



SPECIAL MEETING

TOWN OF LOS GATOS TOWN COUNCIL POLICY COMMITTEE

Council Policy Committee – (2016)

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

AGENDA
TOWN COUNCIL CHAMBERS
110 EAST MAIN STREET
AUGUST 25, 2016 – 10:00 A.M.

MEETING CALLED TO ORDER

ROLL CALL

VERBAL COMMUNICATIONS *(Three minute time limit)*

AGENDA ITEMS

(The reports for each item are provided in the order of the agenda)

1. Approval of the August 4, 2016 Council Policy Committee Draft Minutes
2. Commission Appointment Policy
3. Review and discuss draft Flag Policy
4. Review and discuss Parking and Seats Ordinance status
5. Review and discuss pending Policy Committee Items

ADJOURNMENT

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
August 4, 2016 10:00 a.m.

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

DRAFT ACTION MINUTES

Call to Order

The Council Policy Committee meeting was called to order at 10:15 a.m.

Members and Staff present:

Vice Mayor Marico Sayoc

Councilmember Marcia Jensen

Town Manager, Laurel Prevetti

Town Attorney, Robert Schultz

Joel Paulson, Community Development Director

Janette Judd, Executive Assistant to the Town Manager and Council

Verbal Communications

None

Agenda Items

1. Approval of July 14, 2016 Council Policy Committee Meeting Minutes

Committee Action:

- The Committee unanimously approved the draft minutes with no changes.

2. Review and discuss draft Legislative Policy

- Discussed Council Members' public role and individual rights as citizens.
- Discussed options for endorsements and taking positions.
- Discussed initial draft policy and asked clarifying questions about the draft Policy.
- Moved to recommend Town Council adoption of the draft Policy with no additional changes.

3. Review and discuss current Flag Procedures

- Discussed current protocol and whether or not the Town has any discretion.
- Discussed adding a clause to include California State level/Governor's decision to fly flags at half-staff.
- Moved to ask staff to draft a Flag Policy to include to federal and state level of compliance and to bring it to the Committee.

4. Other

- The Committee asked for a list of its recommendations moving forward to Town Council and a schedule.
- The Committee asked about the status of the Seats and Parking item and suggested a meeting with the Chamber of Commerce and local businesses.

5. Future Agenda Items

- List of recommendations to Town Council
- List of pending Policy Committee items identified from prior meetings
- Joint meeting with the Chamber

The meeting was adjourned at 10:50 a.m.



MEETING DATE: 08/25/16
ITEM NO: 2

POLICY COMMITTEE REPORT

DATE: AUGUST 19, 2016
TO: POLICY COMMITTEE
FROM: LAUREL PREVETTI, TOWN MANAGER
SUBJECT: REVIEW AND DISCUSS STAFF RECOMMENDATIONS TO AMEND COUNCIL POLICY 2-11 ENTITLED COMMISSION APPOINTMENTS

RECOMMENDATION:

Review and discuss staff recommendations to amend Council Policy 2-11 entitled Commission Appointments, the enabling resolutions for those Boards, Commissions, and Committees that have residency requirements included, and the enabling resolution for the Youth Commission.

BACKGROUND:

At its June 23, 2016 Policy Committee meeting, the Committee discussed and considered staff recommendations to amend Council Policy 2-11 entitled Commission Appointments. The Committee's suggested changes under the headings *Purpose* and *Policy* were incorporated into the document (Attachment 1, redline and Attachment 2, clean).

Staff has also included draft revised enabling resolutions for the Youth Commission (Attachment 4) and Arts and Culture Commission (Attachment 5) with the Committee's recommendations included. If staff's recommended modifications are approved, the remaining enabling resolutions will be appropriately modified.

CONCLUSION AND NEXT STEPS:

Review and discuss the proposed updated Council Policy 2-11 (Attachments 1 and 2), draft Resolution to Rescind Resolution 2004-042 and Establish Residency Requirements for Specified Boards and Commission (Attachment 3), and sample revised enabling resolutions (Attachments 4 and 5). Attachment 6 contains the current enabling resolutions for reference. The Committee's recommendations on these documents will be forwarded to the Town Council for its review and consideration.

PREPARED BY: SHELLEY NEIS
Clerk Administrator

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

PAGE 2

POLICY COMMITTEE

SUBJECT: REVIEW AND DISCUSS STAFF RECOMMENDATIONS TO AMEND COUNCIL
POLICY MANUAL 2-11 ENTITLED COMMISSION APPOINTMENTS

AUGUST 19, 2016

COORDINATION:

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

Attachments:

1. Redline changes to Policy 2-11
2. Revised Policy 2-11
3. Draft Resolution to Rescind Resolution 2004-042 and Establish Residency Requirements
4. Draft Revised Youth Commission Enabling Resolution
5. Draft Revised Arts and Culture Commission Enabling Resolution
6. Enabling Resolutions



Title: Commission Appointments and Residency Requirements

Policy Number: 2-11

Effective Date: 2/28/90

Pages: 4

Enabling Actions:

Revised Date: 6/13/94; 6/16/14; 4/7/15

Approved:

PURPOSE

To establish a policy to encourage participation by the Town's residents on Town Boards, Commissions and Committees (hereinafter referred to as "Commissions"). The Town will encourage residents to participate on Commissions by advertising vacancies on Commissions for at least 30 days, preparing easily understood applications, maintaining clear descriptions of the role of each Commission and Commissioners/Committee and Board Members (Commission members), providing current meeting schedules, and conducting public interviews of all Commission applicants, except as provided for in this Policy.

SCOPE

This Policy applies to all applicants to Town Boards, Commissions and Committees.

POLICY

The Town Council encourages public participation in all decision making and. ~~To be successful in achieving public participation,~~ residents must be assured that the participation is meaningful and that their input will be valued. The widest representation from the community can only be achieved if vacancies are well advertised so that anyone interested will have the opportunity to apply. Public interviewing of the applicants by the Town Council demonstrates that the Council values these appointments and that everyone has an equal opportunity to be appointed.

To ensure the greatest possible participation by the public, it is the Town's policy that no person shall be appointed to more than one Commission except in those cases where they are ex-officio members of other Boards, Commissions and Committees. This Policy does not apply to Commission members serving as representatives of their Commission who have been appointed by the Town Council. (Revised on 4/07/15)

PROCEDURES RESIDENCY REQUIREMENTS

Residency within the incorporated municipal limits of the Town of Los Gatos, California is required for appointment and continued membership on all Town of Los Gatos Boards and Commissions.

PROCEDURES

The following procedures will be followed by the applicant, the Town Clerk Administrator and the Town Council for the appointment of applicants to Town Commissions:

Responsibility and Actions: Town Clerk Administrator

A. Annual Recruitments

Adult Commission members' terms begin on January 1 and end December 31., with the exception of the Student Commissioners', whose terms follow the academic year and begin on September August 1 and end on June 30. The Town Clerk Administrator shall perform the following duties in conducting an annual recruitment for Commission members:

1. Notify Town Council of vacancies on Commissions by indicating the names of the Commissions, the number of terms expiring or being vacated, names of individual(s) with expiring terms or vacating seats, advertising periods (at least 30 days) and the recommended date of interview.
2. Advertise the vacancies, including the application deadline and the interview date, which shall be set for the second Town Council meeting in December for Adult Commissioners, and the fourth Wednesday in May, no earlier than 4:00 p.m., for Student Commissioners.
3. Prepare and maintain easily understood applications for appointment to Commissions. Applications shall include the following policy information:
 - a. Prior to initial appointment to any Commission, non-incumbent applicants must be interviewed by the Town Council. The applications of those not appearing will be held for the next recruitment.
 - b. If an incumbent is requesting reappointment to a the same Town Commission, the incumbent will be re-interviewed, or must submit a letter for distribution to the Council prior to the interviews, describing the reason why the applicant cannot be present for an interview and why the applicant should be reappointed to the Commission. Incumbent interviews by telephone may be considered under extraordinary circumstances.
 - c. Submissions deadlines are mandatory; no exceptions are permitted.

~~d. Applicants may apply to multiple Commissions, and will only be considered for these Commissions to which they apply. Applicants applying for more than one Commission will only be interviewed once.~~

4. Applicants

- a. *For adult applicants* — Accept applications, verify eligibility, and distribute copies of the applications of eligible applicants to the Town Council prior to the interviews for appointment.
- b. *For student applicants* — Accept applications, verify eligibility, and distribute copies of the applications of eligible applicants to the Town Council Selection Committee prior to the interviews for appointment.

5. Notify the applicant by letter or email as to the date and time of the interview.

6. Facilitate the Council voting process set forth below by informing Council as to how many votes are possible on each Commission, calling out applicants' names, and identifying the applicants receiving sufficient votes for appointment. This process does not apply to student applicants.

7. Applicants

- a. *For adult applicants* — After the interviews and Council vote are completed, notify all applicants of the Council's action, and explain Town policy of keeping application active for one year with notification of subsequent openings on that Commission to the interested applicants.
- b. *For student applicants* — After the interviews are completed, notify all applicants of the Council Committee's action, and prepare a staff report for the Town Council to ratify the Committee's appointment at ~~an official~~ the first Town Council meeting in June.

b.c.

Balloting Process

Unless determined otherwise, the Town Council shall conduct a ballot vote for the appointment of individuals to fill the vacancy(ies) on Town Commissions. Such ballot vote may be conducted at either a regular, adjourned or special meeting of the Town Council. The ballot vote process shall be conducted as follows:

- 1. The Town Clerk Administrator shall provide a ballot to each Town Council member listing the names of all applicants for a respective Commission. Prior to the vote, the Town Clerk Administrator shall publicly announce the position vacancy and all applicant names that are listed on the ballot;

2. Each Town Council member may vote for the same number of applicants as there are current vacancies on the respective Town Commission. In no case, can a Council Member cast more votes than there are vacancies; or vote for the same candidate more than once on each ballot (i.e. cumulative voting -- e.g. where there are three vacancies, a Town Council member may not give all three votes to the same candidate).
3. The Town Clerk Administrator shall collect all ballots and shall publicly announce the name of each Town Council member and how that Town Council member cast their respective vote.
4. Applicants receiving a majority number of votes shall be deemed appointed to the Commission. In the event of a tie, a run-off ballot shall be conducted of only the applicants receiving the highest number of votes from the previous round. This shall continue until a majority consensus on an applicant(s) is reached for the number of vacancies to be filled. In the event of an unbreakable tie, the City Council may determine an alternative method for selecting the appointee(s).
5. If the number of applicants seeking appointment to a specific board, commission and/or Committee is equal to the number of available seats on said boards, commissions and committee, the City Council may dispense with the formal balloting procedure to appoint representatives to fill expiring vacancies.

B. Mid-Term Recruitments

During the year, Commissions may experience vacancies that drop the number of filled seats to a number of members that is not sufficient to conduct Commission business. The Commission may request the Town to conduct a mid-term recruitment to fill seats. To the extent possible, the Town Clerk Administrator will consolidate mid-term recruitments to minimize the number of recruitments occurring though the year. In the event of a vacancy on the Planning Commission, the Town will automatically conduct a mid-term recruitment. Mid-term recruitments will not be conducted for student commissioners. The Town Clerk Administrator shall advertise mid-term vacancies on Commissions for at least 15 days.

Responsibility and Action: Applicant

1. Read the Commission Appointment and Residency Requirements Policy, Attendance Resolution, Complete and submit to the Town Clerk Administrator the application for appointment to a Town Commission by the advertised deadline date and time.
2. *For adult applicants:* Attend the Council meeting to be interviewed for Commission appointment
For student applicants: Attend the Council Selection Committee interview session.
3. If a Commission member is requesting reappointment to a the same Town Commission and cannot be present for the interview, submit a letter to the Town Clerk Administrator

by Friday prior to the interview, describing why applicant cannot be present for the interview and why the applicant should be reappointed to the Commission.

4. If appointed, prior to starting the Commission term, see Town Clerk Administrator to take "Oath of Office" and file any documents required by the Fair Political Practices Commission.
5. Attend Commission meetings once term begins.
6. Read the Commissioner Handbook.

Balloting Process

~~Unless determined otherwise, the Town Council shall conduct a ballot vote for the appointment of individuals to fill the vacancy(ies) on Town Commissions. Such ballot vote may be conducted at either a regular, adjourned or special meeting of the Town Council. The ballot vote process shall be conducted as follows:~~

- ~~6. The Town Clerk Administrator shall provide a ballot to each Town Council member listing the names of all applicants for a respective Commission. Prior to the vote, the Town Clerk Administrator shall publicly announce the position vacancy and all applicant names that are listed on the ballot;~~
- ~~7. Each Town Council member may vote for the same number of applicants as there are current vacancies on the respective Town Commission. In no case, can a Council Member cast more votes than there are vacancies; or vote for the same candidate more than once on each ballot (i.e. cumulative voting — e.g. where there are three vacancies, a Town Council member may not give all three votes to the same candidate);~~
- ~~8. The Town Clerk Administrator shall collect all ballots and shall publicly announce the name of each Town Council member and how that Town Council member cast their respective vote;~~
- ~~9. Applicants receiving a majority number of votes shall be deemed appointed to the Commission. In the event of a tie, a run-off ballot shall be conducted of only the applicants receiving the highest number of votes from the previous round. This shall continue until a majority consensus on an applicant(s) is reached for the number of vacancies to be filled. In the event of an unbreakable tie, the City Council may determine an alternative method for selecting the appointee(s);~~
- ~~10. If the number of applicants seeking appointment to a specific board, commission and/or Committee is equal to the number of available seats on said boards, commissions and committee, the City Council may dispense with the formal balloting procedure to appoint representatives to fill expiring vacancies;~~

Title: Commission Appointments <u>and Residency Requirements</u>	Page: 6 of 6	Policy Number: 2-11
---	------------------------	-------------------------------

Responsibility and Action: Town Council

1. Review applications.
2. *For adult applicants* – Interview applicants at a public meeting.
For student applicants – Town Council Selection Committee interviews applicants.
3. Determine if the incumbents not in attendance and having submitted a letter pursuant to this Policy should be considered for reappointment.
4. If there are limited applications for any vacancy to a Town Commission, the Mayor, on behalf of the Council, may request that the Town Clerk Administrator re-advertise the vacancy, reschedule the interviews, and notify all applicants of the new interview date.

APPROVED AS TO FORM:

Robert Schultz, Town Attorney

N:\MGR\AdminMasters\Policies\Council Policies\2 - Council Operation\2-11 TC Commission Appointments.6-17-16 Draft.docx
~~N:\MGR\AdminMasters\Policies\Council Policies\2 - Council Operation\2-11 TC Commission Appointments.docx~~



Title: Commission Appointments and Residency Requirements

Policy Number: 2-11

Effective Date: 2/28/90

Pages: 4

Enabling Actions:

Revised Date: 6/13/94; 6/16/14; 4/7/15

Approved:

PURPOSE

To establish a policy to encourage participation by the Town's residents on Town Boards, Commissions and Committees (hereinafter referred to as "Commissions"). The Town will encourage residents to participate on Commissions by advertising vacancies on Commissions for at least 30 days, preparing easily understood applications, maintaining clear descriptions of the role of each Commission and Commissioners/Committee and Board Members (Commission members), providing current meeting schedules, and conducting public interviews of all Commission applicants, except as provided for in this Policy.

SCOPE

This Policy applies to all applicants to Town Boards, Commissions and Committees.

POLICY

The Town Council encourages public participation in all decision making, and to be successful, residents must be assured that the participation is meaningful and that their input will be valued. The widest representation from the community can only be achieved if vacancies are well advertised so that anyone interested will have the opportunity to apply. Public interviewing of the applicants by the Town Council demonstrates that the Council values these appointments and that everyone has an equal opportunity to be appointed.

To ensure the greatest possible participation by the public, it is the Town's policy that no person shall be appointed to more than one Commission except in those cases where they are ex-officio members of other Boards, Commissions and Committees. This Policy does not apply to Commission members serving as representatives of their Commission who have been appointed by the Town Council. (Revised on 4/07/15)

RESIDENCY REQUIREMENTS

Residency within the incorporated municipal limits of the Town of Los Gatos, California is required for appointment and continued membership on all Town of Los Gatos Boards and Commissions.

PROCEDURES

The following procedures will be followed by the applicant, the Town Clerk Administrator and the Town Council for the appointment of applicants to Town Commissions:

Responsibility and Actions: Town Clerk Administrator

A. Annual Recruitments

Adult Commission members' terms begin on January 1 and end December 31.-Student Commissioners' terms follow the academic year and begin on August 1 and end on June 30. The Town Clerk Administrator shall perform the following duties in conducting an annual recruitment for Commission members:

1. Notify Town Council of vacancies on Commissions by indicating the names of the Commissions, the number of terms expiring or being vacated, names of individual(s) with expiring terms or vacating seats, advertising periods (at least 30 days) and the date of interview.
2. Advertise the vacancies, including the application deadline and the interview date, which shall be set for the second Town Council meeting in December for Adult Commissioners, and the fourth Wednesday in May, no earlier than 4:00 p.m., for Student Commissioners.
3. Prepare and maintain easily understood applications for appointment to Commissions. Applications shall include the following policy information:
 - a. Prior to initial appointment to any Commission, non-incumbent applicants must be interviewed by the Town Council. The applications of those not appearing will be held for the next recruitment.
 - b. If an incumbent is requesting reappointment to a the same Town Commission, the incumbent will be re-interviewed, or must submit a letter for distribution to the Council prior to the interviews, describing the reason why the applicant cannot be present for an interview and why the applicant should be reappointed to the Commission. Incumbent interviews by telephone may be considered under extraordinary circumstances.
 - c. Submissions deadlines are mandatory; no exceptions are permitted.

Title: Commission Appointments and Residency Requirements	Page: 3 of 5	Policy Number: 2-11
--	------------------------	-------------------------------

4. Applicants

- a. *For adult applicants* — Accept applications, verify eligibility, and distribute copies of the applications of eligible applicants to the Town Council prior to the interviews for appointment.
- b. *For student applicants* — Accept applications, verify eligibility, and distribute copies of the applications of eligible applicants to the Town Council Selection Committee prior to the interviews for appointment.

5. Notify the applicant by letter or email as to the date and time of the interview.

6. Facilitate the Council voting process set forth below by informing Council as to how many votes are possible on each Commission, calling out applicants' names, and identifying the applicants receiving sufficient votes for appointment. This process does not apply to student applicants.

7. Applicants

- a. *For adult applicants* — After the interviews and Council vote are completed, notify all applicants of the Council's action, and explain Town policy of keeping application active for one year with notification of subsequent openings on that Commission to the interested applicants.
- b. *For student applicants* — After the interviews are completed, notify all applicants of the Council Committee's action, and prepare a staff report for the Town Council to ratify the Committee's appointment at the first Town Council meeting in June.

Balloting Process

Unless determined otherwise, the Town Council shall conduct a ballot vote for the appointment of individuals to fill the vacancies on Town Commissions. Such ballot vote may be conducted at either a regular, adjourned or special meeting of the Town Council. The ballot vote process shall be conducted as follows:

1. The Town Clerk Administrator shall provide a ballot to each Town Council member listing the names of all applicants for a respective Commission. Prior to the vote, the Town Clerk Administrator shall publicly announce the position vacancy and all applicant names that are listed on the ballot;
2. Each Town Council member may vote for the same number of applicants as there are current vacancies on the respective Town Commission. In no case, can a Council Member cast more votes than there are vacancies; or vote for the same candidate more than once on each ballot (i.e. cumulative voting -- e.g. where there are three vacancies, a Town Council member may not give all three votes to the same candidate).

Title: Commission Appointments and Residency Requirements	Page: 4 of 5	Policy Number: 2-11
--	------------------------	-------------------------------

3. The Town Clerk Administrator shall collect all ballots and shall publicly announce the name of each Town Council member and how that Town Council member cast their respective vote.
4. Applicants receiving a majority number of votes shall be deemed appointed to the Commission. In the event of a tie, a run-off ballot shall be conducted of only the applicants receiving the highest number of votes from the previous round. This shall continue until a majority consensus on an applicant(s) is reached for the number of vacancies to be filled. In the event of an unbreakable tie, the Town Council may determine an alternative method for selecting the appointee(s).
5. If the number of applicants seeking appointment to a specific board, commission and/or Committee is equal to the number of available seats on said boards, commissions and committee, the Town Council may dispense with the formal balloting procedure to appoint representatives to fill expiring vacancies.

B. Mid-Term Recruitments

During the year, Commissions may experience vacancies that drop the number of filled seats to a number of members that is not sufficient to conduct Commission business. The Commission may request the Town to conduct a mid-term recruitment to fill seats. To the extent possible, the Town Clerk Administrator will consolidate mid-term recruitments to minimize the number of recruitments occurring though the year. In the event of a vacancy on the Planning Commission, the Town will automatically conduct a mid-term recruitment. Mid-term recruitments will not be conducted for student commissioners. The Town Clerk Administrator shall advertise mid-term vacancies on Commissions for at least 15 days.

Responsibility and Action: Applicant

1. Read the Commission Appointment and Residency Requirements Policy, Attendance Resolution, complete and submit to the Town Clerk Administrator the application for appointment to a Town Commission by the advertised deadline date and time.
2. *For adult applicants:* Attend the Council meeting to be interviewed for Commission appointment
For student applicants: Attend the Council Selection Committee interview session.
3. If a Commission member is requesting reappointment to a the same Town Commission and cannot be present for the interview, submit a letter to the Town Clerk Administrator by Friday prior to the interview, describing why applicant cannot be present for the interview and why the applicant should be reappointed to the Commission.
4. If appointed, prior to starting the Commission term, see Town Clerk Administrator to take "Oath of Office" and file any documents required by the Fair Political Practices Commission.

Title: Commission Appointments and Residency Requirements	Page: 5 of 5	Policy Number: 2-11
--	------------------------	-------------------------------

5. Attend Commission meetings once term begins.
6. Read the Commissioner Handbook.

Responsibility and Action: Town Council

1. Review applications.
2. *For adult applicants* – Interview applicants at a public meeting.
For student applicants – Town Council Selection Committee interviews applicants.
3. Determine if the incumbents not in attendance and having submitted a letter pursuant to this Policy should be considered for reappointment.
4. If there are limited applications for any vacancy to a Town Commission, the Mayor, on behalf of the Council, may request that the Town Clerk Administrator re-advertise the vacancy, reschedule the interviews, and notify all applicants of the new interview date.

APPROVED AS TO FORM:

Robert Schultz, Town Attorney

RESOLUTION 2016

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS
RESCINDING RESOLUTION 2004-042,
AND ESTABLISHING RESIDENCY REQUIREMENTS
FOR ALL TOWN BOARDS, COMMISSIONS, AND COMMITTEES**

WHEREAS, Section 2.40.015, of the Town Code allows the Town Council to establish residency requirements for Town Boards, Commissions, and Committees; and

WHEREAS, membership on Town Boards, Commissions, and Committees should require residency; and

WHEREAS, the enabling resolutions of several Town Boards, Commissions, and Committees establish the residency requirements for their respective bodies; and

WHEREAS, Resolution 2004-042 established residency requirements for specified Town Boards, Commissions, and Committees; and

WHEREAS, the Town Council now desires to rescind Resolution 2004-042, and establish new residency requirements for all Town Boards, Commissions, and Committees.

**NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF LOS GATOS
DOES HEREBY RESOLVE:**

1. Resolution 2004-042 is hereby rescinded.
2. Residency within the incorporated municipal limits of the Town of Los Gatos, California is required for appointment and continued membership on all Boards, Commissions, and Committees:
3. For all Town Boards, Commissions, and Committees Members currently serving that do not meet the residency requirement set forth above they will be allowed to serve out their remaining term.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos held on the day of , 2016 by the following vote:

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

ATTEST:

CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

N:\CLK\Boards And Commissions\Staff Reports\2016\Draft Amended Residency Requirements Reso.Docx

RESOLUTION

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS RESCINDING RESOLUTION 2004-042 AND RE-ESTABLISHING A YOUTH COMMISSION

WHEREAS, it is recognized that a youth perspective on issues which pertain to the youth in the community is an important part of decision making in Town; and

WHEREAS, there is value in increasing communication between adults and youth; and

WHEREAS, there is value in having a mechanism for youth to have a voice in Town affairs and issues relating to youth; and

WHEREAS, the Town Council of the Town of Los Gatos found and determined that the purposed of the Youth Commission is to foster and encourage civic and neighborhood pride and a sense of identity through the knowledge, understanding, and increased involvement of the town's youth in the town's present and future municipal affairs.

NOW, THEREFORE, BE IT RESOLVED:

1. There is a need for a Youth Commission to function in the Town of Los Gatos, which would establish a formal body by which the youth of Los Gatos would have a voice in the community.
2. There is hereby established a Youth Commission which shall generally be responsible for studying various problems, activities, and other issues of concern to the youth in general, and for advising Council on matters pertaining to issues involving the youth of Los Gatos.
 - a. Membership/Organization
 - i. The Youth Commission shall consist of twenty (20) members. The members shall be students who are entering grades 8 through 12. Membership for the students requires residency in the incorporated limits of the Town of Los Gatos.
 - ii. Members shall serve a term of two (2) years and until their successors are appointed and qualified. Members who are entering grade 12 when appointed shall serve a term of one (1) year.
 - iii. The Commission shall appoint members to serve as liaisons to the following Town Boards and Commissions:
 1. Arts and Culture Commission
 2. Bicycle and Pedestrian Advisory Commission
 3. Community and Senior Services Commission
 4. Library Board
 5. Parks Commission
 6. Transportation and Parking Commission
 - iv. In addition to all Youth Commission meetings, the liaisons shall attend all meetings of the Board or Commission they are a liaison to. If the

liaison is not able to attend the meeting of the Board or Commission they are assigned, it shall be their responsibility to advise the Chair of the Youth Commission and to assist in finding an alternate.

- v. Liaisons shall provide a monthly report to the Youth Commission and be responsible for conveying the Youth Commission's input to the Board or Commission.
 - vi. The Commission shall appoint a Chair and Vice Chair.
 - vii. A majority of members shall constitute a quorum for the purpose of transacting business.
 - viii. Commission members shall serve without compensation, provided that, with advance budgetary approval of the Town of Los Gatos, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the current Council policy.
 - ix. The Commission shall hold a regular meeting at least once each month between September and June. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following).
 - x. Minutes of the actions taken during its meetings shall be kept and filed with the Town Clerk Administrator.
 - xi. Meeting attendance requirements will conform with the current Town Resolution.
- b. The duties of the Commission shall include the following:
- i. Foster greater involvement of youth in municipal government affairs.
 - ii. Study problems, activities, and concerns of youth, especially as they relate to municipal programs or projects of the Town of Los Gatos.
 - iii. Hold forums on problems, activities, and concerns of youth, either alone or in conjunction with other governmental agencies and community organizations, as the Commission deems desirable or is directed by Council.
 - iv. Review municipal matters referred to the Commission by the Town Council or other Town Boards, Commissions, or Committees as appropriate, and make recommendations on those matters.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the day of 20 by the following vote:

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

ATTEST:

CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

RESOLUTION 20

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING THE ARTS AND CULTURE COMMISSION ENABLING RESOLUTION AND RESCINDING RESOLUTION 2009-100

BE IT RESOLVED by the Town Council of the Town of Los Gatos that the Town Council does hereby establish the terms and conditions for appointment to, and conduct of, the Arts and Culture Commission. The Commission is advisory to the Town Council and operates in the manner hereinafter prescribed.

1. Membership/Organization

- a. The Commission shall consist of nine (9) adult voting members, whose terms of office shall be three (3) years and until their successors are appointed by the Town Council and two (2) Youth Commission liaisons as voting members. One (1) adult member of the Commission shall be an arts professional, such as an artist, art historian, art administrator, museum professional, or architect.
- b. The terms of office of the respective members shall be staggered and overlapped in such a manner that the terms of no more than (3) of the members expire each year.
- c. The Town Council shall fill any vacancies occurring during the term of the Commission. The Commission shall annually designate a Chair and Vice Chair.
- d. A majority of members shall constitute a quorum of the Commission for the purpose of transacting business. Any member shall have the right to present a minority view to Council in reference to any report or recommendation the Commission may take.
- e. The members of the Commission shall serve without compensation, provided that with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the provisions of the current Administrative Policy.

- f. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following).
- g. A record of all minutes and resolution of the Commission shall be kept and shall be a public record.
- h. Residency and meeting attendance requirements will conform with current Town Resolutions.

2. Duties and Functions

- a. The function of the Commission shall be to serve in an advisory capacity to the Town Council regarding Town policies within its scope of expertise; specifically, on the art, drama, music, and other creative activities of the community. With the prior approval of, and/or at the direction of, the Town Council or its delegate, the Commission shall receive public input, evaluate options, and make recommendations on policy issues including, but not limited to, the following:
 - i. Matters affecting the artistic and/or cultural life of the community; and
 - ii. Local visual and performing arts efforts; and
 - iii. Matters in the field of art, aesthetics, and beautification.
- b. The Commission shall make recommendations to the Town Council concerning public art, under the terms of the current Town Public Art Selection Policy and Procedure.
- c. The Commission shall perform other duties as assigned by the Town Council.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the day of 20 by the following vote:

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

ATTEST:

CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

ARTS AND CULTURE COMMISSION

RESOLUTION 2009-100

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING THE ARTS AND CULTURE COMMISSION ENABLING RESOLUTION AND RESCINDING RESOLUTION 1996-37

RESOLVED by the Town Council of the Town of Los Gatos, that the Town Council does hereby establish the terms and conditions for appointment to and conduct of the Arts and Culture Commission. The Commission is advisory to the Town Council and operates in the manner hereinafter prescribed.

1. Membership-Organization

- a. The Commission shall consist of nine (9) voting members, whose terms of office shall be three (3) years and until their successors are appointed by the Town Council. One (1) member of the Commission shall be an arts professional, such as an artist, art historian, art administrator, museum professional, or architect.

The terms of office of the respective members shall be staggered and overlapped in such a manner that the terms of no more than three (3) of the members expire each year.

The Town Council shall fill any vacancies occurring during the term of the Commission. The Commission shall annually designate a Chairperson and Vice-Chairperson.

- b. Five (5) members of the Commission shall constitute a quorum of the Commission for the purpose of transacting business. Any member shall have the right to present a minority view to Council in reference to any report or recommendation the Commission may take.
- c. The members of the Commission shall serve without compensation, provided that with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the provisions of the current Administrative Policy.
- d. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following).
- e. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.
- f. Residency and meeting attendance requirements will conform with current Town Resolutions.

2. Duties and Functions

- a. The function of the Commission shall be to serve in an advisory capacity to the Town Council regarding Town policies within its scope of expertise; specifically, on the art, drama, music, and other creative activities of the community. With the prior approval of, and/or at the direction of, the Town Council or its delegate, the Commission shall receive public input, evaluate options, and make recommendations on policy issues including, but not limited to, the following:
 1. Matters affecting the artistic and/or cultural life of the community; and
 2. Local visual and performing arts efforts; and
 3. Matters in the field of art, aesthetics, and beautification.
- b. The Commission shall make recommendations to the Town Council concerning public art, under the terms of the current Town Public Art Selection Policy and Procedure.
- c. The Commission shall perform other duties as assigned by the Town Council.

BE IT FURTHER RESOLVED that Resolution 1996-37 is hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 21st day of September, 2009, by the following vote:

COUNCIL MEMBERS:

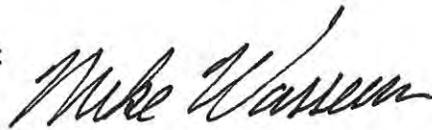
AYES: Diane McNutt, Joe Pirzynski, Steve Rice, Barbara Spector, Mayor Mike Wasserman

NAYS:

ABSENT:

ABSTAIN:

SIGNED:



MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST:



CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

RESOLUTION 2015-011

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS
ESTABLISHING THE BICYCLE AND PEDESTRIAN ADVISORY COMMISSION AND
DISSOLVING THE BICYCLE ADVISORY COMMITTEE BY RESCINDING
RESOLUTION 2005-39**

WHEREAS, the Town of Los Gatos has a Bicycle Advisory Committee consisting of three (3) members, one (1) each from the membership of the Transportation and Parking Commission, the Parks Commission, and the Youth Commission;

WHEREAS, the Committee meets at least once each year and as required to advise staff on matters relating to grant applications for proposed bikeway projects;

WHEREAS, the Town Council now desires to rescind Resolution 2005-39 and wishes to establish a Bicycle and Pedestrian Advisory Commission to provide an expanded role in a subject area significant both locally and regionally.

WHEREAS, there is a need for a Bicycle and Pedestrian Advisory Commission to function in the Town of Los Gatos to review and recommend actions related to bikeways, pedestrian paths and walkways, and related issues.

NOW THEREFORE, BE IT RESOLVED:

1. There is hereby created a Bicycle and Pedestrian Advisory Commission for the Town.
 - a. The Commission shall be advisory to the Town Council and shall operate in the manner hereinafter prescribed.
2. Membership/Organization
 - a. The Bicycle and Pedestrian Advisory Commission shall consist of seven (7) members. Membership composition shall be one (1) each appointed from and by the membership of the Transportation and Parking Commission, the Parks Commission, and the Youth Commission, three (3) members appointed by the Town Council, and one (1) member appointed from and by the membership of the Los Gatos Safe Routes to School Committee.
 - b. Members of the Commission shall reside within the incorporated municipal limits of the Town of Los Gatos, or when appointed by Transportation and Parking Commission, Parks Commission, Youth Commission, or Safe Routes to School Committee, residency shall comply with the requirements of that Commission or Committee.

- c. The term of office shall be for one (1) year for appointments by the Transportation and Parking, Parks, and Youth commissions with no limitations on reappointments, one (1) year for appointments by the Los Gatos Safe Routes to School Committee, and three (3) years for appointments by the Town Council. Terms shall begin January 1 and end December 31. Initial Town Council appointments shall be one (1) commissioner for a three year term, one commissioner for a two (2) year term, and one commissioners for a one (1) year term, so as to avoid terms expiring concurrently
- d. Commission members shall serve without compensation.
- e. The Commission shall hold regular meetings at least bi-monthly, with adjustments to the frequency as required to meet the necessary obligations of the Town and the Commission.
- f. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following).
- g. Staff services as required shall be provided to the Commission by the Parks and Public Works Director, or designee, who shall also serve as Secretary of the Commission without vote.
- h. Meeting attendance requirements will conform with current Town Resolution 2011-012: Amending Attendance Requirements for Members of All Town Commissions, Committees, and Boards, and Rescinding Resolution 2003-136 and Resolution 2003-137.
- i. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.

3. Powers and Duties.

The duties of the Bicycle and Pedestrian Advisory Commission shall be to:

- a. Act in an advisory capacity to the Town Council in matters pertaining to current trends and experiences in enhancing multi-modal travel; integration of Town trails and bike and pedestrian paths with neighboring jurisdictions; reviewing relevant grant applications; focusing on transportation around schools, including enhancing safe routes to schools efforts; reviewing and updating the Town's Bicycle and Pedestrian Master Plan as needed; and related topics as directed by the Town Council or requested by Town staff.

- b. Review policies and procedures on streets and trails.
 - c. Review periodic inventories of bikeways and walkways that exist or may be needed, and interpret the needs of the public within these areas to staff.
 - d. Appoint one member of the Commission as a representative of the Town to serve on the Valley Transportation Authority Bicycle and Pedestrian Advisory Commission.
 - i. Appointments shall be for a term of one year.
 - ii. Should the Bicycle Advisory Commission fail to appoint a member of the Commission, the Town Bicycle and Pedestrian Advisory Commission will consider members of other standing Commissions.
 - iii. Appointee shall provide written and/or oral reports at each regularly scheduled meeting.
4. Not to affect powers of Town Council. Nothing in this resolution shall be construed as restricting or curtailing any of the powers of the Town Council, or as a delegation to the Bicycle and Pedestrian Advisory Commission of any of the authority or discretionary powers vested and imposed by law in such Council. The Town Council declares that the public interest, convenience, welfare and necessity require the appointment of a Bicycle and Pedestrian Advisory Commission to act in a purely advisory capacity to such Council for the purposes enumerated in this resolution.
5. Resolution 2005-39 is rescinded effective upon the date of the first meeting of the Bicycle and Pedestrian Advisory Commission.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 3rd of March 2015 by the following vote:

COUNCIL MEMBERS:

AYES: Steve Leonardis, Rob Rennie, Marico Sayoc, Barbara Spector, Mayor Marcia Jensen

NAYS:

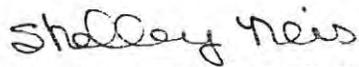
ABSENT:

ABSTAIN:

SIGNED: 

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST:



CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

RESOLUTION NO. 2002 - 104

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS
RESCINDING RESOLUTION 1991-279 AND RESOLUTION 1996-31,
AND AMENDING RESOLUTION 1995-44,
PERTAINING TO THE BUILDING BOARD OF APPEALS**

WHEREAS, the Town Council, in adopting Resolution 1991-279, which was later amended by Resolution 1996-31, established the terms and conditions for appointment to and conduct of the Board of Appeals to hear and decide appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretation of the technical rules, and in Resolution 1995-44 established a residency requirement for appointment and continuing membership on the Board of Appeals.

WHEREAS, the Town Council has found it difficult to find a sufficient number of applicants willing and qualified to serve on the Board of Appeals due to the required number of members and residency requirement.

WHEREAS, the Town Council now desires to rescind Resolutions 1991-279 and 1996-31, and to amend Resolution 1995-44, in order to reduce the membership of the Board of Appeals from five (5) to three (3) members, and to allow non-resident business or property owners to become and remain members of the Board of Appeals, all in order to assist in maintaining full membership on the Board of Appeals in the event of an appeal.

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF LOS GATOS DOES HEREBY RESOLVE: that the terms and conditions for appointment to and conduct of a Board of Appeals to hear and decide appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretations of the technical rules, are hereby established as follows:

1. Membership - Organization:
 - a. The Board of Appeals shall consist of three (3) members who are qualified by experience and training to pass upon matters pertaining to building construction and building service equipment and who are not employees of the Town of Los Gatos. The Building Official shall be an ex officio member and shall act as secretary to said board but shall have no vote upon any matter before the board.

The Fire Marshall shall act as an ex officio, non voting member for issues related to the fire code. The Board of Appeals shall be appointed by the Town Council. The term of appointment shall be four (4) years and until their successors are qualified and appointed.

- b. Two (2) of the members shall reside in the Town and one (1) member may conduct business or own property in the Town.
- c. The Board shall establish rules and procedures relative to the conduct of business before the Board, and the election and term of officers. The Board shall elect a chair and a vice-chair, both of whom shall serve at the pleasure of the Board.
- d. The Board of Appeals shall hold meetings annually and as necessary. Meetings shall occur the second Tuesday of February at 5:30 p.m. in the Town Council Chambers. The Board shall call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following). A majority of the Board shall constitute a quorum for the purpose of transacting the business of the Board.
- e. Minutes of the actions taken during its meetings shall be kept and filed with the Town Clerk.
- f. Meeting attendance requirements will conform with current Town resolution.
- g. Board members shall serve without compensation, provided that, with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the current Council policy.

2. Powers and Duties:

The duties of the Board of Appeals shall be to hear and decide appeals or orders, decisions or determinations made by the Building Official relative to the application and interpretation of the technical codes. The Board of Appeals shall have no authority relative to interpretation of the administrative provisions of the Uniform Building Codes or the technical codes nor shall the Board be empowered to waive code requirements.

BE IT FURTHER RESOLVED that section 1. of Resolution 1995-44 is hereby amended to read as follows:

- 1. Residency in Town is required for appointment and continued membership

on the following boards and commissions:

Arts Commission
Conceptual Development Advisory Committee
Historic Preservation Committee
Planning Commission

Community Services Commission
General Plan Committee
Library Board
Sister City Committee

and that section 4. of Resolution 1995-44 is hereby amended to read as follows:

4. Residency in Town is not required for the following boards and commissions:

Business Improvement District Board
Development Review Committee
Parking Commission

Board of Appeals
Newsrack Committee

BE IT FURTHER RESOLVED that Resolution 1991-279 and 1996-31 are hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 1st day of July, 2002 by the following vote:

COUNCIL MEMBERS

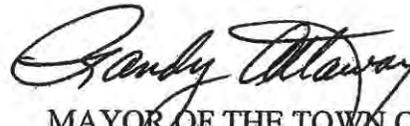
AYES: Steven Blanton, Sandy Decker, Steve Glickman, Joe Pirzynski, Mayor Randy Attaway.

NAYS: None

ABSTAIN: None

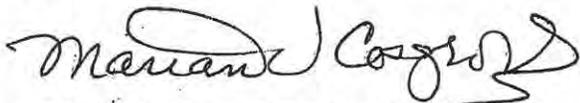
ABSENT: None

SIGNED:



MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST:



CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

COMMUNITY SERVICES COMMISSION

RESOLUTION 2009-101

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING THE COMMUNITY SERVICES COMMISSION ENABLING RESOLUTION AND RESCINDING RESOLUTIONS 2004-60, 1996-36, 1993-99, AND 1988-215

RESOLVED by the Town Council of the Town of Los Gatos, that the Town Council does hereby establish the terms and conditions for appointment to and conduct of the Community Services Commission. The Commission is advisory to the Town Council and operates in the manner hereinafter prescribed.

1. Membership-Organization

- a. The Community Services Commission consists of nine (9) voting members. Seven (7) are members over eighteen (18) years of age. Their terms of office are three (3) years and until their successors are appointed. Two (2) members of the Commission shall, at the time of their appointment, have completed the ninth (9th) grade, shall be students enrolled in an accredited school, and shall be no more than eighteen (18) years old. Their terms of office are one (1) year and until their successors are appointed.

The Commission's membership shall, to the extent possible, reflect the social and economic diversity of the Los Gatos community.

The members' terms of office are staggered and overlapped so that the terms of no more than three (3) of the adult members expire each year.

The Town Council shall fill any vacancies occurring during the term of the Commission. The Community Services Commission shall appoint and prescribe the term of office for its Chair and Vice-Chair.

- b. Five (5) voting members of the Commission shall constitute a quorum for the purpose of transacting business. Any member shall have the right to present a minority view to the Town Council in reference to any report or recommendation the Commission makes.
- c. Commission members shall serve without compensation, provided that, with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the provisions of the current Administrative Policy.
- d. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following).

- e. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.
- f. Residency and meeting attendance requirements will conform with current Town Resolutions.

2. Duties and Functions

- a. The function of the Commission shall be to serve in an advisory capacity to the Town Council regarding Town policies within its scope of expertise; specifically, on the housing and human service needs of the community. With the prior approval of, and/or at the direction of, the Town Council or its delegate, the Commission shall receive public input, evaluate options, and make recommendations on policy issues including, but not limited to, the following:
 - 1. The goals and objectives contained in the Human Service Element of the Town's General Plan; and
 - 2. The coordination of community services programs between the Town and other agencies, both public and private; and
 - 3. Emerging community needs, including demographic and economic trends.
- b. The Commission shall make recommendations to Town Council concerning projects to be included in funding applications under the Housing and Community Development Act of 1974 and perform the duties necessitated by the Act upon the request of Town Council.
- c. In developing recommendations to the Town Council, the Commission should:
 - 1. Elicit the interest and support of various relevant community individuals and groups.
 - 2. Study and examine sources of public and private funding to meet housing and community service needs.
 - 3. Evaluate the effectiveness of existing programs and make constructive suggestions for improvement.
 - 4. Examine ways to minimize and/or eliminate overlapping and duplicative services.
- d. The Commission may send representatives, when appropriate, to other bodies or commissions.
- e. The Commission shall perform other duties as assigned by the Town Council.

BE IT FURTHER RESOLVED that Resolutions 2004-60, 1996-36, 1993-99, and 1988-215 are hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 21st day of September, 2009, by the following vote:

COUNCIL MEMBERS:

AYES: Diane McNutt, Joe Pirzynski, Steve Rice, Barbara Spector, Mayor Mike Wasserman

NAYS:

ABSENT:

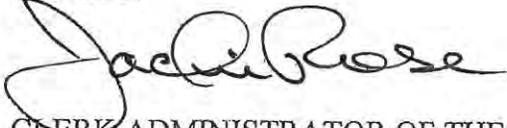
ABSTAIN:

SIGNED:



MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST:



CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

RESOLUTION 1992-147

RESOLUTION OF THE TOWN COUNCIL
OF THE TOWN OF LOS GATOS
TO ESTABLISH THE CONCEPTUAL
DEVELOPMENT ADVISORY COMMITTEE
AS AN ADVISORY BODY
TO THE PLANNING COMMISSION

RESOLVED, by the Town Council of the Town of Los Gatos, that the Town Council hereby formally establishes the Conceptual Development Advisory Committee. The Committee shall be advisory to the Planning Commission and shall operate in the manner hereinafter prescribed.

1. Appointment and terms of office.

The Preservation Committee shall consist of five (5) members. Three (3) members shall be members of the Planning Commission and the two (2) members shall be members of the Town Council.

The terms of office of the Committee shall be at the discretion of the Mayor for Town Council members and the Chair of the Planning Commission for Planning Commission members.

2. Meetings; quorums; officers.

The Conceptual Development Advisory Committee shall hold regular meetings at least once a month if any applications are received. A majority of the Conceptual Development Advisory Committee shall constitute a quorum for the purpose of transacting the business of the Committee. The Committee shall elect a chair and vice-chair, both of whom shall serve at the pleasure of the Committee. Terms of office shall be for one year and shall begin on October 1 and continue through September 30 of the following year.

3. Powers and duties.

The duties of the Conceptual Development Advisory Committee shall be to advise a prospective applicant of whether his project is consistent with Town policy prior to initiating an expensive and time consuming development review process; and to identify and

list problems with the proposal that need to be addressed in the review process. The Committee shall not review projects for which any permit application has been submitted to the Planning or Building Department.

4. Resolution not to affect powers of Town Council or Planning Commission.

Nothing in this resolution shall be construed as restricting or curtailing any of the powers of the Town Council or Planning Commission, or as a delegation to the Conceptual Development Advisory Committee of any of the authority or discretionary powers vested and imposed by law in such bodies.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 20th day of July 1992, by the following vote:

COUNCIL MEMBERS:

AYES: Randy Attaway, Joanne Benjamin, Steven Blanton, Eric D. Carlson, and Brent N. Ventura

NAYS: None

ABSENT: None

ABSTAIN: None

SIGNED:



**MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA**

ATTEST:


**CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA**

ADMINISTRATIVE POLICY FOR PROCESSING
"REQUESTS FOR REVIEW" BEFORE THE CONCEPTUAL
DEVELOPMENT ADVISORY COMMITTEE

1. The Committee will meet once a month on a regular schedule (time and date to be determined by Committee members).
2. The Committee shall consist of three Planning Commissioners and two Town Council persons.
3. A prospective developer shall submit at his/her option, a "Request For Review" which shall include:
 - a. A signed application form available from the Planning Department.
 - b. A brief, general description of the project and its location (no more than one typed page-double spaced).
 - c. A preliminary site plan. Schematic elevations may be submitted, but are not required. Detailed plans will not be accepted.
 - d. A \$245 review and processing fee.
4. The prospective developer has 10 minutes to make a presentation and the Committee has 20 minutes to respond.
5. The Committee may only review a project once.
6. The Committee will not review a project for which any permit application has been submitted to the Planning or Building Department.
7. A Committee agenda will be mailed and posted 72 hours before the meeting. No other public notice will occur.
8. There will be no minutes or tapes of the Committee meetings.
9. There will be an action letter mailed out advising the prospective developer of the Committee's list of concerns and comments. This letter will become part of the Development Review Committee staff report to the Planning Commission at such time as a formal application is filed.
10. The Committee review is based on policy issues only. There is no technical or ordinance compliance review by either the Committee or staff.

DEVELOPMENT REVIEW COMMITTEE

LOS GATOS TOWN CODE

CHAPTER 29, ARTICLE II, DIVISION 5

Sec. 29.20.455. Development Review Committee.

A Development Review Committee is established for the Town. The members of the Development Review Committee who attend all of the Committee meetings are the Planning Director, the Town Engineer, the Building Official and the Director of Parks, Forestry and Maintenance Services. The Fire Chief, Chief of Police, Town Attorney and Health Officer are also members of the Development Review Committee, but each of them only attends meetings when it is determined that the matters under consideration require attendance or when the Planning Director requests attendance.

Sec. 29.20.460. Chair.

The Planning Director shall be the Chair of the Development Review Committee and shall determine whether an item before the Development Review Committee will be placed on the Planning Commission's consent calendar, placed as a regular Planning Commission agenda item or continued to a subsequent Development Review Committee meeting. When the Development Review Committee does not reach a consensus on a matter, a dissenting report is required.

Sec. 29.20.465. Representative members.

Any member of the Development Review Committee may designate a person to act in the member's place at committee meetings, subject to approval of the Town Manager. One (1) member may not be the designee of another, nor may any one (1) designee represent more than one (1) member.

Sec. 29.20.470. Meeting; schedule and notices.

- (a) A reasonable period of time before each meeting the Chair shall notify the members of the Development Review Committee of the time and place of the meeting. The notification shall state what matters will be considered at the meeting.
- (b) The meetings shall be held on a regular schedule during business hours, but may extend or be continued to other times.

Sec. 29.20.475. Applicant attendance.

The applicant or the applicant's representative is required to attend the Development Review Committee meeting.

RESOLUTION 1994-15

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS TO AMEND THE TERMS OF OFFICE OF THE GENERAL PLAN COMMITTEE AS AN ADVISORY BODY TO THE PLANNING COMMISSION

RESOLVED, by the Town Council of the Town of Los Gatos, that the Town Council hereby formally establishes the General Plan Committee. The Committee shall be advisory to the Planning Commission and shall operate in the manner hereinafter prescribed.

1. Appointment and terms of office.

The General Plan Committee shall consist of seven (7) members. Three (3) members shall be members of the Planning Commission, two (2) members shall be members of the Town Council, one (1) member shall be a member of the Community Services Commission and one (1) member shall be a resident of the Town.

The terms of office of the Committee shall be at the discretion of the Mayor for Town Council members, the Chair of the Planning Commission for Planning Commission members and the Chair of the Community Services Commission for the Community Services Commission member. The public member shall be appointed by the Town Council and shall serve a term of four (4) years.

2. Removal of Public members; absence of members.

The removal of the public member and the absence of members shall be governed in accordance with the rules established in the latest Town Council resolution concerning duties of members of Boards and Commissions of the Town of Los Gatos. Vacancies shall be filled by appointment by a majority vote of the Town Council, and shall be for the unexpired term of the office vacated.

3. Meetings; quorums; officers.

The General Plan Committee shall hold regular meetings at least once a month as deemed necessary by the Planning Director. A majority of the General Plan Committee shall constitute a quorum for the purpose of transacting the business of the Committee. The Committee shall elect a chair and vice-chair, both of whom shall serve at the pleasure of the Committee. Terms of office shall be for one year and shall begin on February 1 and continue through January 31 of the following year.

4. Powers and Duties.

The duties of the General Plan Committee shall be to report to, consult with, and provide assistance to the Planning Commission and Town Council on all matters relating

to the General Plan or any specific Plan. The Committee must report to the Planning Commission prior to any Commission meeting scheduled to discuss an application for a General Plan Amendment.

5. Resolution not to affect powers of Town Council or Planning Commission.

Nothing in this resolution shall be construed as restricting or curtailing any of the powers of the Town Council or Planning Commission, or as a delegation to the General Plan Committee of any of the authority or discretionary powers vested and imposed by law in such bodies.

FURTHER RESOLVED that this Resolution rescinds Resolution 1991-220.

PASSED AND ADOPTED at a regular meeting of the Town Council held on February 7, 1994, by the following vote:

COUNCIL MEMBERS:

AYES:	Joanne Benjamin, Steven Blanton, Linda Lubeck, Patrick O'Laughlin, Mayor Randy Attaway
NAYS:	None
ABSENT:	None
ABSTAIN:	None

SIGNED: 
MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST:


CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

RESOLUTION 2004 - 109

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS TO AMEND THE TERMS OF OFFICE AND DUTIES OF THE **HISTORIC PRESERVATION COMMITTEE** AND RESCINDING RESOLUTION 1994-16

RESOLVED by the Town Council of the Town of Los Gatos, that the Town Council hereby amend the terms of office and duties of the Historic Preservation Committee. The Committee shall be advisory to the Planning Commission and shall operate in the manner hereinafter prescribed.

1. Appointment and terms of office.

The Historic Preservation Committee shall consist of five (5) members, three (3) public members and two (2) Planning Commissioners. The public members shall be appointed by the Town Council and the Planning Commission members shall be appointed by the Planning Commission Chair and affirmed by the Town Council. The Town Council and the Planning Commission chair shall appoint professional and lay members with demonstrated interest, competence, or knowledge in historic preservation. The Town Council and Planning Commission chair shall seek professional committee members from among the disciplines of architecture, history, architectural history, planning, archeology, or other historic preservation related disciplines such as urban planning, American studies, American civilization, cultural geography, or cultural anthropology to the extent that such professionals are available in the community. Except as necessary to appoint qualified historic preservation professionals in the community, the Committee members should be residents of the Town, and at least one member should be a resident of a designated historic district.

The terms of office of the three (3) public members of the Committee shall be four (4) years and until their successors are appointed and qualify.

2. Removal of Public members; absence of members.

The removal of public members and the absence of members shall be governed in accordance with the rules established in the latest Town Council resolution concerning duties of members of Boards and Commissions of the Town of Los Gatos. Vacancies shall be filled by appointment by a majority vote of the Town Council, and shall be for the unexpired term of the office vacated.

3. Meetings; quorums; officers.

The Historic Preservation Committee shall hold regular meetings at least once a month, and such other meetings as it deems necessary or expedient. Special meetings shall be held by the Committee to avoid any delay of an application being considered by the Planning Commission. A majority of the Historic Preservation Committee shall constitute a quorum

for the purpose of transacting the business of the Committee. The Committee shall elect a chair and vice-chair, both of whom shall serve at the pleasure of the Committee. Terms of office shall be for one year and shall begin on February 1 and continue through January 31 of the following year.

4. Powers and Duties.

The duties of the Historic Preservation Committee shall be to report to, consult with, and provide assistance to the Planning Commission as provided in Chapter 29, Article VIII, Division 3 of the Town Code. The Committee must report to the Planning Commission prior to any Commission meeting scheduled to discuss an application for a historic structure which requires Planning Commission approval, or a proposal to designate a landmark or a historic district.

5. Resolution not to affect powers of Town Council or Planning Commission.

Nothing in this resolution shall be construed as restricting or curtailing any of the powers of the Town Council or Planning Commission, or as a delegation to the Preservation Committee of any of the authority or discretionary powers vested and imposed by law in such bodies.

FURTHER RESOLVED, that this Resolution rescinds Resolution 1994-16.

PASSED AND ADOPTED at a regular meeting of the Town Council held on the 16th day of August, 2004, by the following vote:

COUNCIL MEMBERS:

AYES: Sandy Decker, Diane McNutt, Joe Pirzynski, Mike Wasserman,
Mayor Steve Glickman.

NAYS: None

ABSENT: None

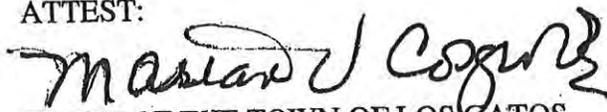
ABSTAIN: None

SIGNED:



MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST:



CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

RESOLUTION 2014-025

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS ESTABLISHING THE TERMS AND CONDITIONS FOR APPOINTMENT TO AND CONDUCT OF THE LIBRARY BOARD

WHEREAS, On April 15, 2014, the Library Board approved through unanimous vote, a resolution establishing the terms and conditions for the appointment to and conduct of the Library Board.

NOW, THEREFORE, BE IT RESOLVED THAT, (a) The Library Board shall consist of seven (7) members - five (5) adult members and two (2) youth members. Adult members terms of office shall be three (3) years and until their successors are appointed by the Town Council. Youth members terms shall be one (1) year and until their successors are appointed by Town Council.

Two (2) members of the Board shall, at the time of his/her appointment, have completed the ninth (9th) grade, reside in the Town of Los Gatos, and attend any accredited high school; or have completed ninth (9th) grade, have a Los Gatos mailing address, and attend an accredited high school in the Town of Los Gatos. The student member's term of office is one (1) year and until his/her successor is appointed.

The terms of office of the adult members shall be staggered and over lapped in such a manner that the terms of no more than one-third of the members expire each year.

The Town Council shall fill any member vacancies occurring during the term of the Board. The Board shall, annually, at the January meeting, designate a Chairperson and Vice-Chairperson.

The adult members of the Library Board shall be residents of the incorporated area of the Town of Los Gatos. Meeting attendance requirements for all Board members will conform with current Town Resolutions.

(b) Four members of the Board shall constitute a quorum of the Board for the purpose of transacting business. Any member shall have the right to present a minority view to Council in reference to any report or recommendation the Board may take.

(c) The members of the Board shall serve without compensation, provided that with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the provisions of the current Administrative Policy.

(d) The Library Board shall establish a regular time and location for its meetings and shall conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950.)

Special meetings may be called at any time by three Board members by written notice served upon each member, and shall be posted at least twenty-four hours before the time specified for the proposed meeting.

(e) Minutes of the actions taken during the Board's meetings shall be kept and shall be a public record.

BE IT FURTHER RESOLVED THAT, (a) The function of the Board shall be to serve in an advisory capacity to the Town Council regarding Town policies within its scope of expertise; specifically on library programs, services and policies that meet the needs of the community. With the prior approval of, and/or at the direction of, the Town Council or its delegate, the Board shall receive public input, evaluate options, and make recommendations on policy issues affecting the library.

(b) The Board shall promote the services of the library in the community by:

1. Becoming familiar with the library's services and with applicable local and state library laws.
2. Speaking to service clubs, business associations, school groups, and other organizations about the library's program and services.

(c) The Board may send representatives, when appropriate, to other bodies or commissions.

(d) The Board shall perform other duties as assigned by the Town Council.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California on the 21st day of April, 2014 by the following vote:

COUNCIL MEMBERS:

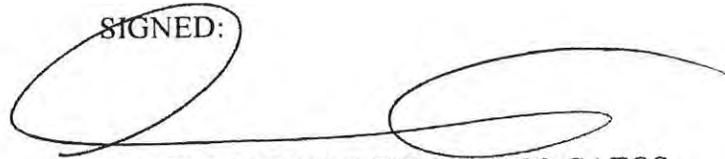
AYES: Marcia Jensen, Diane McNutt, Joe Pirzynski, Barbara Spector, Mayor Steven Leonardis

NAYS:

ABSENT:

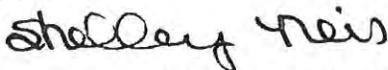
ABSTAIN:

SIGNED:



MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST:



CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

PARKS COMMISSION

RESOLUTION 2009-102

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING THE PARKS COMMISSION ENABLING RESOLUTION AND RESCINDING RESOLUTION 2004-3

RESOLVED by the Town Council of the Town of Los Gatos, that the Town Council does hereby establish the terms and conditions for appointment to and conduct of the Parks Commission. The Commission is advisory to the Town Council and operates in the manner hereinafter prescribed.

1. Membership/Organization.

- a. The Parks Commission shall consist of nine (9) members: seven (7) adults, two (2) students. All commissioners shall be appointed by the Town Council.
- b. Six (6) adult members of Commission shall reside within the incorporated municipal limits of the Town of Los Gatos, California; one (1) adult member may reside within the incorporated municipal limits of the Town of Los Gatos or of the City of Monte Sereno, California. Both of the two (2) youth members shall reside within the incorporated municipal limits of the Town of Los Gatos, California and attend any accredited school; or reside in the unincorporated areas of the County of Santa Clara, California, which have a Los Gatos mailing address, and attend a school located within the Town of Los Gatos.
- c. Both of the two (2) youth members of the Commission shall, at the time of their appointment, have completed the ninth grade, and shall be no more than eighteen (18) years old.
- d. The terms of office of the student members shall be one (1) year, commencing October first and ending September thirtieth.
- e. The terms of office of all other members of the Commission shall be three (3) years and until their successors are appointed and qualify. The members' terms of office are staggered and overlapped so that the terms of no more than three (3) of the adult members expire each year.
- f. Commission members shall serve without compensation, provided that, with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the provisions of the current Administrative Policy.
- g. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following).

- h. Five (5) members of the Parks Commission shall constitute a quorum for the purpose of transacting the business of the Commission. The Parks Commission shall elect a Chair and a Vice-Chair, both of whom shall serve at the pleasure of the Commission. Terms of office shall be for one (1) year and shall begin on the first meeting in March and end the following March.
 - i. Staff services as required shall be provided to the Parks Commission by the Town Manager, or his/her designee.
 - j. Meeting attendance requirements will conform with current Town Resolution.
 - k. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.
2. Powers and Duties.
- a. The function of the Commission shall be to serve in an advisory capacity to the Town Council regarding Town policies within its scope of expertise; specifically, on matters pertaining to public parks, off-street trails, open space, grounds, and street trees. With the prior approval of, and/or at the direction of, the Town Council or its delegate, the Commission shall receive public input, evaluate options, and make recommendations on policy issues including, but not limited to, the following:
 - 1. Policies and procedures on park, trail, open space, and street tree programs.
 - 2. Inventories of park, trail, open space, and street tree services that exist or may be needed, and of the needs of the public regarding these services.
 - 3. Coordination of park, trail, open space, and street tree services with the programs of other governmental agencies and voluntary organizations.

BE IT FURTHER RESOLVED that Resolution 2004-3 is hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 21st day of September, 2009, by the following vote:

COUNCIL MEMBERS:

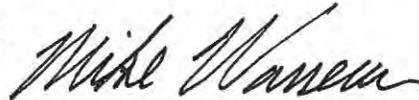
AYES: Diane McNutt, Joe Pirzynski, Steve Rice, Barbara Spector, Mayor Mike Wasserman

NAYS:

ABSENT:

ABSTAIN:

SIGNED:



MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST:



CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

TRANSPORTATION AND PARKING COMMISSION

RESOLUTION 2009-104

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS DETERMINING THE NEED FOR A PARKING AUTHORITY, DECLARING THE TOWN COUNCIL TO BE THE PARKING AUTHORITY, ESTABLISHING THE TRANSPORTATION AND PARKING COMMISSION, AND RESCINDING RESOLUTION 2004-110

WHEREAS, transportation issues throughout Los Gatos need to be carefully evaluated to ensure that the quality of life in Town is positively impacted by proper transportation management; and,

WHEREAS, traffic congestion and speeding, particularly in the residential neighborhoods, is also an ongoing problem within the Town of Los Gatos; and,

WHEREAS, pursuant to Section 3650 of the Streets and Highways Code of the State of California there has been created and now exists a public body corporate and politic known as the Parking Authority of the Town of Los Gatos in accordance with the provisions of the Parking Law of 1949; and,

WHEREAS, the Parking Law of 1949 provides that the Parking Authority shall not transact any business or exercise any powers unless and until the Council by resolution declares that there is need for the Authority to function in the Town of Los Gatos.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Los Gatos:

1. There is a need for a Parking Authority to function in the Town of Los Gatos and this Council hereby so declares and determines.
 - a. The Council hereby declares itself to be the Parking Authority, and all of the rights, powers, duties, privileges, and immunities vested by the Parking Law of 1949 in the members of the Parking Authority shall be vested in the Council of the Town of Los Gatos as the Parking Authority of the Town of Los Gatos.
 - b. The purpose of the Parking Authority is to establish and manage parking improvements in the Central Business District.
 - c. The Mayor of the Town of Los Gatos shall act as the chairperson and presiding officer of the Parking Authority of the Town of Los Gatos.
2. There is a need for a Transportation and Parking Commission to function in the Town of Los Gatos to review and recommend actions relating to traffic calming, bikeways, parking, and related local traffic issues.

- a. There is hereby established a Transportation and Parking Commission which shall generally be responsible for advising the Town Council regarding local transportation and parking strategies and for advising the Parking Authority on matters pertaining to parking in the Central Business District.
- b. Membership/Organization
 1. The Transportation and Parking Commission shall consist of seven (7) members. Residency in Town is required for appointment and continued membership on the Transportation and Parking Commission, for all members.
 2. Members shall serve a term of three (3) years and until their successors are appointed and qualified, except any appointments to fill an unexpired term shall be for such unexpired period.
 3. The Commission shall appoint and prescribe the terms of office for its Chair and Vice-Chair.
 4. Four (4) voting members of the Commission shall constitute a quorum for the purpose of transacting business.
 5. Commission members shall serve without compensation, provided that, with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the provisions of the current Administrative Policy.
 6. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following).
 7. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.
 8. Meeting attendance requirements will conform with current Town Resolution.
- c. The function of the Commission shall be to serve in an advisory capacity to the Town Council and Parking Authority regarding Town and Parking Authority policies within its scope of expertise; specifically, on matters related to transportation and parking. With the prior approval of, and/or at the direction of, the Town Council, the Parking Authority, or its delegate, the Commission shall receive public input, evaluate options, and make recommendations on policy issues including, but not limited to, the following:
 1. The construction, operation, and maintenance of publicly owned off-street parking lots and structures and on-street parking spaces within the Central Business District.

2. Parking meter policy, directional sign placement, and parking lot traffic patterns.
3. Fees and assessments for the parking improvement program.
4. The allocation of funds derived from revenues collected on behalf of the Parking Authority. Any recommendations shall be based on allowed uses of such proceeds consistent with state and local law.
5. Traffic calming measures in accordance with the approved Traffic Calming Policy. Such proposals, if implemented, would be temporary. Permanent installations of traffic calming measures would be made with a consensus of the affected neighborhood and the approval of the Town Council.
6. Local transportation issues.
7. Bikeways and bicycle system planning.

2. This Resolution shall take effect immediately upon its adoption.

BE IT FURTHER RESOLVED that Resolution 2004-110 is hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 21st day of September, 2009, by the following vote:

COUNCIL MEMBERS:

AYES: Diane McNutt, Joe Pirzynski, Steve Rice, Barbara Spector, Mayor Mike Wasserman

NAYS:

ABSENT:

ABSTAIN:

SIGNED:



MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST:



CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

RESOLUTION 2005 - 52

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS
RESCINDING RESOLUTION 2004 - 67 AND
ESTABLISHING RULES FOR THE YOUTH COMMISSION**

WHEREAS, it is recognized that a youth perspective on issues which pertain to the youth in the community is an important part of decision making in Town; and

WHEREAS, there is value in increasing communication between adults and youth; and

WHEREAS, there is value in having a mechanism for youth to have a voice in Town affairs and issues relating to youth; and

WHEREAS, the Town Council of the Town of Los Gatos found and determined that the purpose of the Youth Commission is to foster and encourage civic and neighborhood pride and a sense of identity through the knowledge, understanding, and increased involvement of the Town's youth in the Town's present and future municipal affairs.

**NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE
TOWN OF LOS GATOS:**

1. There is a need for a Youth Commission to function in the Town of Los Gatos, which would establish a formal body by which the youth of Los Gatos would have a voice in the community.
 - a. There is hereby established a Youth Commission which shall generally be responsible for studying various problems, activities and other issues of concern to the youth in general, and for advising Council on matters pertaining to issues involving the youth of Los Gatos.
 - b. Membership/Organization
 - i. The Youth Commission shall consist of fifteen (15) members. The members shall be students who are entering grades 8 through 12. Membership for the students requires either residency in the incorporated limits of the Town of Los Gatos and enrollment in any accredited school, or residency in the unincorporated areas of the County of Santa Clara, which have a Los Gatos mailing address, and enrollment in a school located in the Town of Los Gatos.
 - ii. Up to five (5) Alternates may be appointed to the Youth Commission, with one representing each grade level appointed to the Commission. The alternates shall be students who are entering grades 8 through 12. Membership as an

Alternate requires either residency in the incorporated limits of the Town of Los Gatos and enrollment in any accredited school, or residency in the unincorporated areas of the County of Santa Clara, which have a Los Gatos mailing address, and enrollment in a school located in the Town of Los Gatos. An Alternate shall serve on the Youth Commission in the event a member from that grade or the next higher or lower grade if more than one member from a particular grade is no longer able to serve the remainder of his/her term.

- iii. The terms of office of the members shall be two (2) years, unless such member is first appointed upon entering the 12th grade whereby the term of office shall be one (1) year. Members will serve until their successors are appointed and qualified, except any appointments to fill an unexpired term shall be for such unexpired period. The terms of office of an alternate shall be one (1) year. Members shall serve a maximum of one term (2 years); however, an alternate may serve one year as an alternate and a two-year term as a member.
 - iv. Eight (8) voting members of the Commission shall constitute a quorum for the purpose of transacting business.
 - v. Commission members shall serve without compensation, provided that, with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the current Council policy.
 - vi. The Commission shall hold a regular meeting at least once each month between September and June. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following.) The Commission shall elect a Chair and Vice-Chair, both of whom shall serve at the pleasure of the Commission. Terms of office shall be for one (1) year and shall begin on the first meeting September and end the following September.
 - vii. Minutes of the actions taken during its meetings shall be kept and filed with the Town Clerk.
 - viii. Meeting attendance requirements will conform with the current Town Resolution.
- c. The duties of the Commission shall include the following:
- i. Foster greater involvement of youth in municipal government affairs.
 - ii. Study problems, activities, and concerns of youth, especially as they relate to municipal programs or projects of the Town of Los Gatos.

- iii. Hold forums on problems, activities and concerns of youth, either alone or in conjunction with other governmental agencies and community organizations, as the Commission deems desirable.
- iv. Review municipal matters referred to the Commission by the Town Council or other Town boards, committees, or commissions and, as appropriate, make recommendations on those matters.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 6th day of June, 2005 by the following vote:

COUNCIL MEMBERS

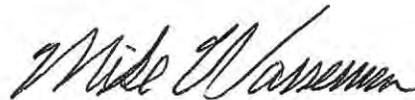
AYES: Steve Glickman, Diane McNutt, Joe Pirzynski, Barbara Spector,
Mayor Mike Wasserman.

NAYS: None

ABSTAIN: None

ABSENT: None

SIGNED:



MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST:



CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA



MEETING DATE: 08/25/16
ITEM NO: 3

POLICY COMMITTEE REPORT

DATE: AUGUST 19, 2016
TO: POLICY COMMITTEE
FROM: LAUREL PREVETTI, TOWN MANAGER
SUBJECT: REVIEW AND DISCUSS DRAFT FLAG POLICY

RECOMMENDATION:

Review and discuss draft Flag Policy.

BACKGROUND:

In March 2015, the topic of the Town's flag practice arose and the Interim Town Manager at the time requested the topic to be placed on a Policy Committee meeting agenda; however, the discussion never took place due to workload. At its July 14th meeting, the Policy Committee requested to review current flag procedures to determine if a Town flag policy should be created. The Committee expressed interest in creating a policy to identify protocols for lowering flags to half-staff on Town properties.

At the August 4, 2016 meeting, the Policy Committee directed staff to develop a draft Flag Policy with additional language regarding the California Governor's discretion. The purpose of this policy is to provide the proper procedures for lowering and raising flags on Town properties.

DISCUSSION:

Attachment 1 contains a draft Flag Policy for the Committee's discussion and consideration. Attachment 2 contains Title 4, Section 7 of the United States Code for the Committee's reference.

Staff looks forward to the discussion and direction of the Committee for next steps.

Attachments:

1. Draft Flag Policy
2. Title 4, Section 7 of the United States Flag Code

PREPARED BY: Shelayne Hammack
Management Analyst

Reviewed by: N/A Assistant Town Manager Town Attorney NA Finance



Title: Flag Policy

Policy Number:

Effective Date:

Pages:

Enabling Actions:

Revised Date:

Approved:

PURPOSE

This Policy provides direction for when to lower flags to half-staff and to raise flags flown on Town properties.

SCOPE

The Policy applies to all Town staff, volunteers, and residents managing flags flown on Town properties.

POLICY

The Town of Los Gatos will adhere to the United States Flag Code and the California Governor’s discretion on flag status. Title 4, Section 7 of the United States Code describes the United States Flag Code and the President’s authority. This Code specifies that only the President can order federal flags to half-staff. The Code also indicates that state governors have the authority to issue flag status proclamations. The Town will follow this Code when managing the Town’s flag procedures.

PROCEDURES

The procedures for lowering and raising flags on Town property are as follows.

1. The Town Council will establish the Flag Policy. The Town Manager and his or her designee will provide direction for flag status, and act as the final authority for the application of the policy according to federal and state declarations.
2. The Town Manager’s Office is responsible for the day-to-day operation of administering direction for flag status.

Title: Flag Policy	Page: 2 of 2	Policy Number:
---------------------------	------------------------	-----------------------

APPROVED AS TO FORM:

Robert Schultz, Town Attorney

4 USC 7: Position and manner of display

Text contains those laws in effect on July 21, 2016

From Title 4-FLAG AND SEAL, SEAT OF GOVERNMENT, AND THE STATES

CHAPTER 1-THE FLAG

Jump To:[Source Credit](#)[Amendments](#)[Miscellaneous](#)[Executive Documents](#)**§7. Position and manner of display**

The flag, when carried in a procession with another flag or flags, should be either on the marching right; that is, the flag's own right, or, if there is a line of other flags, in front of the center of that line.

(a) The flag should not be displayed on a float in a parade except from a staff, or as provided in subsection (i) of this section.

(b) The flag should not be draped over the hood, top, sides, or back of a vehicle or of a railroad train or a boat. When the flag is displayed on a motorcar, the staff shall be fixed firmly to the chassis or clamped to the right fender.

(c) No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America, except during church services conducted by naval chaplains at sea, when the church pennant may be flown above the flag during church services for the personnel of the Navy. No person shall display the flag of the United Nations or any other national or international flag equal, above, or in a position of superior prominence or honor to, or in place of, the flag of the United States at any place within the United States or any Territory or possession thereof: *Provided*, That nothing in this section shall make unlawful the continuance of the practice heretofore followed of displaying the flag of the United Nations in a position of superior prominence or honor, and other national flags in positions of equal prominence or honor, with that of the flag of the United States at the headquarters of the United Nations.

(d) The flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right, and its staff should be in front of the staff of the other flag.

(e) The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs.

(f) When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to the United States flag's right.

(g) When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.

(h) When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half-staff. When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out, union first, from the building.

(i) When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window, the flag should be displayed in the same way, with the union or blue field to the left of the observer in the street.

(j) When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street.

(k) When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a church or public auditorium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker or to the right of the audience.

(l) The flag should form a distinctive feature of the ceremony of unveiling a statue or monument, but it should never be used as the covering for the statue or monument.

(m) The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day. On Memorial Day the flag should be displayed at half-staff until noon only, then raised to the top of the staff. By order of the President, the flag shall be flown at half-staff upon the death of principal figures of the United States Government and the Governor of a State, territory, or possession, as a mark of respect to their memory. In the event of the death of other officials or foreign dignitaries, the flag is to be displayed at half-staff according to Presidential instructions or orders, or in accordance with recognized customs or practices not inconsistent with law. In the event of the death of a present or

former official of the government of any State, territory, or possession of the United States or the death of a member of the Armed Forces from any State, territory, or possession who dies while serving on active duty, the Governor of that State, territory, or possession may proclaim that the National flag shall be flown at half-staff, and the same authority is provided to the Mayor of the District of Columbia with respect to present or former officials of the District of Columbia and members of the Armed Forces from the District of Columbia. When the Governor of a State, territory, or possession, or the Mayor of the District of Columbia, issues a proclamation under the preceding sentence that the National flag be flown at half-staff in that State, territory, or possession or in the District of Columbia because of the death of a member of the Armed Forces, the National flag flown at any Federal installation or facility in the area covered by that proclamation shall be flown at half-staff consistent with that proclamation. The flag shall be flown at half-staff 30 days from the death of the President or a former President; 10 days from the day of death of the Vice President, the Chief Justice or a retired Chief Justice of the United States, or the Speaker of the House of Representatives; from the day of death until interment of an Associate Justice of the Supreme Court, a Secretary of an executive or military department, a former Vice President, or the Governor of a State, territory, or possession; and on the day of death and the following day for a Member of Congress. The flag shall be flown at half-staff on Peace Officers Memorial Day, unless that day is also Armed Forces Day. As used in this subsection-

(1) the term "half-staff" means the position of the flag when it is one-half the distance between the top and bottom of the staff;

(2) the term "executive or military department" means any agency listed under sections 101 and 102 of title 5, United States Code; and

(3) the term "Member of Congress" means a Senator, a Representative, a Delegate, or the Resident Commissioner from Puerto Rico.

(n) When the flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.

(o) When the flag is suspended across a corridor or lobby in a building with only one main entrance, it should be suspended vertically with the union of the flag to the observer's left upon entering. If the building has more than one main entrance, the flag should be suspended vertically near the center of the corridor or lobby with the union to the north, when entrances are to the east and west or to the east when entrances are to the north and south. If there are entrances in more than two directions, the union should be to the east.

(Added Pub. L. 105-225, §2(a), Aug. 12, 1998, 112 Stat. 1495 ; amended Pub. L. 110-41, §3, June 29, 2007, 121 Stat. 233 .)

HISTORICAL AND REVISION NOTES

<i>Revised Section</i>	<i>Source (U.S. Code)</i>	<i>Source (Statutes at Large)</i>
7	36:175.	June 22, 1942, ch. 435, §3, 56 Stat. 378 ; Dec. 22, 1942, ch. 806, §3, 56 Stat. 1075 ; July 9, 1953, ch. 183, 67 Stat. 142 ; July 7, 1976, Pub. L. 94-344, (6)-(11), 90 Stat. 811 ; Sept. 13, 1994, Pub. L. 103-322, title XXXII, §320922(b), 108 Stat. 2131 .

AMENDMENTS

2007-Subsec. (m). Pub. L. 110-41, in sixth sentence, inserted "or the death of a member of the Armed Forces from any State, territory, or possession who dies while serving on active duty" after "present or former official of the government of any State, territory, or possession of the United States" and substituted ", and the same authority is provided to the Mayor of the District of Columbia with respect to present or former officials of the District of Columbia and members of the Armed Forces from the District of Columbia. When the Governor of a State, territory, or possession, or the Mayor of the District of Columbia, issues a proclamation under the preceding sentence that the National flag be flown at half-staff in that State, territory, or possession or in the District of Columbia because of the death of a member of the Armed Forces, the National flag flown at any Federal installation or facility in the area covered by that proclamation shall be flown at half-staff consistent with that proclamation." for period at end.

FINDING

Pub. L. 110-41, §2, June 29, 2007, 121 Stat. 233 , provided that: "Congress finds that members of the Armed Forces of the United States defend the freedom and security of the United States."

PROC. NO. 3044. DISPLAY OF FLAG AT HALF-STAFF UPON DEATH OF CERTAIN OFFICIALS AND FORMER OFFICIALS

Proc. No. 3044, Mar. 1, 1954, 19 F.R. 1235, as amended by Proc. No. 3948, Dec. 12, 1969, 34 F.R.

19699, provided:

WHEREAS it is appropriate that the flag of the United States of America be flown at half-staff on Federal buildings, grounds, and facilities upon the death of principal officials and former officials of the Government of the United States and the Governors of the States, Territories, and possessions of the United States as a mark of respect to their memory; and

WHEREAS it is desirable that rules be prescribed for the uniform observance of this mark of respect by all executive departments and agencies of the Government, and as a guide to the people of the Nation generally on such occasions:

NOW, THEREFORE, I, DWIGHT D. EISENHOWER, President of the United States of America and Commander in Chief of the armed forces of the United States, do hereby prescribe and proclaim the following rules with respect to the display of the flag of the United States of America at half-staff upon the death of the officials hereinafter designated:

1. The flag of the United States shall be flown at half-staff on all buildings, grounds, and naval vessels of the Federal Government in the District of Columbia and throughout the United States and its Territories and possessions for the period indicated upon the death of any of the following-designated officials or former officials of the United States:

(a) The President or a former President: for thirty days from the day of death.

The flag shall also be flown at half-staff for such period at all United States embassies, legations, and other facilities abroad, including all military facilities and naval vessels and stations.

(b) The Vice President, the Chief Justice or a retired Chief Justice of the United States, or the Speaker of the House of Representatives: for ten days from the day of death.

(c) An Associate Justice of the Supreme Court, a member of the Cabinet, a former Vice President, the President pro tempore of the Senate, the Majority Leader of the Senate, the Minority Leader of the Senate, the Majority Leader of the House of Representatives, or the Minority Leader of the House of Representatives: from the day of death until interment.

2. The flag of the United States shall be flown at half-staff on all buildings, grounds, and naval vessels of the Federal Government in the metropolitan area of the District of Columbia on the day of death and on the following day upon the death of a United States Senator, Representative, Territorial Delegate, or the Resident Commissioner from the Commonwealth of Puerto Rico, and it shall also be flown at half-staff on all buildings, grounds, and naval vessels of the Federal Government in the State, Congressional District, Territory, or Commonwealth of such Senator, Representative, Delegate, or Commissioner, respectively, from the day of death until interment.

3. The flag of the United States shall be flown at half-staff on all buildings and grounds of the Federal Government in a State, Territory, or possession of the United States upon the death of the Governor of such State, Territory, or possession from the day of death until interment.

4. In the event of the death of other officials, former officials, or foreign dignitaries, the flag of the United States shall be displayed at half-staff in accordance with such orders or instructions as may be issued by or at the direction of the President, or in accordance with recognized customs or practices not inconsistent with law.

5. The heads of the several departments and agencies of the Government may direct that the flag of the United States be flown at half-staff on buildings, grounds, or naval vessels under their jurisdiction on occasions other than those specified herein which they consider proper, and that suitable military honors be rendered as appropriate.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the United States of America to be affixed.

DONE at the City of Washington this 1st day of March in the year of our Lord nineteen hundred and fifty-four, and of the Independence of the United States of America the one hundred and seventy-eighth.

[SEAL]

DWIGHT D. EISENHOWER.



MEETING DATE: 8/25/16
ITEM NO: 4

POLICY COMMITTEE REPORT

DATE: AUGUST 17, 2016
TO: POLICY COMMITTEE
FROM: LAUREL PREVETTI, TOWN MANAGER
SUBJECT: REVIEW AND DISCUSS THE PARKING AND SEATS ORDINANCE STATUS

RECOMMENDATION:

Review and discuss the Parking and Seats Ordinance status.

BACKGROUND:

At its August 4, 2016 meeting, the Policy Committee requested an update on the status of the discussion regarding the decoupling of parking requirements and seating capacities, and inquired about the inclusion of the Chamber of Commerce as a part of business outreach efforts. The discussion below provides a timeline of the discussion so far, and planned next steps.

DISCUSSION:

Since September 1, 2015, the Council has been considering a series of policies and Code amendments that relate to businesses including formula retail, paid valet parking service in downtown, a revised outdoor seating policy, retail and restaurant definitions, and the relationship between parking requirements and seating capacities in restaurants. At the October 6, 2015 meeting, the Council requested that these items be broken apart and discussed individually at upcoming meetings to more fully address each topic, then considered this topic specifically at their December 15, 2015 meeting.

During this meeting, the Council discussed the relationship between parking requirements and seating capacities, the history of the Parking Assessment District (PAD) and how it relates to seats, and benchmarking information from other jurisdictions. It was noted at that time that removing the relationship between parking and seating capacities within downtown would in no way alter the current status of the PAD, or the number of spaces credited to each parcel.

PREPARED BY: MONICA RENN
Economic Vitality Manager

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

PAGE 2

POLICY COMMITTEE

SUBJECT: REVIEW AND DISCUSS THE PARKING AND SEATS ORDINANCE STATUS

AUGUST 17, 2016

DISCUSSION (Cont'd):

In addition, as requested by the Council, staff reached out to the approximately 230 property owners within the PAD to request their input on this discussion by way of an online survey and received fourteen responses. Of those responses, eight property owners were in support of changing the way the Town calculates seating capacities in downtown, five were opposed, and one felt that they needed to understand the discussion and reasons further.

After their discussion, in a motion made by Council Member Marcia Jensen and seconded by Council Member Rob Rennie, the Council voted unanimously to direct staff to present options to the Planning Commission, including potential ordinance language with respect to decoupling parking and seats for discussion and feedback by the Planning Commission.

Staff presented this topic along with potential ordinance language to the Planning Commission at its January 13, 2016 meeting. The Commission voted to continue the item to a special meeting on March 16, 2016, requesting additional information.

Staff returned to the Planning Commission on March 16, 2016 with the requested information and asked the Planning Commission to provide the following recommendations to the Town Council for two questions:

1. Should the Town Code be amended to unlink seating from parking requirements for restaurants?
2. If so, what metric should the Town use to regulate seating capacities in restaurants?
 - a. Seats based on square footage;
 - b. Seats based on Fire Code occupancy; or
 - c. Some other metric.

After much discussion, the Planning Commission made the following recommendation:

Motion made by Commissioner O'Donnell to recommend to the Town Council to decouple parking from seats, with the decoupling requiring approval of what would be substituted for the present measurement; and that 150 square feet was the factor used to determine how many seats/patrons were allowed versus 40 square feet to determine the maximum number of seats allowed. After a second by Vice Chair Kane, Commissioner Hudes requested that the motion be amended to include: the seating not exceed fire code; and that the staff look at not only one seat per 40 square foot, but look at the other numbers that were discussed, including one seat per 22 square feet. The maker and seconder of the motion both accepted this amendment and the motion passed 3-2 with Chair Badame and Commissioner Erekson opposing. (Commissioners Burch and Hansen were absent.)

To provide perspective of the discussion and recommendation of the Planning Commission, staff has attached an updated chart depicting the square footage calculations previously presented to the Planning Commission which includes the requests for additional information (Attachment 1).

PAGE 3

POLICY COMMITTEE

SUBJECT: REVIEW AND DISCUSS THE PARKING AND SEATS ORDINANCE STATUS

AUGUST 17, 2016

CONCLUSION AND NEXT STEPS:

Following the Planning Commission's recommendation, this item is has been yet to be noticed for a Town Council meeting. Currently, this item is tentatively scheduled for Tuesday, October 4, 2016. Once the Mayor confirms this item is on an agenda, the Town will engage with the Chamber of Commerce and the effected businesses to invite their participation in the discussion with the Town Council.

COORDINATION:

The preparation of this report was coordinated with the Community Development Department.

Attachment:

1. Restaurant seats to square footage comparison chart

Reference Calculations for Restaurant Seating Capacities

Seats based on parking spaces	1,000	1,800	2,300	3,000
Seating allowance at 4 seats per 1 space: C-2 calculation w/o separate bar*	13	24	31	40
Seating allowance at 3 seats per 1 space: C-2 with separate bar*	10	18	23	30
Seating allowance at 3 seats per 1 space - Outside of downtown	13	23	29	38

*This seat allowance assumes no additional spaces were purchased through the Parking Assessment District, parking was calculated based on square footage alone.

Seats based on square footage of the dining area	1,000	1,800	2,300	3,000
Fire Code occupancy- about 1 seat per 15 sq. ft.	67	120	153	200
1 seat per 22 sq. ft.	45	82	105	136
1 seat per 25 sq. ft.	40	72	92	120
1 seat per 35 sq. ft.	29	51	66	86
1 seat per 40 sq. ft.	25	45	58	75
1 seat per 50 sq. ft.	20	36	46	60
1 seat per 75 sq. ft.	13	24	31	40
1 seat per 100 sq. ft.	10	18	23	30
1 seat per 150 sq. ft.	7	12	15	20

Parking space calculations based on square footage	1,000	1,800	2,300	3,000
Downtown: 1 space per 300 sq. ft.	3.33	6	7.67	10
Outside of Downtown: 1 space per 235 sq. ft.**	4.26	7.66	9.79	12.77

** Parking spaces outside of the downtown must be located on site or arranged for use through a parking agreement.



MEETING DATE: 08/25/16
ITEM NO: 5

POLICY COMMITTEE REPORT

DATE: AUGUST 19, 2016
TO: POLICY COMMITTEE
FROM: LAUREL PREVETTI, TOWN MANAGER
SUBJECT: REVIEW AND DISCUSS POLICY ITEMS DOCUMENT

RECOMMENDATION:

Review and discuss Policy Items document.

REMARKS:

At August 4th meeting, the Council Policy Committee requested staff to prepare a list of all of the items that the Committee has completed, are awaiting Council consideration, and are pending before the Committee. Attachment 1 contains the requested list.

Staff looks forward to the discussion with the Committee, particularly as it pertains to the priorities for considering pending items before the Committee.

Attachments:

1. Policy Items Document

PREPARED BY: Laurel Prevetti
Town Manager

Reviewed by: N/A Assistant Town Manager Town Attorney N/A Finance

**Council Policy Committee
Status of 2016 Items**

Item	Date Direction Given¹	Next Step	Tentative Council Date
Rescission of seven outdated land use policies	1-27-16		APPROVED 4-5-16
Entertainment Policy	4-28-16		APPROVED 6-21-16
Remote Participation		Ready for TC consideration	9-6-16
Applicant/Appellant Time Reduction		Ready for TC consideration	9-6-16
Commission Appointment Policy (ballot/voting process only)	3-24-16 (TC 3-1-16)	Ready for TC consideration (combine with next item)	10-4-16
Commission Appointment and Residency Requirements Policy	6-23-16	Committee review on 8-25-16	10-4-16
Parking and Seats Ordinance	8-4-16 (PC rec. 3-16-16) 3-7-16	Committee review on 8-25-16	10-4-16
Legislative Policy	8-4-16	Ready for TC consideration	10-4-16
Flag Policy	8-4-16	Committee review on 8-25-16	
Cellar/Basement Policy	7-14-16	Prepare draft for Policy Committee	
Hillside Guidelines: Visibility Analysis	(TC 2-2-16)	Agendize for Committee discussion	
Alcohol Policy	3-7-16	Agendize for Committee discussion	
Formula Retail	3-24-16 (TC 3-15-16) 3-7-16 (TC 2-2-16)	Agendize for Committee discussion	
Specialty Retail and related definitions	3-7-16	Agendize for Committee discussion	
Placemaking and related survey	3-7-16	Agendize for Committee discussion	
Review Traffic Impact Fees	6-23-16	Agendize for Committee discussion	
Review Commercial Design Guidelines	6-23-16	Agendize for Committee discussion	
Continue review of land use policies, including food trucks	8-4-16	Agendize for Committee discussion	

¹This is the date of last Policy Committee meeting when the item was discussed, unless noted otherwise.