

**TOWN OF LOS GATOS  
PARKS AND SUSTAINABILITY COMMISSION AGENDA  
OCTOBER 06, 2025  
41 MILES AVENUE, PPW ADMINISTRATION BUILDING  
6:00 PM**

*Craig Gleason, Chair  
Chirag Mapara, Vice-Chair  
Mike Buncic, Commissioner  
Brant Corenson, Commissioner  
Rob Stephenson, Commissioner  
Kimberly Vrijen, Commissioner*

**HOW TO PARTICIPATE**

The Town of Los Gatos strongly encourages your active participation in the public process. If you are interested in providing oral comments during the meeting, you must attend in-person. If you wish to speak to an item on the agenda, please list the item number on the speaker card. The time allocated to speakers may change to better facilitate the meeting. If you are unable to attend the meeting in-person, you are welcome to submit written comments via email to [ppwcomment@losgatosca.gov](mailto:ppwcomment@losgatosca.gov).

Public Comment During the Meeting:

When called to speak, please limit your comments to three (3) minutes, or such other time as the Chair may decide, consistent with the time limit for speakers at a Town meeting. Speakers at public meetings may be asked to provide their name and to state whether they are a resident of the Town of Los Gatos. Providing this information is not required.

Deadlines to Submit Written Comments:

If you are unable to participate in person, you may email [ppwcomment@losgatosca.gov](mailto:ppwcomment@losgatosca.gov) with the subject line "Public Comment Item #\_" (insert the item number relevant to your comment). Persons wishing to submit written comments to be included in the materials provided to the Commission must provide the comments as follows:

For inclusion in the regular agenda packet: by 11:00 a.m. the Thursday before the Commission meeting.

For inclusion in the agenda packet supplemental materials: by 11:00 a.m. the Friday before the Commission meeting.

For inclusion in a desk item: by 11:00 a.m. the day of the Commission meeting.

## CALL MEETING TO ORDER

## ROLL CALL

**CONSENT ITEMS** *(Items appearing on the Consent are considered routine Town business and may be approved by one motion. Members of the public may provide input on any Consent Item(s) when the Chair asks for public comment on the Consent Items.)*

- [1.](#) Approve Parks and Sustainability Commission Regular Minutes of August 4, 2025

**VERBAL COMMUNICATIONS** *(Members of the public are welcome to address the Parks and Sustainability Commission on any matter that is not listed on the agenda and is within the subject matter jurisdiction of the Commission. To ensure all agenda items are heard, this portion of the agenda is limited to 30 minutes. In the event additional speakers were not able to be heard during the initial Verbal Communications portion of the agenda, an additional Verbal Communications will be opened prior to adjournment. Each speaker is limited to three minutes or such time as authorized by the Chair.)*

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

2. Pickleball Update (Verbal Report)
- [3.](#) Senior Roadmap (Written Report from Community Health and Senior Services Commission)
- [4.](#) Adopt a Bench Program (Written Report)
- [5.](#) Oak Meadow Bandstand Project Update (Written Report)
6. Parks and Public Works Report (Verbal Report)
  - a. Operations Updates

## COMMISSIONER REPORTS

**ADJOURNMENT** Next meeting scheduled: December 1, 2025

**ADA NOTICE** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk's Office at (408) 354- 6834. Notification at least two (2) business days prior to the meeting date 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 AND SUSTAINABILITY  
COMMISSION REPORT**

MEETING DATE: 10/06/2025

ITEM NO: 1

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**DRAFT MINUTES OF THE PARKS AND SUSTAINABILITY COMMISSION  
REGULAR MEETING  
August 04, 2025**

The Town of Los Gatos Parks and Sustainability Commission conducted a Regular Meeting on August 04, 2025, at 6:00 p.m.

**MEETING CALLED TO ORDER AT 6:00 p.m.**

**ROLL CALL**

Present: Chair Gleason, Vice-Chair Mapara, Commissioners Corenson, Stephenson, Vrijen.

Absent: Commissioner Buncic and Youth Commissioner Mallugari.

**CONSENT ITEMS**

1. Approve Minutes of the Parks and Sustainability Commission Meeting of June 7, 2025.

**MOTION: Motion** by Commissioner Vrijen to approve Consent Items 1.

**Seconded** by Commissioner Corenson.

**VOTE:** Motion passed 5-0-2; Commissioner Buncic and Youth Commissioner Mallugari absent.

**VERBAL COMMUNICATIONS**

- Dick Konrad noted Lot 6 & Fairview Plaza cleanup; interested in long-term planting/maintenance.

**OTHER BUSINESS**

2. Open Space Fire Mitigation Work – Mike Mathiesen (Written Report)  
Director Burnham introduced the Town Wildfire Project Manager, Mike Mathiesen, who provided a verbal summary of the written report on fire mitigation work.

The Commission asked questions and provided comments.

3. Pickleball Update (Verbal Report)  
Thomas, Parks and Streets Superintendent, provided a verbal report on the Pickleball Update.

Commissioners asked questions and shared comments.

Chair Gleason opened public comment.

Waldo Joseph

- Commented on the Pickleball Courts.

Bill Crites

- Commented on the Pickleball Courts.

4. Urban Forest Management Plan Work Plan - Tyler Thomas (Written Report)  
Thomas, Parks and Streets Superintendent, provided a verbal summary of the written report.

The Commission asked questions, offered comments, and continued with additional discussion.

5. Oak Meadow Playground Improvements – Tyler Thomas (Written Report)  
Thomas, Parks and Streets Superintendent provided a verbal summary of the written report.

The Commission asked questions, provided feedback and comments.

## **COMMISSIONER REPORTS**

## **ADJOURNMENT**

The meeting adjourned at 7:10 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the August 04, 2025, meeting as approved by the Parks and Sustainability Commission.

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/s/ Nicolle Burnham, Director of Parks and Public Works

Item 3. Senior Roadmap  
Parks and Sustainability Commission  
October 6, 2025

The following text was provided by the Community Health and Senior Services Commission:

Expand use of Parks for Seniors

- Establish exercise programs in parks and on Town Plaza

- Initiate a program to provide cluster seating for outdoor meetings

- Establish a Community Garden for multi-generational use

- Expand recreational use of existing parks

  - Pickleball

  - Renovation of Bocce Ball facility in Oak Meadow Park

  - Establish lawn bowling sites

  - Walking paths



**TOWN OF LOS GATOS  
PARKS AND SUSTAINABILITY  
COMMISSION REPORT**

MEETING DATE: 10/06/2025

ITEM NO: 4

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DATE: October 2, 2025  
TO: Parks and Sustainability Commission  
FROM: Nicolle Burnham, Parks and Public Works Director  
SUBJECT: Receive a Report on the Town's Adopt-A-Bench Program and Provide Feedback

**RECOMMENDATION:**

Receive a report on the Town's Adopt-A-Bench Program and provide feedback.

**BACKGROUND:**

This item was part of the 2025 Commission Work Plan adopted by the Town Council, developed by staff to align with park needs, planning documents, and Council priorities. The Town of Los Gatos has run an Adopt-A-Bench program for many years; however, there does not appear to be a policy or guidance document for this program. As such, the program was creating certain operational challenges for Parks and Public Works. For example, with no clear guidance on where donor benches should be placed, donors repeatedly requested benches at certain locations like Town Plaza and Bachman Park, leading to an excessive number of benches in these spaces. Meanwhile other parks such as Live Oak Manor, were rarely the recipient of donations.

The lack of written guidance has also made it unclear what the life of the donation would be or how to manage benches where the bench now needs replacement.

In 2024 Parks and Public and Public Works put the entire Adopt-A-Bench program on hold so that an evaluation could be completed and a recommendation made for written guidance.

**DISCUSSION:**

Staff has now geo-located all benches within the Town owned parks, open spaces and streets. These have been added to the Town's asset management system, and a layer has been created in the Town's Geographic Information System (GIS) to make the information accessible to the public. The Town GIS information can be viewed here:

<https://tlggis.losgatosca.gov/Geocortex/Essentials/REST/sites/Public/viewers/PublicViewer/virtualdirectory/Resources/Config/Default>

**PREPARED BY:** Nicolle Burnham  
Director, Parks and Public Works

In developing written documentation for the Adopt-A-Bench program, staff will recommend a life of adoption setting a timeframe for donor recognition, outlining Town maintenance responsibilities during that period, and providing opportunities for renewal or new adoption once the period ends.. For example, an adopted bench might be guaranteed to be maintained for a specified number of years. If the bench is damaged during that time the Town would fix or replace the bench. If the bench is damaged or requires replacement after the specified period then the Town would provide the replacement but would not be required to maintain the donation. The original donor could re-adopt the bench, or the bench could be adopted by a new donor.

Staff has reviewed past records of adopted benches on file in the Parks and Public Works Department and compared these to the plaques and inscriptions observed on the benches during map development. Records of adopted benches from 2015 to present are generally clear and available. For adoptions prior to 2025 partial records exist, but they are limited in details. While the plaques or inscriptions may exist on the benches, staff has no way to contact the adopter and in many cases does not know who the adopter was. Based on this, staff is recommending that benches adopted 10 or more years ago be placed up for re-adoption. Staff is looking for feedback on this proposal. That feedback will be used to inform the development of the program document.

Staff will return to the Commission in December 2025 with a proposed Adopt-A-Bench program outline. After feedback from the Commission, the item will be discussed with Town Council.



**TOWN OF LOS GATOS**  
**PARKS AND SUSTAINABILITY**

MEETING DATE: 10/06/2025

ITEM NO: 5

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DATE: October 2, 2025  
TO: Parks and Sustainability Commission  
FROM: Nicolle Burnham, Parks and Public Works Director  
SUBJECT: Oak Meadow Bandstand Project Update

RECOMMENDATION: Receive an update on the Oak Meadow Bandstand Project.

BACKGROUND:

Oak Meadow Park is a popular location for hosting a variety of community events, and private gatherings through the reservation process. Due to increased demand for event space in the Town, the Lyndon Bandstand has become a popular destination for larger events and activities.

In 2021, the community requested upgrades to the bandstand to accommodate the increasing need for event space. A proposed concept was developed to add hardscape and site infrastructure to make the space more programmable for weddings, musical events, and other community gatherings.

In 2021, the Town received \$196,730 in funding from the State of California's Prop 68 Program administered through the California Department of Parks and Recreation to support this project.

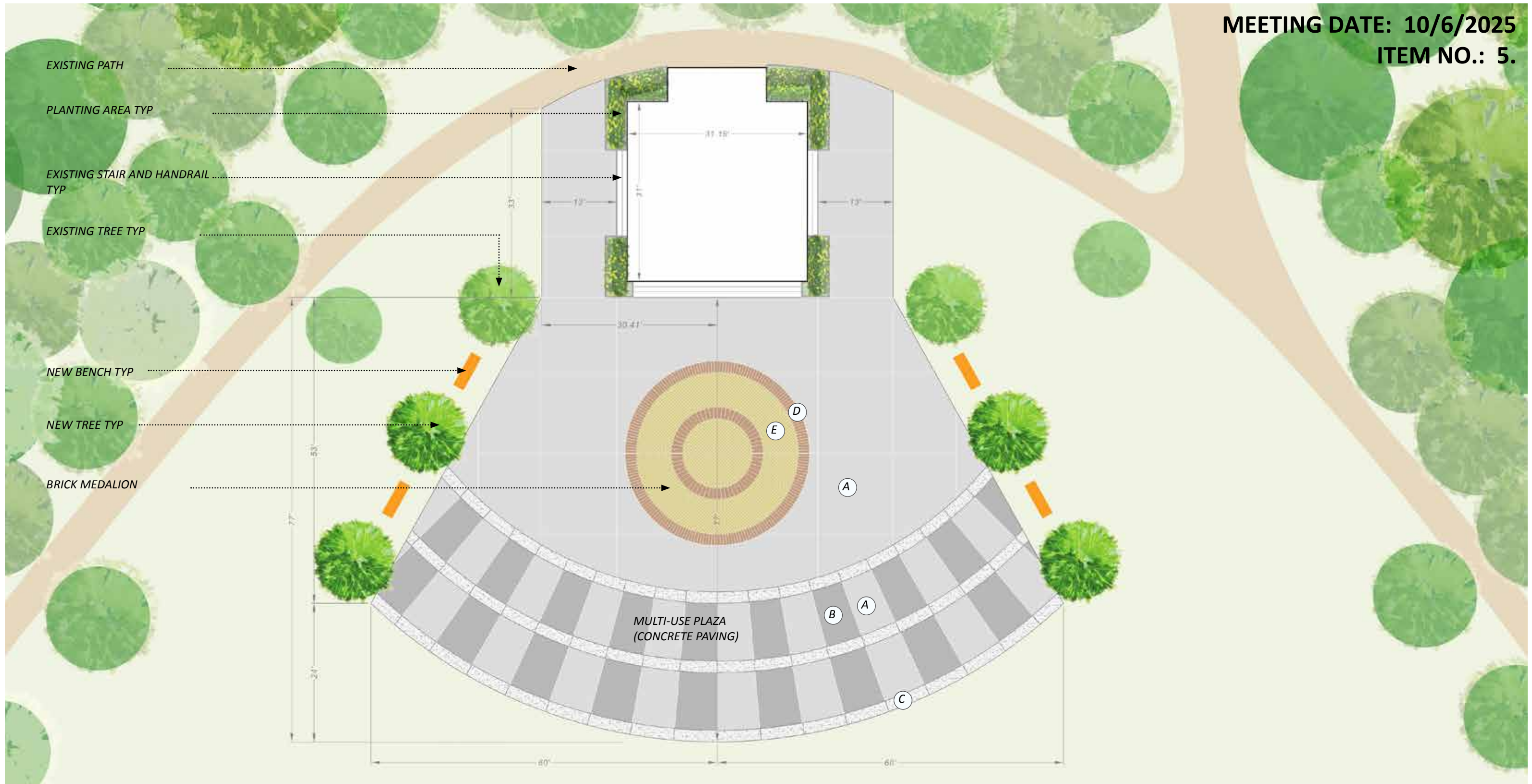
DISCUSSION:

The project is currently scoped to install new hardscape areas (3,600 square feet), add park furnishings (e.g., benches, trash cans), install shade trees, and provide irrigation and electrical system upgrades. The proposed hardscape will be a mix of brick pavers and concrete. The design is based on a concept study from 2022, as seen in Attachment 1.

Staff has achieved 95% design completion and anticipates reaching 100% design by early November. Construction could begin in February 2026. The current project cost estimate is \$468,475. Staff is in the process of evaluating the proposed improvements to identify alternative scenarios to move the project forward. These include: 1) identifying additional funding sources to move the project forward in 2026; 2) reducing the project scope by changing construction materials, eliminating trees, irrigation and electrical improvements; and 3) completing design but delaying construction until additional funding can be secured.

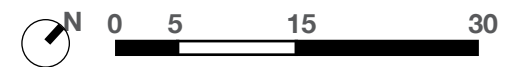
PREPARED BY: Saurabh Nijhawan  
Senior Civil Engineer





- (A) CONCRETE TYPE 1 - NATURAL COLOR, BROOM FINISH
- (B) CONCRETE TYPE 2 - COLORED CONCRETE
- (C) CONCRETE TYPE 3 - COLORED CONCRETE, EXPOSED AGGREGATE FINISH

- (D) BRICK TYPE 1
- (E) BRICK TYPE 2







**Oak Meadow Bandstand Area Improvement Project** | **Concept Plan Option 1 Fan Shape - Perspectives**  
Town of Los Gatos