



**TOWN OF LOS GATOS  
PARKS AND SUSTAINABILITY COMMISSION AGENDA  
DECEMBER 01, 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  
Vacant Seat, Commissioner*

**IMPORTANT NOTICE**

This meeting will be held in person at the location listed above. Members of the public may provide written or oral comments on agenda items by following the instructions listed at the end of the agenda.

**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 Meeting Minutes of October 6, 2025
2. Approve Parks and Sustainability Commission Special Meeting Minutes of October 27, 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. During special meetings, members of the public are welcome to address the Commission only on items listed on the agenda. 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.)*

3. Receive a Report on the Potential Reservation Systems for Town Owned Tennis and Pickleball Courts (Written Report)
4. Adoption of Town Asset Policy (Written Report)  
*Recommendation: Forward a Recommendation to Town Council Regarding a Proposed Policy for Adopting Town Assets*

5. Parks and Public Works Report (Verbal Report)

a. Operations Updates

**COMMISSIONER REPORTS**

**ADJOURNMENT**

Next meeting scheduled: February 2, 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]

**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 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.



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

MEETING DATE: 12/01/2025

ITEM NO: 1

---

**DRAFT MINUTES OF THE PARKS AND SUSTAINABILITY COMMISSION  
REGULAR MEETING  
October 06, 2025**

The Town of Los Gatos Parks and Sustainability Commission conducted a Regular Meeting on October 06, 2025, at 6:00 p.m.

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

**ROLL CALL**

Present: Vice-Chair Mapara, Commissioners Corenson, Buncic and Vrijen.

Absent: Chair Gleason and Commissioner Stephenson

**CONSENT ITEMS**

1. Approve Minutes of the Parks and Sustainability Commission Meeting of August 4, 2025.

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

**Seconded** by Commissioner Corenson.

**VOTE:** Motion passed 5-0-2; Chair Gleason and Commissioner Stephenson.

**VERBAL COMMUNICATIONS**

Member of the public

- Commented on the Blossom Hill tennis courts.

**OTHER BUSINESS**

2. Pickleball Update (Verbal Report)

Thomas, Parks and Streets Superintendent, provided a verbal update on Pickleball.

Commissioners asked questions and discussed this item.

Member of the Public

- Commented on the Pickleball Courts.

Member of the Public

- Commented on the Pickleball Courts.

Member of the Public

- Commented on the Pickleball Courts.

Member of the Public

- Commented on the Pickleball Courts.

Member of the Public

- Commented on the Pickleball Courts.

3. Senior Roadmap (Written Report from Community Health and Senior Services Commission)  
Dick Konrad verbally reported on this item.

Commissioners discussed this matter.

4. Adopt a Bench Program (Written Report)

Burnham, Director, verbally reported on this item and noted a correction to the memo. The reference to “adoptions prior to 2025” should read “adoptions prior to 2015.” Partial records exist for adoptions prior to 2015, but they are limited in detail.

The Commission further discussed this item and asked questions.

Member of the Public

- Commented on the Adopt a Bench Program.

5. Oak Meadow Bandstand Project Update (Written Report)  
Nijhawan, Senior Civil Engineer, verbally reported on this item.

Commissioners asked questions and discussed the item.

6. Parks and Public Works Report (Verbal Report)

Burnham highlighted upcoming commission changes to be discussed at tomorrow’s Town Council meeting — youth members will become non-voting, and commissions will be reduced to five voting members plus one non-voting youth member.

a. Operations Updates

Thomas, Parks and Streets Superintendent provided a department update on storm season preparation and the Urban Forest Management Plan.

**COMMISSIONER REPORTS**

No new report.

**ADJOURNMENT**

The meeting adjourned at 7:45 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.



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

MEETING DATE: 12/01/2025

ITEM NO: 2

---

**DRAFT MINUTES OF THE PARKS AND SUSTAINABILITY COMMISSION  
SPECIAL MEETING  
October 27, 2025**

The Town of Los Gatos Parks and Sustainability Commission conducted a Special Meeting on October 27, 2025, at 5:00 p.m.

**MEETING CALLED TO ORDER AT 5:00 p.m.**

**ROLL CALL**

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

**OTHER BUSINESS**

1. La Rinconada Court Usage – Tyler Thomas (Written Report)

*Recommendation: Make a recommendation to Town Council regarding pickleball play at La Rinconada*

Thomas, Parks and Streets Superintendent verbally presented this item.

Commissioners asked questions and discussed this item.

Chair Gleason opened public comment.

Member of the Public

- Commented on various concerns regarding the La Rinconada Courts.

Member of the Public

- Commented in support of the La Rinconada Courts

Member of the Public

- Commented on various concerns regarding the La Rinconada Courts.

Member of the Public

- Commented on the La Rinconada Courts.

Commissioners asked questions.

Member of the Public

- Commented on the La Rinconada Courts.

Member of the Public

- Commented in support of the La Rinconada Courts.

Member of the Public

- Commented on concerns regarding the La Rinconada Courts.

Member of the Public

- Commented on the La Rinconada Courts.

Member of the Public

- Commented on the La Rinconada Courts.

Commissioners asked questions.

Member of the Public

- Commented on concerns regarding the La Rinconada Courts.

Commissioners asked questions.

Member of the Public

- Commented on various concerns at the La Rinconada Courts.

Member of the Public

- Commented on various items at the La Rinconada Courts.

Member of the Public

- Shared comments regarding the experience at El Quito Courts.

Member of the Public

- Provided suggestions regarding the courts.

Member of the Public

- Commented on parking at the La Rinconada Courts.

Member of the Public

- Commented on various concerns at the La Rinconada Courts

Commissioners asked questions.

Chair Gleason closed public comments.

Commissioners discussed the item.

Town Manager Constantin entered the dais and provided directions to the Commission.

**MOTION: Motion by Commissioner Stepheson** that the Commission to recommend to Town Council that we move forward with renovations for courts at La Rinconda with the budget that's been previously discussed and strip for 2 courts, assuming that the need timed locks, sound mitigation curtains, with the option to evaluate the stripping down the road and we add other courts within the Town assets later down the road. **AMENDMENT:** Temporarily stripped for 2 courts. Seconded by **Commissioner Corenson**.

**ALTERNATE MOTION:** Motion by Commission Stepheson, reread by Town Manager Constantin the motion to proceed with full resurfacing, and the installation of two pickleball courts at La Rinconda with all the other improvements identified by staff including sound mitigation and time locks. Commissioner Stepheson added with the recommendation to Council that we are also looking that we want four to six courts total within the Town. Seconded by **Commissioner Buncic**.

**VOTE: Alternate Motion failed by a 2-4 vote. Commissioners Corenson, Vrijen, Vice-Chair Mapara and Chair Gleason voted no.**

**MOTION: Motion by Chair Gleason** four courts at La Rinconada with all physical improvements, 9:00 a.m.–5:00 p.m. in winter, 9:00 a.m.–6:00 p.m. in the summer, that's the lock time, and we would like to express the desire to Town Council to get at least two more courts for the Town, and also, presumably, at Blossom Hill, and to get help finding additional capacity from other places. Seconded by **Commissioner Corenson**.

Director Burnham reread the motion: change the hours to 9:00 a.m.–5:00 p.m. in the winter, 9:00 a.m.–6:00 p.m. in the summer, implement all the improvements at La Rinconada as currently proposed, including four courts, plus search for two more court locations in Town, and consider identifying additional capacity beyond the six courts that would yield.

**VOTE: Motion passed by a 5-1 roll call vote. Commissioner Stephenson voted no.**

**MOTION: Motion by Commissioner Vrijen** move that we further develop reservations system use by Los Gatos Saratoga Rec to include a public calendar. Seconded by **Commissioner Stephenson**. **AMENDMENT:** To add a reservation system with public visibility to what hours are booked whether it be implemented manner of the staff choosing. Seconded by **Commissioner Stephenson**.

**VOTE: Motion passed unanimously by a roll call vote.**

## **ADJOURNMENT**

The meeting adjourned at 7:45 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.



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

MEETING DATE: 12/01/2025

ITEM NO: 3

---

DATE: November 26, 2025  
TO: Parks and Sustainability Commission  
FROM: Nicolle Burnham, Parks and Public Works Director  
SUBJECT: Reservation Systems for Town Tennis and Pickleball Courts

**RECOMMENDATION:**

Receive a Report on the Potential Reservation Systems for Town Owned Tennis and Pickleball Courts.

**REMARKS:**

At the October 27<sup>th</sup> special meeting of the Parks and Sustainability Commission meeting the Commission recommended that Staff research the implementation of a reservation system for Town owned tennis and pickleball courts. The two options currently being considered are managing the reservation system in house with Parks and Public Works staff or outsourcing the reservation system to Los Gatos Saratoga Recreation (LGSR).

By managing the reservation system for the tennis and pickleball courts in house, staff has the ability to maintain alignment with Town priorities. The Town would maintain more internal control over the features and processes and maintains ownership and control of data security and information. The user experience and customer service would be administered by Parks and Public Works staff, keeping the interactions consistent for residents. A town managed system would require additional staff hours to maintain and would likely have a slower implementation rate opposed to outsourcing to LGSR. Additionally, a town managed reservation system may face a slower adoption rate as users of the tennis and pickleball courts are unfamiliar with the Town's system.

By outsourcing the reservation system to LGSR, the Town can likely expect a fast implementation timeline and program administration from experienced staff using proven technology. Limited staff time will be required during the implementation phase, followed by minimal staff time once operational. Parks and Public works staff would have reduced input of the user interface and not have direct access to information and data. Staff interactions with residents would be reduced. Additionally, by outsourcing the reservation management to LGSR, the Town would have ongoing transaction costs related to this agreement.

**PREPARED BY:** Tyler Thomas  
Superintendent



PAGE 2 OF 2

SUBJECT: Reservation Systems for Town Tennis and Pickleball Courts

DATE: November 26, 2025

ATTACHMENTS:

1. Pros and Cons of a Town Managed Reservation System
2. Pros and Cons of the LGSR Managed Reservation System

# TOWN OF LOS GATOS MANAGED RESERVATION SYSTEM

## PROS



Internal control of system features & processes

Familiar customer service experience for residents

Town oversight of data security & information

Better alignment with Town priorities

## CONS



Requires additional staff hours to manage

Implementation timeline may be slower

Slow adoption rate from residents

# LOS GATOS SARATOGA RECREATION MANAGED RESERVATION SYSTEM

## PROS



Fast implimentation timeline

Proven technology

Minimal Town staff time required to manage

LGSR has experience managing similar programs

## CONS



Limited Town staff interaction with residents

Town does not have direct access to information

Reduced Town input over user interface

Ongoing transaction costs



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

MEETING DATE: 12/01/2025

ITEM NO: 4

---

DATE: November 26, 2025  
TO: Parks and Sustainability Commission  
FROM: Nicolle Burnham, Parks and Public Works Director  
SUBJECT: Forward a Recommendation to Town Council Regarding a Proposed Policy for Adopting Town Assets

**RECOMMENDATION:**

Forward a recommendation to the Town Council regarding a proposed policy for adoption of Town assets.

**BACKGROUND:**

The Parks and Public Works Department has run an “adopt a bench” program for many years. There is no known written policy or procedure for this program. In 2024 staff recommended, and the Town Manager agreed, that the program be placed on hold to allow for development of a policy to guide implementation of the program.

Throughout 2024 and 2025 staff have worked to map the location of all benches within Town owned open spaces and parks and on streets. Each bench has been geolocated and added to the Town’s asset management system and GIS database. The type of bench has been documented. In the case of adopted benches, the plaque inscription has been recorded.

Staff also reviewed all available records associated with adopted benches and conducted outreach to request that anyone who adopted a bench contact Parks and Public Works. The intent is to develop complete records of the adopted benches to the maximum extent possible. This research was discussed with the Parks and Sustainability Commission at its meeting of October 6, 2025.

**DISCUSSION:**

Staff has developed a policy (Attachment 1) to guide future adoption of Town assets. While the current need is for a policy regarding benches, it is possible this program might be expanded in the future to allow donation to support picnic tables, barbeque pits, and other assets. To accommodate this potential future need the policy was written to apply more broadly.

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

PAGE 2 OF 2

SUBJECT: Make a Recommendation to Town Council Regarding a Policy to Adopt Town Assets

DATE: November 26, 2025

CONCLUSION:

Staff is seeking feedback from the Parks and Sustainability about the draft policy and for a recommendation that the policy be brought to Town Council for consideration.

Attachments

1. Draft Policy: Adoption of Town Assets



<b>Title: Adoption of Assets on Town Owned Property</b>		<b>Policy Number:</b>
<b>Effective Date:</b>		<b>Pages:</b>
<b>Enabling Actions:</b>	<b>Revised Date:</b>	
<b>Approved:</b>		

## PURPOSE

This policy defines the criteria for adopting assets located in Town owned properties.

## SCOPE

This policy may apply to benches, trees, picnic tables, and other assets within town owned spaces for which the Department of Parks and Public Works have developed and established an adoption program and for which Town Council has adopted a fee. This policy does not apply to the planters in the Downtown area.

With respect to assets identified in the scope of this policy, this policy takes precedence over Policy 2-17 "Solicitations and Donation"; and Resolution No. 1996-133 "Naming of Town Owned Facilities" since these policies do not include specific guidelines to address these amenities. This policy governs commemorative amenities and does not modify naming requirements for structures, buildings, or large park features governed by Resolution 1996-133.

## DEFINITIONS

For purposes of this Policy the following definitions apply:

**Adoptable Asset:** A physical amenity such as a bench, tree, picnic table or other Town-approved site furnishing.

**Dedication Term:** The time period during which the plaque and dedication remain in place.

**Director:** The Director of Parks and Public Works or their designee.

**Donor:** The individual or family financially sponsoring installation and plaque recognition.

**Town Owned Spaces:** may include parks, streets, sidewalks or other areas where adoptable assets may exist.

<b>Title:</b> Adoption of Town Assets	<b>Page:</b> 2 of 4	<b>Policy Number:</b> X-xx
---------------------------------------	------------------------	-------------------------------

## **POLICY**

The Policy is designed to allow the public to honor people or events in their lives and provide long-lasting beautification to Los Gatos owned spaces. Through this program, any individual, family, business, or community group can provide a donation to adopt assets within a Town park or other Town property. Adoption of assets is permitted only if the Department of Parks and Public Works has mapping of the assets, has identified which assets are available for adoption, and has a proscribed application form available for that amenity.

The Department of Parks and Public Works will accept donations for assets that commemorate or recognize a person provided that all provisions of this Policy are met. Recognition is limited to individuals or families with a documented connection to the Town of Los Gatos. No organizations or groups will be considered. Only one asset shall be dedicated to any single person or family, unless there is a compelling reason for additional dedications as shall be determined by the Director of Parks and Public Works or staff designated by the Director.

The Director of Parks and Public Works or staff designated by the Director shall establish a procedure for applying to adopt assets and has the authority to approve or deny any adoption donation.

## **PROCEDURES**

The following procedures shall be followed for the adoption of Town assets identified in this policy.

**Assets for Adoption:** The Town will identify the location and classes of assets available for adoption. The Town will purchase a standard item (bench, table, etc.) and plaque to maintain consistency through the park system and to ensure quality. Following installation, all assets will be recorded in the Town's asset management system software. This will serve to track the installation date and maintenance history of the asset.

**Location of Adoptable Assets:** Asset locations and adoption status will be available via publicly accessible GIS mapping tools maintained by PPW. Adopted assets will be positioned to maximize their benefit to an area. The number of assets will be limited so as to not interfere with normal use or maintenance operations of the area. The Town reserves the right to limit or prescribe asset locations as determined by the Director of Parks and Public Works. The Town reserves the right to remove any assets that have

<b>Title:</b> Adoption of Town Assets	<b>Page:</b> 3 of 4	<b>Policy Number:</b> X-xx
---------------------------------------	------------------------	-------------------------------

been damaged, and which are, in the view of Town staff, beyond repair. The Town accepts no liability for damages to any asset from vandals or third parties.

**Plaques:** A bronze dedication plaque with a personalized inscription will be mounted on or near each adopted asset. The standard dedication plaque dimensions are determined by the Director. Sentiment on the plaque shall be one of the following selected by donor:

- *The Town of Los Gatos recognizes and appreciates \_\_\_\_\_ (Donor Name) for their donation of this \_\_\_\_\_ (type of asset) in memory of \_\_\_\_\_ (Honoree Name).*
- *The Town recognizes and appreciates \_\_\_\_\_ (Name) for their donation of this \_\_\_\_\_ (type of asset).*
- *The Town recognizes and appreciates the donation of this \_\_\_\_\_ (type of asset) in memory of \_\_\_\_\_ (Name).*
- *In memory of \_\_\_\_\_ (Name). (Recommended for longer names)*

Upon installation, all assets and plaques will become the property of the Town of Los Gatos and will be maintained by the Parks and Public Works Department. The donor does not have any claim to ownership of the donated asset or the plaque.

**Term of Dedication:** The asset dedication will have a term of 10 years with one 10-year renewal option. Should the original applicant decline to rededicate the asset or fail to notify the Department of Parks and Public Works of an intent to rededicate an existing asset within 60 days of the expiration date of the original 10-year term, the applicant will be contacted to pick up the commemorative plaque from the Town. The retired asset will not be available to the applicant and will be reused or recycled.

It is the responsibility of the applicant or their designated representative to retrieve the removed plaque within 60 days after the end of the agreement. The maximum term for any single memorial asset is 20 years, after which time the asset may be removed (if applicable), or retained but reallocated for adoption by another party.

**Maintenance:** During the 10-year term, or 20-year term with additional re-dedication, the Department of Parks and Public Works will provide routine maintenance of the asset. The Town is not obligated to replace the asset or plaque if destroyed due to vandalism, accident, or natural event unless the sponsor chooses to pay market value for time and material costs at the time of the event to replace the asset.

**Fee:** The fee for the installation and maintenance of each asset for the 10-year adoption period shall be set by the Town Council through the Fee Schedule located here: <https://www.losgatosca.gov/1252/Comprehensive-Fee-Schedule> . The fee shall



<b>Title:</b> Adoption of Town Assets	<b>Page:</b> 4 of 4	<b>Policy Number:</b> X-xx
---------------------------------------	------------------------	-------------------------------

include all costs for procurement and installation of the asset and associated plaque, including concrete pads and footings (if required), material costs of the asset and plaque and staff time to procure and install the asset, plus 10-year sponsorship of the donated asset. An additional ten-year term can be acquired for a renewal fee as set by Town Council at the expiration of the first ten-year agreement. Costs will adjust annually. No refunds will be given for payments made.

**Approval Process:** The applicant must submit an application to the Towns Parks and Public Works Department. Applications are processed on January 1<sup>st</sup> and July 1<sup>st</sup> of each year. Applications received between those times will be held for batch processing on the dates noted. The Director will review and approve or deny the proposed adoption and plaque. Town staff will order the asset and plaque and perform the installation.

APPROVED AS TO FORM:

\_\_\_\_\_  
Gabrielle Whelan, Town Attorney