



CITY OF CUPERTINO
PARKS AND RECREATION COMMISSION
Teleconference Meeting
Thursday, February 4, 2021
7:00 PM
DRAFT MINUTES

CALL TO ORDER

Chair Kumarappan called the meeting to order at 7:00p.m. via remote teleconference.

ROLL CALL

Commissioners present: Carol Stanek, Xiangchen Xu, Gopal Kumarappan, Neesha Tambe, Sashikala Begur

Commissioners absent: None

Staff present: Joanne Magrini, Whitney Zeller, Kirsten Squarcia, Alex Corbalis, Jeff Ordway, Jenny Koverman

CEREMONIAL MATTERS AND PRESENTATIONS

1. Subject: Training on Commissioner Handbook Approved by City Council on January 19, 2021.

Recommended Action: Conduct training on Commissioner Handbook.

The Commission accepted a presentation from City Clerk, Kirsten Squarcia.

2. Subject: Chair and Vice Chair Selection.

Recommended Action: Conduct the selection of the Chair and Vice Chair.

Commissioner Tambe motioned to nominate Vice Chair Stanek as the new Commission Chair. Commissioner Xu seconded the motion. Motion carried unanimously with five votes yes.

Commissioner Begur motioned to nominate Commissioner Xu as the new Commission Vice Chair. Commissioner Tambe seconded the motion. Motion carried unanimously with five votes yes.

APPROVAL OF MINUTES

3. Subject: Meeting Minutes for the January 20, 2021 Parks and Recreation Commission Special Meeting.

Recommended Action: Review and approve the minutes for the January 20, 2021 Parks and Recreation Commission special meeting.

Commissioner Begur motioned to approve the minutes. Commissioner Kumarappan seconded the motion. Motion carried unanimously with five votes yes.

POSTPONEMENTS

None

ORAL COMMUNICATIONS

None

WRITTEN COMMUNICATIONS

None

OLD BUSINESS

4. Subject: Proposed Project Evaluation Criteria and Process.

Recommended Action: Review and approve the proposed project evaluation criteria and process.

Administrative Assistant, Whitney Zeller, reviewed the item and noted one change to the published attachment clarifying that changes to due dates will be published in the Future Agenda Setting item on the Parks and Recreation Commission agenda.

Commissioners agreed with the evaluation criteria and processes provided.

5. Subject: Review and Provide Feedback on the New Community Garden Guidelines.

Recommended Action: Review and provide feedback on the new Community Garden Guidelines.

Recreation Coordinator, Jeff Ordway, provided a presentation on the item.

Commissioner Tambe commented that staff have done a fantastic job starting the guidelines from the ground up. She proposed prioritizing residents who qualify for the Santa Clara County Healthy Cities Program on the waitlist, as it would be good to help those who are financially struggling and give them access to their own food system. Commissioner Tambe added that she would like to continue to see a trusted community first approach to the guidelines, with a backup plan for when incidents occur. She noted that she would like to add to the guidelines that when satellite gardens are implemented, they will be reserved for people who are most immediately in proximity to them so that communities on the East side of Cupertino do not need to travel to the main gardens.

Commissioner Begur thanked staff for their work and commented that keeping the Master Gardener classes open to the public would be a good way to keep residents on the waitlist engaged and interested in the garden.

The Commissioners were in agreeance to support the idea of prioritizing residents on the waitlist who qualify for low income or food assistance.

6. Subject: Second Session of the Parks and Recreation Strategic Plan Park Amenity Improvement Prioritization Process.

Recommended Action: Execute the second session of the Parks and Recreation Strategic Plan park amenity improvement prioritization process.

Canyon Oak Park

Pickleball Striping

No recommendation

Hydration Stations

Not recommended

Waste Receptacles

Staff recommendation is to replace existing singles with one duo
Commissioners agree with staff suggestion

Benches and Picnic Tables

Public Works indicated they wanted to rearrange benches and move the bench at South corner to the North, remove one of the benches in the North corner and the two in the center and reuse them at Little Rancho park. Six benches would remain.
Commissioners agree with staff recommendation

Shade

Staff suggested adding trees at the benches surrounding the playground. (4 in total)
Commissioners agreed with the suggestion but listed it at a lower priority.

Outdoor Table Tennis

Not recommended

Franco Park

Pickleball Striping

Not Recommended

Hydration Stations

Not recommended by staff

Commissioner Begur commented that a hydration station could be good to add.
Chair Stanek commented that a priority for water stations was for where sports occur, and Franco is a small park.

Commissioner Kumarappan commented that it could be good for people walking through.

Commissioner Tambe was ok with staff's recommendation.

Commission's suggestion is to go with staff's recommendation, not a priority but could consider in the future.

Waste Receptacles

Staff recommendation is to change two to recycling or to add two recycling to create duos.

Commissioner Xu commented that she did not see recycling at the park. It would be a good place to add recycling.

Commissioners agreed with staff's recommendation

Benches and Picnic Tables

Staff recommendation is no additional needed

Commissioners agree with staff recommendation

Mile Markers and Inclusive Swings

No recommendation to add

Staff commented that inclusive swings were left off of last meeting's sites, they will be included tonight and the next meeting.

Commissioner Tambe mentioned that sound could be an issue for those who would utilize inclusive swings, but any inclusive elements that can be included would be good.

Civic Center Plaza

Pickleball Striping

No Recommendation

Hydration Station

Staff recommendation is to add one on the side of the Library, across from Library Field

Commissioners agree

Commissioner Kumarappan asked if the Library Expansion Project would impact the recommended area. Director of Parks and Recreation, Joanne Magrini added that because of construction, it might be more feasible to extend water to the area to put in the hydration station

Director Magrini mentioned that it may be possible to add a wall mounted hydration station outside the restrooms at Community Hall

Waste Receptacles

Staff do not recommend any additional waste receptacles

Commissioners agree with staff recommendation

Benches and Picnic Tables

Staff recommend replacing some of the benches in the sand area with picnic tables. Another idea is to add charging tables as a capital improvement project (CIP)

Commissioners agree with staff's recommendation

Director Magrini added that having a space to eat outside has been an issue raised during COVID.

Commissioner Kumarappan added that based on the space, it is a good idea to have areas for patrons to work outside

Commissioner Tambe echoed Commissioner Kumarappan comments

Shade

Staff do not recommend additional shade

Commissioner Tambe recommended having a couple more shade trees if it is possible to plant an evergreen in the central area.

Commissioner Kumarappan supported Commissioner Tambe's suggestion to add shade trees.

Commission recommended a lower priority to add shade trees centrally.

Outdoor Table Tennis

Not recommended

Exercise Equipment

Not recommended

Cornhole

Not recommended

Director Magrini mentioned that there are recreation equipment vending options and it would be best to incorporate at an area where multiple recreation options can be utilized.

Commissioner Tambe commented on the water feature at City Hall and recommended incorporating a water play element.

Commissioner Tambe commented that it would be good to have changing tables in both the men and women's restrooms.

Library Field

Pickleball Striping

Not recommended

Hydration Stations

Staff noted that the hydration station at Civic Center would address the needs at Library Field

Commissioner Kumarappan recommended adding a hydration station at the field

Commissioner Tambe seconded Commissioner Kumarappan's suggestion to add a hydration station at the field, so users do not need to walk across the field and parking lot to access water

Commissioners recommend putting a hydration station at the field.

Waste Receptacles

No additional needed

Benches and Picnic Tables

Staff recommend adding two benches along Torre Avenue

Commissioner Tambe commented that we should add one towards the bottom or near the parking lot for those watching sports and activities at the field.

Commissioner Kumarappan agreed adding one at the top and one at the bottom of the field.

Chair Stanek recommended putting them somewhere where it will not infringe on field space

Commissioners agreed to staff's recommendation as well as adding benches at the top and bottom of the field.

Shade

No additional needed

Outdoor Table Tennis

Not recommended

Exercise Equipment

No recommendation provided

Mile Markers

No recommendation provided

Volleyball

Staff provided no recommendation

Commissioner Tambe reemphasized the necessity for keeping this as a cricket field, as it is the only one. She noted that we have the #1 youth league and only have one field. Commissioner Tambe commented to make sure it stays committed to cricket as there is no other dedicated space for it in the City at this time.

Commissioners took a recess from 8:57 p.m. to 9:03 p.m.

Creekside Park

Pickleball Striping

Not recommended

Hydration Stations

Staff recommendation is to replace the one wall mounted water fountain, one at the Southwest corner at the park, and one at the Northeast corner at the park.

Commissioners agree

Waste Receptacles

Staff recommendation is to replace the existing around field 3 with two trios on the sidelines, replace the existing at the west picnic table with two trios, replace the existing North of the parking lot with one duo, replace the Northeast with a single, and one at the entrance, replace the duo and single Northwest and Northeast of the picnic area with one trio, replace the single near the Northeast bike rack with a trio.

Vice Chair Xu commented that residents have commented about the trash near the fields. People walking on the trail have asked if we can put some kind of protection from balls for people using the walking trails.

Commissioners support staff recommendation.

Benches and Picnic Tables

Staff recommendation is to add a bench near the bridge

Commissioner Begur commented that there may be benches South of the bridge already.

Commissioners agree with staff's recommendation, but set as a lower priority

Shade

Not recommended

Outdoor Table Tennis

No recommendation provided

Commissioner Begur commented that she would prioritize spend the money on getting a table tennis at the rec room over adding a bench

Commissioner Tambe agrees with Commissioner Begur.

Will return to the recommendations for this at a later date

Outdoor Fitness Equipment

Staff recommendation is to add additional fitness equipment as a capital improvement project

Commissioners agree with staff recommendation

Cornhole

No recommendation provided

Mile Markers

Staff recommendation is to add them as a separate in-house item by Public Works.

Commissioners agree

Inclusive Swings

Director Magrini commented that we are addressing the equipment replacement at the tot lot and will try to add in inclusive elements with that replacement project.

Commissioners agree

Checkers Table

No recommendation provided

Tennis Court

No recommendation by staff

Commissioner Kumarappan commented that when he visited the sites, park users commented that it would be a good place for a tennis court.

Memorial Park

Pickleball Striping

Staff recommendation is to restripe courts 2 or 3 for pickleball

Commissioner Stanek asked why we wouldn't restripe more than the two

Director Magrini mentioned that storage would be needed for nets and other equipment and staff would like to pursue it here and see how it works at Memorial before implementing it elsewhere.

Commissioner Begur recommended implementing a virtual signup to reserve the court for pickleball vs. tennis to allow staff to change out the nets.

Director Magrini commented that at Memorial there are six courts so it would be the easiest site to allow for courts to be open for both tennis and pickleball.

Commissioner Tambe commented that we need to either have a timeline or have a couple more courts for pickleball because there was a demand noted in the Master Plan feedback. She added that she would like to see multi use of courts.

Commissioner Kumarappan clarified staff's recommendation which is to start with two courts and see how well they are utilized. They would use courts 2 and 3 which are least

popular with tennis players and then determine which would be better based on things like storage and access.

Commissioners recommend restriping two courts at Memorial Park

Hydration Stations

Staff recommendation is to replace the water fountain along the Northern pathway between community center and playground, replace the water fountain at the softball field, and replace the wall mount at the southern restrooms near the playground

Commissioner Kumarappan commented that near the amphitheater there are a lot of people who use that area and suggested adding one in that area.

Commissioners support staff's recommendation with the addition of Commissioner Kumarappan's suggestion to add a hydration station near the amphitheater

Waste Receptacles

Staff recommendation is to add a trio north of the parking lot on Olive in the center, and replace the cans at the softball field with one trio

Commissioner Kumarappan recommended adding a trio near the southern playground

Commissioner Stanek commented that for festivals, staff will bring in additional receptacles, we need to focus more for the ongoing use

Commissioners agree with staff's recommendation, as well as adding a trio near the southern playground if not already existing

Benches and Picnic Tables

Staff recommendation is to address any issues during a redesign

Commissioners agree with staff recommendation

Shade

Staff recommendation is to replace the crescent row of trees near Quinlan picnic area with better trees that will provide more shade. Additionally, staff recommend adding a shade structure over the same general area over the concrete pad. The amphitheater is recommended for shade structure but addressed during the redesign.

Commissioner Begur recommended to address the entire area as a redesign rather than implementing something that may be impacted.

Commissioner Tambe agreed that we should envision the long term, but added the benefit of

replacing the trees would outweigh the potential lost cause.

The Commissioners agree with staff's recommendation, but as a lower priority.

Outdoor Table Tennis

Not recommended

Commissioner Tambe recommended adding it at Memorial Park, referencing Director Magrini's comments about a vending machine system as well as its proximity to the Senior Center

Commissioner Begur agreed it could potentially be a good location but should be included in the redesign.

Commissioners agreed with staff recommendation

Exercise Equipment

Not recommended

Cornhole

No recommendation provided

Mile Markers

Staff recommendation is to add them as a separate in-house item by Public Works.

Commissioners agree

Inclusive Swings

Staff recommend implementing inclusive swings

Commissioners agree with staff recommendation

Checkers Table

Not recommended

Commissioner Tambe commented that there is good space for nature play and would be nice to include natural elements

NEW BUSINESS

STAFF AND COMMISSION REPORTS

7. Subject: Monthly Update Reports

Recommended Action: Receive monthly update reports from the Director of Parks and Recreation and commissioners.

Director Magrini provided a presentation and updated the Commission on department projects, COVID impacts to parks and recreation, and upcoming events.

Commissioner Tambe shared that she had met with staff regarding the Kennedy Middle School project to create connectivity and eliminate social isolation within the City. They will be moving forward and having the top three participants will have an opportunity to present their ideas to the Teen commission. Commissioner Tambe added that she will be helping judge the essay contest for the Teen Commission and that

herself and Commissioner Begur will be participating in an informational Commissioner session on how to become a Commissioner. The event is facilitated by Vice Mayor Chao and will be held on the 12th. Commissioner Tambe will attend the February Mayor's meeting.

Commissioner Kumarappan thanked staff for their help during his time as Chair and congratulated Chair Stanek and Vice Chair Xu on their new positions.

COMMISSIONER ATTENDANCE AT UPCOMING MEETINGS AND EVENTS

FUTURE AGENDA SETTING

8. Subject: Schedule for Annual Items, Future Agenda Items, and Prioritization for the Parks and Recreation Commission Work Program Items.

Recommended Action: Review and provide feedback on the schedule for annual items, future agenda items, and prioritization for the Parks and Recreation Commission Work Program items.

Commissioners requested to consolidate the annual calendar and work program calendar into one document for review.

Commissioner Begur offered to attend the March Mayor's meeting.

Chair Stanek commented that she will discuss the agenda with Director Magrini to bring to the Commission next month, and that the Commission needs to consider that Community Funding and the Strategic Plan finalization will both be on the March meeting agenda.

The Commissioners agreed to hold a special meeting on February 24 at 6 p.m. to facilitate the third session of the Strategic Plan park amenity improvement prioritization process.

ADJOURNMENT – Chair Stanek adjourned the meeting at 10:09 p.m. to the February 24, 2021 meeting at 6 p.m.

Respectfully submitted,

Whitney Zeller, Administrative Assistant
Parks & Recreation Department

Minutes approved at the _____ regular meeting