



SPECIAL MEETING

TOWN OF LOS GATOS TOWN COUNCIL POLICY COMMITTEE

Council Policy Committee – (2016)

AGENDA

*Marcia Jensen, Council Member
Marico Sayoc, Council Member*

TOWN COUNCIL CHAMBERS
110 EAST MAIN STREET
January 27, 2016 – 10:00 A.M.

MEETING CALLED TO ORDER

ROLL CALL

VERBAL COMMUNICATIONS *(Three minute time limit)*

1. Approval of the December 17, 2015 Council Policy Committee Draft Minutes
2. Review and discuss revised draft Library Use Policy
3. Review and recommend the possible rescission of the following Land Use Policies:
 - a. When to include a detached accessory structure or porch in the floor area ratio calculation (originally numbered 4-14 and renumbered to 1-29)
 - b. Description of what constitutes an accessory structure versus an addition counted as a living floor area towards the allowable Floor Area Ratio (not included in original list of Land Use Policies)
 - c. To establish policy regarding the review process for minor projects located in Historical Overlay zones (originally numbered 4-21 and renumbered to 1-34)
 - d. Procedures for issuance of Home Occupation Permits (originally numbered 4-22 and renumbered to 1-35)
 - e. Definition of retail use (originally numbered 4-30 and renumbered to 1-39)
 - f. Search Lights (originally numbered 4-32 and renumbered to 1-41)
 - g. Handling Abandoned Applications (originally numbered 5-1 and renumbered to 1-44)
4. Discuss the 2016 Policy Committee Meeting Schedule

ADJOURNMENT

Enclosures:

1. December 17, 2015 Policy Committee Draft Minutes (Item 1)
2. Draft Library Use Policy (Item 2)
3. Land Use Policies (Item 3)
4. 2016 Policy Committee Meeting Schedule (Item 4)

cc: Post *(also posted on Town Web)*
Town Council

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Manager's Office at (408) 354-6834. Notification 48 hours before the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting [28 CFR §35.102-35.104]

DRAFT

TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE
December 17, 2015, 2:30 p.m.

110 E. Main Street
Town Council Chambers
Los Gatos, California

MINUTES

Call to Order

The Council Policy Committee meeting was called to order at 2:30 p.m.

Members and Staff present:

Mayor Barbara Spector
Councilmember Marcia Jensen
Laurel Prevetti, Town Manager
Rob Schultz, Town Attorney
Christina Gilmore, Assistant to the Town Manager
Jackie Rose, Community Outreach Coordinator

Verbal Communications

None

Agenda Items

**1. Approval of November 19, 2015 Council Policy Committee Meeting Minutes
Committee Action:**

The following correction was made to the fifth bullet:

- Require any outdoor seating in the public right-of-way to meet ADA compliance, which may be obtained along with the outdoor seating permit.

2. Review and discuss the draft Library Use Policy

The Policy Committee reviewed and discussed the draft Library Use Policy. The Committee expressed interest in understanding why the draft Policy limited the public's ability to reserve the conference room, conduct scavenger hunts or book clubs, reserve the Library after hours, or welcome other activities. The Committee directed staff to return to the Policy Committee with a revised, reorganized, and simplified draft policy that answers the following questions:

- Can the public reserve the Library for non-Library events? If so, which portions of the Library (conference room, patios, entire facility, etc.) can be reserved and what is the process?
- What is the definition of a library patron?
- What are the operating hours for the Library?
- How does the Library conference room get used, who has access to the room, who handles sign ups, and who monitors the room?
- What are the meeting space in and around Town Hall and how are they reserved and used by the public?
- If the Library is made available to the public before, during, and after operating Library hours, what are the estimates of needed Town staffing resources, criteria for use, and potential fees that would be needed to cover these costs?
- If California law already addresses damage and/or destruction to Library materials and property, why does it need to be in the draft policy?

The Committee also expressed an interest in seeing the standard operating procedures and policies governing Library operations because these procedures affect the conduct of the public.

Meeting adjourned at 3:03 p.m.



MEETING DATE: 01/27/16
ITEM NO: 2

POLICY COMMITTEE REPORT

DATE: JANUARY 22, 2016
TO: POLICY COMMITTEE
FROM: LAUREL PREVETTI, TOWN MANAGER *Laurel Prevetti*
SUBJECT: REVIEW AND DISCUSS REVISED DRAFT LIBRARY USE POLICY

RECOMMENDATION:

Review and discuss the revised draft Library Use Policy.

BACKGROUND:

At its December 17, 2016 meeting, the Policy Committee reviewed and discussed the draft Library Use Policy and directed Staff to return to the Policy Committee with a revised, reorganized, and simplified draft policy that answers the following questions:

- Can the public reserve the Library for non-Library events? If so, which portions of the Library (conference room, patios, entire facility, etc.) can be reserved and what is the process?
- What is the definition of a library patron?
- What are the operating hours for the Library?
- How does the Library conference room get used, who has access to the room, who handles sign ups, and who monitors the room?
- What are the meeting space in and around Town Hall and how are they reserved and used by the public?
- If the Library is made available to the public before, during, and after operating Library hours, what are the estimates of needed Town staffing resources, criteria for use, and potential fees that would be needed to cover these costs?
- If California law already addresses damage and/or destruction to Library materials and property, why does it need to be in the draft policy?

DISCUSSION:

Attachment 1 includes a revised draft Library Use Policy intending to address the issues and questions raised during the December 17, 2015 meeting. In addition, the Committee expressed interest in the

PREPARED BY: CHRISTINA GILMORE *CG*
Assistant to the Town Manager

Reviewed by: _____ Assistant Town Manager NA Town Attorney NA Finance

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POLICY COMMITTEE
SUBJECT: REVIEW AND DISCUSS REVISED DRAFT LIBRARY USE POLICY
JANUARY 22, 2016

Library's Standard Operating Procedures (such as Rules of Conduct). All of them are posted on the Town's website at: <http://www.losgatosca.gov/1269/Operating-Procedures>.

CONCLUSION AND NEXT STEPS:

Following the Policy Committee's review and discussion of the draft policy language, the Library Use Policy can be brought forward for Town Council consideration.

Alternately, the Policy Committee may recommend that the draft policy return to the Policy Committee or the Library Board for further review and discussion before providing a draft policy to the Council.

COORDINATION:

The preparation of this report was coordinated with the Library Director, the Town Attorney, and the Town Manager's Office.

Attachments:

1. Draft Library Use Policy



Title: Library Use Policy

Policy Number:

Effective Date:

Pages: 3

Enabling Actions:

Revised Date:

Approved:

PURPOSE

The Los Gatos Library strives to provide a safe, comfortable, clean, supportive and informal environment for the community. The Library fosters curiosity and community connection. To ensure that all library users have a positive experience, all visitors are expected to comply with the following policy.

SCOPE

The purpose of this policy is to provide Los Gatos Library patrons and Town of Los Gatos employees with a scope for use of the Library’s public meeting spaces that include but are not limited to the Library Conference Room, Fireplace Room, Computer Lab, Study Rooms, Children’s Room and Garden, the Donor Patio, and the Teen Room.

POLICY

Library Use

The Los Gatos Library is more than just a place for enjoying books, programs and free Wi-Fi. Groups large and small can benefit from the use of the Library’s many spaces.

- During library open hours, meeting spaces may be used for non-commercial purposes and are open to organizations or individuals engaged in educational, cultural, and intellectual activities.
- Events such as showers, parties, weddings, graduation parties, and social events organized by clubs, organizations or individuals are not permitted on the library premises.
- Events, programs, trainings and meetings related to Town activities and functions are permitted on the library premises; however, these activities may not restrict access to regular library services.

TITLE: Library Use Policy	PAGE: 2 of 3	POLICY NUMBER:
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- The Friends of the Library is authorized to sell things at the Los Gatos Library, and a space at the Los Gatos Library is leased to a vendor to operate a coffee cart. Otherwise, all commercial activities would require being a part of a library pre-programmed event, a special event permit, a valid business license, and Library management approval.
- The Fireplace Room, Computer Lab, Study Rooms, Children’s Garden, and the Donor Patio may be used at no charge on a first-come, first-served, walk-in basis only and depending on availability.
- Library patrons must comply with any and all applicable rules, policies and procedures required by Library staff for use of the Children’s and Teen areas of the Library as outlined within the Minors in the Library Standard Operating Procedures.
- Library patrons must comply with any and all applicable rules, policies and procedures requested by library staff and outlined within the Library Rules of Conduct.
- Damage and/or destruction of library materials or property are violations of California Penal Code Section 594.

Library Conference Room

- The primary purpose of the Los Gatos Library Downstairs Conference Room is to provide facilities for Town meetings, events, activities, or trainings.
- The Los Gatos Town Library offers the use of its Downstairs Conference Room (DCR) for public gatherings by groups who agree to observe the Library rules and whose activities do not discriminate based on race, color, national origin, sex, religion, age, or disability and will not adversely affect Library operations. Rooms are available to groups regardless of the beliefs or affiliations of their members. The Library reserves the right to revoke permission to use its DCR.
- The use of the DCR will be permitted only when not in conflict with ongoing Town business or Library sponsored activities. Permission to use the facilities in no way implies endorsement of the meetings or activities conducted in these facilities, except when the event is sponsored by the Library.
- The DCR is only available on Friday, Saturday, and Sunday during Library operating hours and all groups must vacate the room 15 minutes prior to closing time.
- The DCR is not available for social gatherings (such as parties or entertainment), fund-raising efforts, religious ceremonies or services, for an individual’s political campaign, or when, in the judgment of the Library Director, the use poses a threat to the life, safety, or property of any individual.

- The DCR capacity is 14 people. Furniture and/or equipment from the main area of the library or lobby may not be brought into the DCR. The DCR is equipped with a screen. No additional audio-visual equipment is available.
- Light refreshments, excluding alcoholic beverages, may be served. Groups are required to provide their own utensils and are responsible for clean-up.
- Groups may not identify the Library as a sponsor or use the Library phone number/ mailing address as contact information for the organization. The Library posts a monthly Meeting Room schedule for the public. Groups wishing to display their own sign may do so one hour before their meeting and must remove their signage immediately following the meeting. No programming at the Library may be broadcast or televised without permission from the Library Director.
- Groups are responsible for setting up the DCR according to their needs and should include time for set-up and clean-up into their reservation time. Janitorial services are not available. Members of the organization must leave the room at the end of the reserved time period. The DCR must be left in the same condition as it was found.
- Programs may not be disruptive to the Library or its mission. The Library reserves the right to ask any group to leave its premises if the behavior of the group is deemed disruptive or inappropriate according to library service policy.

PROCEDURES

- Groups wishing to book the DCR must submit a meeting room application to the Town Manager's administrative staff at least two weeks, but no sooner than three months, before the date of the event. All fees are to be paid at the time the application is submitted. All applicants are subject to approval by the Library Director. The use of DCR will be granted in the order of receipt of applications and is not transferable. Reservations are not confirmed until the application has been signed by the appropriate Library administrator and returned to the organization representative.

APPROVED AS TO FORM:

Robert Schultz, Town Attorney



MEETING DATE: 1/27/16
ITEM NO: 3

POLICY COMMITTEE REPORT

DATE: JANUARY 22, 2016
TO: POLICY COMMITTEE
FROM: LAUREL PREVETTI, TOWN MANAGER *Laurel Prevetti*
SUBJECT: REVIEW AND RECOMMEND THE POSSIBLE RESCISSION OF LAND USE POLICIES

RECOMMENDATION:

Review and forward a recommendation to rescind the following Land Use Policies:

- When to include a detached accessory structure or porch in the floor area ratio calculation (originally numbered 4-14 and renumbered to 1-29)
- Description of what constitutes an accessory structure versus an addition counted as living floor area towards the allowable Floor Area Ratio (not included in original list of Land Use Policies)
- To establish policy regarding the review process for minor projects located in Historical Overlay zones (originally numbered 4-21 and renumbered to 1-34)
- Procedures for issuance of Home Occupation Permits (originally numbered 4-22 and renumbered to 1-35)
- Definition of retail use (originally numbered 4-30 and renumbered to 1-39)
- Search Lights (originally numbered 4-32 and renumbered to 1-41)
- Handling Abandoned Applications (originally numbered 5-1 and renumbered to 1-44)

BACKGROUND:

The Policy Committee has reviewed and discussed a number of Land Use Policies at previous meetings. The Policy Committee is continuing to evaluate existing Town policies to determine if specific policies should be validated, revised, or rescinded. The next group of Land Use Policies to be reviewed and discussed are included this report.

PREPARED BY: JOEL PAULSON *Joel Paulson*
Interim Director of Community Development

Reviewed by: _____ Assistant Town Manager _____ Town Attorney NA Finance

DISCUSSION:

The Policy Committee should review and discuss the following Land Use Policies (see Attachment 1) to determine whether they should be validated, revised, or rescinded. Staff is recommending the rescission of the following policies for the reasons provided in italic font.

- When to include a detached accessory structure or porch in the floor area ratio calculation (originally numbered 4-14 and renumbered to 1-29)

This policy was never adopted and references another policy from 2000 which was not included in the original list of Land Use Policies, but is included in Attachment 1 and referenced below. Floor area is defined in Town Code Section 29.10.020 as: Floor area, gross means the entire area of all floors, including basements and cellars, measured from the outer face of exterior walls or in the case of party walls from the centerline. Gross floor area includes any part of exterior balconies or walkways above the ground floor required for ingress and egress. Ornamental balconies and outside unroofed corridors not required for ingress or egress are excluded. The area of elevator shafts is excluded except on the ground floor.

Staff recommends that both policies be rescinded because they are not needed given the definition of floor area in Town Code. Direction can be provided to staff if the Committee believes a Town Code amendment is needed to make the definition clearer.

- Description of what constitutes an accessory structure versus an addition counted as living floor area towards the allowable Floor Area Ratio (not included in original list of Land Use Policies)

See comments above.

- To establish policy regarding the review process for minor projects located in Historical Overlay zones (originally numbered 4-21 and renumbered to 1-34)
This process has been revised. The new process is established in the Residential Design Guidelines (Section 4.3 of Chapter 4). Staff recommends that this policy be rescinded.

- Procedures for issuance of Home Occupation Permits (originally numbered 4-22 and renumbered to 1-35)

This is a procedural document that is no longer necessary and the prohibited Home Occupation uses are included in the Town Code. Staff recommends that this policy be rescinded.

- Definition of retail use (originally numbered 4-30 and renumbered to 1-39)

There is a definition of "retail use" in the Town Code so this policy is no longer needed. Staff recommends that this policy be rescinded.

DISCUSSION (cont'd):

- Search Lights (originally numbered 4-32 and renumbered to 1-41)

This policy references an old Town Code Section [29.10.115 – Prohibited signs (16)] which is no longer a valid reference. Town Code Sections 29.10.115 (2) or (14) enables the prohibition of search lights. Section 29.10.115 (2) currently states: Lighted signs. Lighted signs that flash on and off, fluctuate or appear to move. Section 29.10.115 (14) currently states: Projected light signs. Signs which are flashed or projected onto walls or other structures by means of a projector or other device.

Staff recommends that this policy be rescinded. Direction can be provided to staff if the Committee believes a Town Code amendment is needed to make this prohibition clearer.

- Handling Abandoned Applications (originally numbered 5-1 and renumbered to 1-44)

This Council Resolution is outdated. Staff recommends that this Resolution be rescinded.

CONCLUSION AND NEXT STEPS:

Following the Policy Committee's review, discussion, and recommendation regarding these Land Use Policies those recommended for rescission will be brought forward for Town Council consideration, pending mayoral approval.

Attachments:

1. Land Use Policies

COMMUNITY DEVELOPMENT DEPARTMENT POLICY
TOWN OF LOS GATOS

Subject: When to include a detached accessory structure or porch in the floor area ratio calculation.

Approved:
Wendie R. Rooney
Director of Community Development

Effective Date: _____, 2009

PURPOSE: To determine when a detached accessory structure or porch is included in the floor area ratio calculation.
(This policy supersedes the accessory structure FAR policy dated 8/4/00)

SCOPE: This policy applies to accessory structures and covered porches, patios, and decks.

POLICY: Any proposed accessory structure or porch of an open air design shall not be included in the floor area ratio calculation. Examples of such accessory structures include, but are not limited to, gazebos and detached patio covers. Building materials typically used in the design of such accessory structures and porches include posts, trellises, lattice, and wood or concrete flooring.

When a solid wall design (stud or post-and-beam, for example) is proposed or required on all sides of an accessory structure or on all sides of a porch, the enclosed area shall be deemed floor area and included in the floor area ratio calculation. When a solid wall design is proposed or required on more than one side, the area may be included in the floor area ratio calculation. The Community Development Director shall make the final determination if a question arises.

All enclosed - finished or unfinished - detached structures shall be included in the floor area ratio calculation. Note: If a detached structure is a garage, the enclosed area may be included in the garage floor area ratio calculation, where applicable.

The intent of this policy is to regulate the conversion of an open air design accessory structure into livable area. Any accessory structure specifically designed for outdoor use must employ an open-air design using building materials such as those mentioned above or it shall be counted as living floor area.

PLANNING DEPARTMENT POLICY
TOWN OF LOS GATOS

Subject: Description of what constitutes an accessory structure versus an addition counted as living floor area towards the allowable Floor Area Ratio (FAR).

Approved:

Paul L. Curtis, Director of Community Development

plc

Effective Date:

8/4/00

PURPOSE

To determine when an accessory structure is counted as living floor area towards the allowable Floor Area Ratio (FAR).

POLICY

Any proposed accessory structure of an open air design shall not be counted towards the allowable FAR for living floor area. Examples of such structures include, but are not limited to, gazebos, open porches and patio covers. Building materials typically used in the design of such structures include posts, trellises, lattice, and wood or concrete flooring.

When a solid wall design (stud or post-and-beam, for example) is proposed or required on **one or more sides of a detached structure or two or more sides of an attached structure**, the enclosed area shall be deemed floor area and counted towards the living floor area FAR. In addition, all enclosed, finished or unfinished detached structures shall also be counted as living floor area.

The intent of this policy is to regulate the conversion of an accessory structure of solid wall design into a livable area. Any accessory structure specifically designed for outdoor use must employ an open-air design using building materials such as those mentioned above or it shall be counted as living floor area.

N:\DEV\ACCESSRY

**PLANNING DEPARTMENT ADMINISTRATIVE POLICY
TOWN OF LOS GATOS**

Approved:

Effective Date:

Revised Date:

Lee E. Bowman, Planning Director

September 26, 1990

PURPOSE

To establish policy regarding the review process for minor projects located in Historical Overlay zones

POLICY

1. The Director of Planning, or his or her designee, has the authority to approve the following minor construction and building repair activities provided that they meet all other Town Code requirements:
 - a. Building repairs including replacement of exterior siding, windows, trim, roof materials, etc. where the repair work or replacement matches the original building form and materials. The Director may approve the replacement of "modern" materials such as asphalt shingles, aluminum siding, etc. with original materials that existed on the building or those materials which reflect materials on surrounding buildings.
 - b. New construction of garages and other single story accessory structures that have minimal exposure to a street or other right-of-way. The building form and materials must harmonize with the main structure.
 - c. Bay windows and other minor modifications that are consistent with the architectural and historical style or period of the building.

PROCEDURES

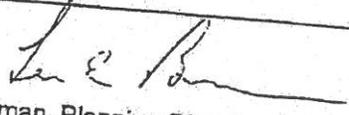
1. The applicant shall submit the following:
 - a. Completed development application;
 - b. Two sets of plans clearly illustrating work to be completed;
 - c. Photographs of existing building;
 - d. Letter describing changes and how the changes comply with the requirements of the overlay zone.
2. Once action is taken, one stamped copy is placed in the file and one stamped copy is returned to the applicant.

SUGGESTED POLICY REGARDING REVIEW PROCESS FOR MINOR
PROJECTS LOCATED IN HISTORICAL OVERLAY ZONES

1. The Director of Planning, or his or her designee, has the authority to approve the following minor construction and building repair activities:
 - a. Building repairs including replacement of exterior siding, windows, trim, roof materials, etc. where the repair work or replacement matches the original building form and materials. The Director may approve the replacement of "modern" materials such as asphalt shingles, aluminum siding, etc. with original materials that existed on the building or those materials which reflect materials on surrounding buildings.
 - b. New construction of garages (except garage with second story) and other single story accessory structures that have minimal exposure to a public space. The building form and materials must harmonize with the main structure.
 - c. Bay windows? Other minor modifications that are consistent with the architectural design building style, etc.

PLANNING DEPARTMENT POLICY
TOWN OF LOS GATOS

Subject: Procedures for Issuance of Home Occupation Permits Page: Section Number:

Approved: 
Lee E. Bowman, Planning Director

Effective Date:
September 23, 1996

Revised Date:

PURPOSE

To provide a guideline for evaluating applications for Home Occupation Permits.

POLICY

The Planning Department will process and approve only completed applications for Home Occupation Permits that are consistent with the requirements of Town Code Section 29.10.09025.

PROCEDURES

Planning Staff will review the completed home occupation permit application. If a question arises regarding a proposed home occupation business or its possible impacts to the surrounding neighborhood, the applicant will be directed to submit a detailed letter along with the completed application form which describes the business in detail as well as the vehicles used for the business. Special attention should be given to uses which may not be acceptable given the restrictions of the home occupation ordinance (See list next page). After the applicant submits this letter and there is still a need for further clarifications as to whether a proposed home occupation is allowable, Staff shall direct any questions to the Senior Planner or Planning Director. To avoid any confusion regarding the general processing of home occupation permits by the Planning Department, the general process is outlined below:

HOME OCCUPATION PERMIT STAFF REVIEW PROCEDURES

1. Applicant submits completed home occupation permit application to the Planning Department. Make sure the applicant initials the back of the application to verify that they have read the requirements of the ordinance.
2. Planning Staff reviews the completed application and determines if further information is required. If the application is complete the Planner either approves or denies the application.
3. If the application is approved the Planner will stamp the application "Approved" and make a copy for the Finance Department. The applicant should then be directed to pay for the Home Occupation Permit and Business License at the Finance Department Cashier's Station and give the Finance Clerk their copy. The applicant is then to return to the Planning Department with the "Paid" Finance Department Stamp on the application and a copy of the register receipt.

4. The Planner will then make a copy of the approved application(both sides) for the applicant. A copy of the register receipt will then be attached to the original application and placed in the Home Occupation basket located in the Planning Technician's office.
5. The Planning Technician is responsible for entering the application information into the PERMITS database.

USES NOT PERMITTED AS HOME OCCUPATIONS:

1. Income tax preparers
2. Medical Offices/Uses
3. Real Estate Office/Uses (unless the home occupation is only required to specifically establish a mailing address to receive real estate information and no transactions will occur on-site.)
4. Contractor/Contracting Services which will have crews meet on-site prior to traveling to another job site, or which will require the storage of building materials or equipment on-site, or which will park or store vehicles or construction equipment on-site.

COMMUNITY DEVELOPMENT DEPARTMENT POLICY
TOWN OF LOS GATOS

Subject: Definition of retail use.

Approved:

Bud N. Lortz, Director of Community Development



Effective Date:

3/24/2001

PURPOSE

This definition is intended to provide an interim definition of "retail use" based on past practice and interpretation of the Town Code. This definition is also intended to distinguish "retail use" from "personal service use" and "point of sale" type businesses which are typically referred to as research and development use.

POLICY

Retail Use means a use engaged in providing on site sales directly to the consumer for consumer or household use, including but not limited to the following: small markets/businesses which sell meat, vegetables, dairy products, baked goods, candy and/or other food products, household cleaning and maintenance products, small drug stores, cards, stationary, notions, books, cosmetics, specialty items, hobby materials, toys, household pets and supplies, apparel, jewelry, fabrics, cameras, household electronic equipment, CD music and movies, sporting equipment, kitchen utensils, home furnishings, home appliances, art supplies and framing, art work, antiques, paint, wallpaper, carpet, floor covering, office supplies, musical instruments, hardware, homeware, computers and related equipment/supplies, bicycles, automotive parts and accessories (excluding service and installation), and flowers, plants and garden supplies (excluding nurseries). A majority of the business activities must operate as a retail use to satisfy this definition.

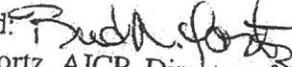
Retail Use does not include:

- Personal service businesses (e.g.: dry cleaners, barbershops, beauty salons, and appliance repair shops).
- Retail sales by a pharmacy or other ancillary use within a medical office building.
- Point of sale associated with a research and development business.
- Restaurants.

NOTE: Certain types of retail uses (e.g.: liquor stores, supermarkets, super drugstores and auto sales) may require a Conditional Use Permit.

**TOWN OF LOS GATOS
COMMUNITY DEVELOPMENT ADMINISTRATIVE POLICY**

Subject: Search Lights

Approved: 
Bud N. Lortz, AICP, Director of Community Development

Effective Date: October 4, 2004

PURPOSE

To set forth a policy as it relates to the use of a search light within the Town of Los Gatos.

SCOPE

This policy applies to search lights or any similar type of light or lighting device used within the Town of Los Gatos for drawing attention to their business, or to an event.

POLICY

Search lights are unique from the Town's perspective because they are not specifically defined in the Town Code. Therefore, Staff must interpret the Town Code and apply the section of the Town Code that is most applicable. Staff has concluded that a search light is, by definition, a sign. Staff reached this determination based on the fact that a search light is generally used by a business or local charity for drawing attention to their specific business or event. Based on this finding, a search light is defined as an unauthorized sign pursuant to Town Code Section 29.10.115(16) and will be prohibited unless approved as part of a special event as defined in Town Code Section 14.100.010.

RESOLUTION NO. 1984-21

RESOLUTION ESTABLISHING A TOWN POLICY FOR HANDLING ABANDONED APPLICATIONS

RESOLVED, by the Town Council of the Town of Los Gatos, that the following procedures be adopted as Town policy:

1. Where there has been no activity for at least three (3) months, the applicants shall be notified in writing that the matter is being set for public hearing before the Planning Commission with a recommendation for denial.
2. If no additional response is received within 15 days of the date the letter is sent, or if the applicant advises staff that he decides not to pursue it, the application will be set for public hearing for denial/withdrawal as appropriate. No mailed notice will be made unless required by State law, the legal advertisement and the agenda shall note the recommended action and reason for such action.
3. For projects deemed complete, the Planning Commission action shall be completed within six (6) months after the project is deemed complete, unless the applicant requests and the Planning Commission grants a further extension. For projects not yet deemed complete, such action shall be completed within six (6) months of the last Development Review Committee meeting on the matter.
4. A request to extend the processing time can be granted by the Planning Director at any time before the matter is set for public hearing. If after such an extension is granted, and there is still no satisfactory action to complete the application, the matter will automatically be set for public hearing as described under 2. above.
5. There shall be no fee refunds or off-sets on future applications.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos held on the 21st day of February, 1984, by the following vote:

AYES: COUNCIL MEMBERS Joanne Benjamin, Eric D. Carlson, Terrence J. Daily, Brent N. Ventura and Mayor Thomas J. Ferrito

NOES: COUNCIL MEMBERS None

ABSTAIN: COUNCIL MEMBERS None

ABSENT: COUNCIL MEMBERS None

SIGNED: Thomas J. Ferrito
MAYOR OF THE TOWN OF LOS GATOS

ATTEST:

Thomas J. Yates
DEPUTY CLERK OF THE TOWN OF LOS GATOS



MEETING DATE: 01/27/16
ITEM NO: 4

POLICY COMMITTEE REPORT

DATE: JANUARY 22, 2016
TO: POLICY COMMITTEE
FROM: LAUREL PREVETTI, TOWN MANAGER *Laurel Prevetti*
SUBJECT: DISCUSS THE 2016 POLICY COMMITTEE MEETING SCHEDULE

RECOMMENDATIONS:

Discuss the Policy Committee Meeting Schedule for 2016.

BACKGROUND:

Since May 2015, the Policy Committee has met on the last Thursday of each month, from 2:30 p.m. to 4:00 p.m. in the Council Chambers.

DISCUSSION:

With the appointment of a new Policy Committee for 2016, staff recommends that the Committee set a standing meeting schedule, similar to other Town Committees, Boards, and Commissions, given the Policy Committee workload, project complexity, and staff resources.

CONCLUSION:

Staff recommends that the Policy Committee discuss establishing a standing meeting schedule for 2016.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

FISCAL IMPACT:

There is no financial impact associated with this recommendation.

PREPARED BY: CHRISTINA GILMORE *CG*
Assistant to the Town Manager

Reviewed by: _____ Assistant Town Manager NA Town Attorney NA Finance
