisit the idea at a later date.

Commissioner Stanek requested clarification regarding the creek overlook and in general how much throughout the year is water flowing. MIG Consultant Campbell clarified it is more of an ephemeral stream and you likely would not see water in the creek. MIG Consultant Eiesland added that even if it is dry, there are beautiful oaks along there that you can still enjoy from the benches.

Commissioner Stanek requested clarification on whether or not the amenity details are finalized in this conceptual plan. CIP Manager Michael clarified no, however, this final conceptual plan is what they are moving forward with.

Commissioner Stanek requested clarification on the timeline and whether or not the project would come back to the Commission. CIP Manager Michael clarified that it could come back as a CIP update, but if there are any major changes it could potentially come back to both Council and Commission.

Chair Shearin requested clarification on whether or not the Commission would see the design once it has been created. CIP Manager Michael noted yes.

Chair Shearin requested clarification on the phasing presentation slide and whether the crossing for pedestrians and bikes over Lawrence Expressway will be part of the future phase or current phase. MIG Consultant Eiesland clarified that it is existing and will remain. Chair Shearin expressed concerns for cyclists who utilize that crosswalk from Mitty as the space to enter the park trail is only set up for pedestrians, and requested clarification on whether or not there were discussions about that area and potentially

adding it into a future phase. MIG Consultant Eiesland clarified that the moment you open the space, it starts to become more dangerous for the pedestrian.

Chair Shearin requested clarification on whether not there are bike racks. CIP Manager Michael clarified that is not part of the final conceptual plan as it is too detailed.

Commissioner Stanek requested clarification on how construction crews will access the property. CIP Manager Michael clarified there are two existing access points from Lawrence Expressway but nothing has been confirmed.

Chair Shearin opened the public hearing and, seeing no one present from the public, closed the public hearing.

Commissioner Stanek thanked the project team and recommended adding in a labyrinth (to the extent that there might be space), and potentially adding in some rolling hills in the bike loop for children.

Commissioner Bono commented that everything was covered in the IS/MND.

Chair Shearin thanked the project team for an excellent concept plan driven by the residents and the CEQA analysis. Added that the concrete pad is an excellent compromise given there needs to be more discussion on both sides.

Commissioner Bono motioned to recommend to the City Council approval of the Lawrence-Mitty Park and Trail Project Final Conceptual Design and recommends adoption of the Initial Study/Mitigated Negative Declaration. Commissioner Stanek seconded. Motion carried with 3 yes (Shearin, Stanek, Bono) and 2 absent (Buch, Swamy).

NEW BUSINESS

4. Subject: Future Agenda Items Requested by Commissioners

Recommended Action: Review the future agenda items and modify as recommended in the staff report.

Recreation Manager Koverman reviewed the staff report.

Commissioner Stanek requested clarification on the difference between a future agenda item and the calendar TBD list. Recreation Manager Koverman clarified that the TBD calendar items will remain on this list and come back as needed, and future agenda

items are those scheduled to come to Commission. Added that both lists do not necessarily have definitive dates.

Commissioner Bono requested clarification on why staff recommends removing *Invite The Rise developers to present on their green space plans* item. Recreation Manager Koverman clarified that it is private property and not within the Commission's purview.

Chair Shearin requested clarification on whether or not the *Update on the sponsorship opportunities for parks and recreation events* would come to Commission as a separate item. Recreation Manager Koverman clarified that when the item originally came up, it was going to be part of the division presentation updates.

Commissioner Stanek expressed that her understanding of the *Update on the sponsorship opportunities for parks and recreation events* item was that Commission would receive an update on which events have sponsors and which ones do not, and if they do not, how can the Commission brainstorm and support staff to help identify potential sponsors.

Recreation Manager Koverman requested clarification from the Commission on when they would like the sponsorship information to come to them. Commissioner Stanek clarified potentially an overview once a year including the sponsorship policy and process. Chair Shearin added maybe a summary of sponsorships the department secured in the past year that comes to the Commission at the end of the calendar year.

Chair Shearin motioned to modify the future agenda setting list as follows:

- *Senior Assessment Survey* – moved to the calendar TBD list.
- *Update on the sponsorship opportunities for parks and recreation events* – moved to the calendar TBD list.
- *Review of park in-lieu fees, specifically how and what they are being used for* – keeping as a future agenda item.
- *Invite The Rise (formerly Vallco) developers to present on their green space plans* – removing as a future agenda item.
- *Discussion of the Athletic Field Use Policy* – keeping as a future agenda item.

Commissioner Stanek seconded. Motion carried with 3 yes (Shearin, Stanek, Bono) and 2 absent (Buch, Swamy).

STAFF AND COMMISSION REPORTS

Vice Chair Buch joined the meeting at 7:47 p.m.

Recreation Manager Koverman presented the Liaison's update as submitted.

Commissioner Bono reported on the Cupertino Little League Closing Ceremonies and the Special Olympics Northern California 2024 Summer Games.

Commissioner Stanek reported on the Cupertino Little League Closing Ceremonies, Summer Concert Series, Pride Month Flag Raising Ceremony, Labyrinth at McClellan Ranch Preserve, and Shakespeare in the Park.

Vice Chair Buch reported on the upcoming California Cricket Festival and park amenities.

Chair Shearin reported on the Cupertino Little League Closing Ceremonies, the City Council meetings pertaining to the budget and community funding, Chai and Chat with the Mayor, Bike to Wherever Day Energizer Station for Cupertino, Pride Month Flag Raising Ceremony, and the May Mayor's Commissioners meeting.

COMMISSIONER ATTENDANCE AT UPCOMING MEETINGS AND EVENTS

Chair Shearin will attend the July Mayor's Commissioners meeting and the July 2 City Council meeting for Lawrence-Mitty.

FUTURE AGENDA SETTING

None

ADJOURNMENT

Chair Shearin adjourned the meeting at 8:13 p.m. to the August 1, 2024 meeting at 7:00 p.m.

Respectfully Submitted by,

Jessica Javier, Administrative Assistant
Parks and Recreation Department

Minutes approved at the _____ regular meeting