



**TOWN OF LOS GATOS
REGULAR MEETING OF THE
COMPLETE STREETS & TRANSPORTATION COMMISSION
THURSDAY, JANUARY 12, 2023
7:30 A.M.**

**PARTICIPATION IN THE PUBLIC PROCESS
TELECONFERENCING**

This meeting is being conducted utilizing teleconferencing and electronic means consistent with Government Code Section 54953, as Amended by Assembly Bill 361, in response to the state of emergency relating to COVID-19 and enabling teleconferencing accommodations by suspending or waiving specified provisions in the Ralph M. Brown Act (Government Code § 54950 et seq.). Consistent with AB 361 and Town of Los Gatos Resolution 2021-044 this meeting will not be physically open to the public and the Council and/or Commissioners will be teleconferencing from remote locations. Members of the public can only participate in the meeting by joining the Zoom webinar (log in information provided below).

PARTICIPATION

If you are interested in providing oral comments real-time during the meeting, you must join the Zoom webinar:

- Join from a PC, Mac, iPad, iPhone or Android device:
<https://loggatosca-gov.zoom.us/j/83420784174>
- Join by telephone: Dial:
USA 214 765 0479 US Toll
USA 888 278 0296 US Toll-free
Conference code: 829813

During the meeting:

- When the Chair announces the item for which you wish to speak, click the “raise hand” feature in Zoom. If you are participating by phone on the Zoom app, press *9 on your telephone keypad to raise your hand. If you are participating by calling in, press #2 on your telephone keypad to raise your hand.
- When called to speak, please limit your comments to three (3) minutes, or such other time as the Chair may decide, consistent with the time limit for speakers at a Council meeting.
- Speakers at public meetings will be asked to provide their full name and to state whether they are a resident of the Town of Los Gatos. This information is optional but not required.

Deadlines for Public Comment and Presentations are as follows:

- Persons wishing to make an audio/visual presentation on any agenda item must submit the presentation electronically, either in person or via email PPWComment@loggatosca.gov, to the Parks and Public Works Department by 3 p.m. the day before the meeting.
- If you are unable to participate in real-time, you may email PPWComment@loggatosca.gov with the subject line “Public Comment Item #_” (insert the item number relevant to your comment) or “Verbal Communications- Non-Agenda Item.” Comments will be reviewed and distributed before the meeting if received by 3:00 p.m. on the day before the meeting. All comments received will become part of the record.

REMOTE LOCATION PARTICIPANTS

The following Commission Members are listed to permit them to appear electronically at the Complete Streets & Transportation Commission meeting: Chair Gillian Verga, Vice-Chair Bill Ehlers, Commissioners Alice Miano, Jeff Thompson, Cindy Walker and Youth Commissioner Taj Chunawala. All votes during the teleconferencing session will be conducted by roll call vote.

RULES OF DECORUM AND CIVILITY

To conduct the business of the community in an effective and efficient manner, please follow the meeting guidelines set forth in the Town Code and State law.

The Town does not tolerate disruptive conduct, which includes but is not limited to:

- addressing the Commission without first being recognized;
- interrupting speakers, Commission or Town staff;
- continuing to speak after the allotted time has expired;
- failing to relinquish the microphone when directed to do so;
- repetitiously addressing the same subject.

Town Policy does not allow speakers to cede their commenting time to another speaker. Disruption of the meeting may result in a violation of Penal Code Section 403.

MEETING CALLED TO ORDER

ROLL CALL

CONSENT ITEMS *(Items appearing on the Consent Items are considered routine Town business and may be approved by one motion. Any member of the Complete Streets and Transportation Commission may request to have an item removed from the Consent Items for comment and action. Members of the public may provide input on any or multiple Consent Item(s) when the Chair asks for public comments on the Consent Items. If you wish to comment, please follow the Participation Instructions contained on Page 1 of this agenda. If an item is removed, the Chair has the sole discretion to determine when the item will be heard.)*

1. Approve Complete Streets & Transportation Commission Regular Minutes of December 8, 2022. (Attachment)

VERBAL COMMUNICATIONS *(Members of the public are welcome to address the Commission on any matter that is not listed on the agenda consistent with the Participation instructions contained on page 1 of this agenda. To ensure all agenda items are heard and unless additional time is authorized by the Chair, this portion of the agenda is limited to 30 minutes and no more than three (3) minutes per comment. In the event additional comments were not able to be heard during the initial Verbal Communications portion of the agenda, an additional Verbal Communications will be opened prior to adjournment.)*

Speakers at public meetings will be asked to provide their full name and to state whether they are a resident of the Town of Los Gatos. This information is optional but not required.

OTHER BUSINESS (Up to three minutes may be allotted for each comment on any of the following items consistent with the Participation Instructions contained on page 1 of this agenda.)

2. Youth Commissioner Report (Verbal Report)
3. 2023 Chair & Vice Chair Election (Action Item)
Recommendation: Elect the 2022-23 Commission Chairperson and Vice-Chairperson
4. Commission Operation Review (Verbal Report)
 - A. Welcome New Commissioner
 - B. Review Commission Charter
 - C. Brown Act Refresher with Town Clerk
5. 2023 VTA BPAC Liaison Appointment (Action Item)
Recommendation: Chairperson appointments of Commissioner liaison assignments for the coming year
6. 2023 Safe Routes to School Liaison Appointment (Action Item)
Recommendation: Chairperson appointments of Commissioner SR2S liaison committee assignments for the coming year
7. 2022 Priorities and 2023 Priorities
 - A. Bike Valet – Jeff Thompson (Verbal Report)
 - B. Public Transportation – Ali Miano (Verbal Report)
 - C. Safety on Mountain Roads – Bill Ehlers (Verbal Report)
 - D. Community Outreach & Public Meetings, Bike & Pedestrian Master Plan – (Verbal Report)
 - E. 2023 Potential New Priorities
8. Changes to Bus Route 27 – VTA (Verbal Report)
9. PPW Department Report
 - A. Introduction to Tracy Wang, Transportation + Mobility Manager (Verbal)
 - B. Potential 23/24 Capital Projects (Attachment)
Recommendation: Provide feedback for the Potential 23/24 Capital Projects
 - C. Future Agenda Items (Attachment)
Recommendation: Receive update and provide information attached
10. VTA Bicycle & Pedestrian Advisory Committee – Bill Ehlers (Verbal Report)

COMMISSIONER REPORTS

ADJOURNMENT

Next meeting scheduled: February 9, 2023

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE CLERK DEPARTMENT 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]



**TOWN OF LOS GATOS
COMPLETE STREETS AND
TRANSPORTATION COMMISSION
REPORT**

MEETING DATE: 01/12/2023

ITEM NO: 1

**DRAFT MINUTES OF THE COMPLETE STREETS AND TRANSPORTATION
REGULAR MEETING
December 08, 2022**

The Complete Streets and Transportation Commission of the Town of Los Gatos conducted its Regular Meeting on Thursday, December 08, 2022, at 7:30 a.m. via videoconferencing.

MEETING CALLED TO ORDER AT 7:30 A.M.

ROLL CALL

Present: Chair Gillian Verga, Vice-Chair Bill Ehlers, Commissioners Robert Buxton, Cheri Binkley, Alice Miano, Jeff Thompson, Youth Commissioner Taj Chunawala.

CONSENT ITEMS

1. Approve Complete Streets & Transportation Commission November 10, 2022 Regular Minutes.

MOTION: Motion by Commissioner Miano to approve Consent Item 1.

Seconded by Commissioner Thompson.

VOTE: Motion passed 5-0.
Chair Verga and Commissioner Binkley abstained.

OTHER BUSINESS

2. Youth Commissioner Report (Verbal Report)

No new report.

Youth Commissioner Chunawala left at 7:55 a.m.

3. 2022 Priorities – Updates from Ad Hoc Committees (Verbal Reports)

- A. Bike Valet – Jeff Thompson (Verbal Report)

Commissioner Thompson highlighted the Holiday Parade Bike Valet. The Commission discussed and provided comments regarding the future of the Bike Valet.

B. Public Transportation – Ali Miano (Verbal Report)

Commissioner Miano provided an update on the VTA schedule.

C. Safety on Mountain Roads – Bill Ehlers (Attachment)

Commissioner Thompson suggested to write a letter to Town Council suggesting the Safety on Mountain Roads as one of the 2023 priorities. Commissioners provided comments and questions.

D. Community Outreach & Public Meetings, Bike & Pedestrian Master Plan – Robert Buxton (Verbal Report)

No new report.

4. Police Department Update – Captain Tada (Verbal Report)

No verbal report.

A. Parking Program Update (Verbal Report)

www.losgatosca.gov/2509/Downtown-Parking

Parking Control Program Manager Renelle recapped the Town Council meeting and provided an update on the Parking Program. The Commission discussed.

5. PPW Department Report

A. Director’s Report – Transportation and Mobility Manager, Council Recap, Upcoming Events (Verbal Report)

Director Burnham announced the new Transportation and Mobility Manager, Tracy Wang, begins December 12 and recapped the Council meeting. Commissioners provided questions.

B. Safe Routes to School Report – Survey Results (Attachment)

Transportation Planning Intern, Bailey and SR2S Coordinator Riggs verbally reported the results on the SR2S Survey. Commissioners provided comments and questions.

C. Future Items - Nicolle Burnham (Verbal Report)

Director Burnham provided an overview of the future items to come. The Commission discussed.

6. VTA Bicycle & Pedestrian Advisory Committee – Bill Ehlers (Verbal Report)

Vice Chair Ehlers provided an update on the BPAC and CAC meeting.

7. 2021 Pending Priority – ADA Parking – Robert Buxton (Verbal Report)

Commissioner Buxton expressed appreciation to Commissioners Binkley, Miano and Thompson for being involved in the Senior Services Committee.

COMMISSIONER REPORTS

Commissioners Buxton and Binkley announced that they will not be reapplying to the Complete Streets & Transportation Commission.

Commissioner Buxton congratulated Director Burnham and Meredith Johnston for their new positions, welcomed Valery Gonzalez as the new Recording Secretary and acknowledged Natalie Hawkins, Recording Secretary, for all her support throughout the years.

Chair Verga, Vice-Chair Ehlers, Commissioners Miano and Thompson thanked Commissioner Buxton for all his years committed and support.

Mayor, Ristow, acknowledged and thanked Commissioner Buxton for his commitment as a commissioner.

Peter Hertan, expressed appreciation to Commissioner Buxton and his years of participation.

Chair Verga and, on behalf of the rest of the Commission, thanked Commissioner Binkley for her commitment.

ADJOURNMENT

The meeting adjourned at 8:55 a.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the December 08, 2022, meeting as approved by the Complete Streets & Transportation Commission.

/S/ Nicolle Burnham, PPW Director



TOWN OF LOS GATOS
COMPLETE STREETS AND
TRANSPORTATION COMMISSION

MEETING DATE: 1/12/2023

ITEM NO.: 9.B.

DATE: January 3, 2023
TO: Complete Streets and Transportation Commission
FROM: Nicolle Burnham, Director of Parks and Public Works
SUBJECT: Potential Capital Projects for Funding in Fiscal Year 2023/24

RECOMMENDATION:

Receive a report on current transportation related capital projects and potential capital projects for funding in Fiscal Year 2023/24.

BACKGROUND:

The Department of Parks and Public Works currently has funding for the transportation related capital projects noted in Table 1. The status of these projects is also noted. Table 1 only represents the transportation related aspects of the capital project list. Numerous other active projects related to parks, storm drainage and buildings are also in the delivery pipeline.

PREPARED BY: Nicolle Burnham
Director, Parks and Public Works

TABLE 1
Summary of Current Capital Projects in Parks (2022/23 Fiscal Year)

Project No.	Project	Status
811-0008	Shannon Road Repair (Stabilization)	Construction Documents in Progress
811-9901	Street Repair & Resurfacing	Annual Ongoing Project
811-9902	Annual Street Restriping	Annual Ongoing Project
812-0129	ADA Transition Plan	Analysis Complete – Implementation Plan in Development
812-0130	Roadside Fire Fuel Reduction	Annual Ongoing Project
812-0131	E. Main Street Speed Table/Raised Crosswalk	Concept Design In Progress
812-0133	VMT Mitigation Program	Ongoing
812-0134	Measure B Education & Encouragement	Ongoing
812-9910	Traffic Calming Projects	Ongoing
813-0218	Shannon Road Ped & Bikeway Improvements	Construction Planned Spring 2023
813-0227	Traffic Signal Modernization	In Progress
813-0235	Downtown Streetscape Revitalization	On Hold
813-0237	Hwy 17/9 Interchange and Capacity Improvements - Hwy 17 Congestion Relief Project (@ SR 9)	VTA Lead
813-0239	Blossom Hill Road Traffic Safety	Construction Planned Summer 2023
813-0241	Kennedy Sidewalk - LGB to Englewood	In Progress - Scoping
813-0242	Parking Program Implementation	In Progress
813-9921	Curb, Gutter, Sidewalk Maintenance	Annual Ongoing Project
815-9930	Retaining Wall + Guardrails Repairs	On Hold
816-0409	Hernandez Avenue Storm Drain Improvements	Future Projects
817-0705	Downtown Parking Lots Seal Coat & Restriping	Complete
818-0801	Quito Road Bridge (Delivered via Town of Saratoga)	In Progress
818-0803	Highway 17 Bicycle & Pedestrian Bridge - Design	In Progress
832-4503	Charter Oak Trail Improvements	On Hold
832-4505	LGC Trail to Route 9 Trailhead Connector Project	Construction Planned Spring 2023
832-4508	Vegetation Management - Townwide	Ongoing Annual Project
832-4510	Lynne Avenue Pedestrian Path Design	On Hold

In early 2023 staff will begin to prioritize projects for potential funding in Fiscal Year 2023-2024.

SUBJECT: Potential Capital Projects for Funding in Fiscal Year 2023/24

DATE: January 3, 2023

DISCUSSION:

Parks and Public Works staff maintains a list of streets, parks, buildings and storm drainage related capital projects that are needed. Staff prioritizes the list based on public health and safety. Table 2 presents projects that staff deem most critical for implementation. Generally, the staff recommendation is to continue to fund large projects that are in design so construction can proceed in a timely manner.

Projects that are funded for Fiscal Year 23/24 will be started in late 2023 or early 2024. Completion dates will vary depending on the complexity of the project and staffing levels.

In addition to the projects noted in Table 2, staff will continue design and deliver of ongoing paving, striping and curb projects, which typically include installation of enhanced bike facilities and improvements to sidewalks.

TABLE 2
Priority Future Parks Related Capital Projects

Project Name	Location	Description	Preliminary Estimate of Project Cost (if known)
Lynne Avenue Pedestrian Path (832-4510)	Lynne Avenue / PG&E ROW	Add construction funding to provide off street path for school access.	TBD
Union Avenue Sidewalk Repair / Gap Closure	Union Avenue from Blossom Hill to Los Gatos / Almaden	Provide sidewalks	\$1,500,000
Pedestrian Bridge Assessments	Los Gatos Creek Trail + Ross Creek	Engineering assessment of pedestrian bridges for safety and condition	\$75,000
Blossom Hill Road Safety Improvements (813-0239)	Camelia Terrace to Cherrystone Drive	Enhanced safety improvements at signalized intersection	\$4,322,000
Shannon Road Reconstruction (811-0008)	Shannon Road at Diduca and Santa Rosa Drive	Additional funding to support construction	\$1,000,000
Parking Program Implementation (813-0242)	Downtown	Additional funding to for signage, wayfinding and pay stations	\$100,000
Kennedy Road Improvements (813-0241)	Kennedy from Los Gatos Blvd to Englewood	Additional funding to support construction. Total project cost TBD	TBD



TOWN OF LOS GATOS
COMPLETE STREETS AND
TRANSPORTATION COMMISSION

MEETING DATE: 01/12/2023

ITEM NO.: 9.C.

DATE: January 3, 2023
TO: Complete Streets and Transportation Commission
FROM: Nicolle Burnham, Director of Parks and Public Works
SUBJECT: Parks and Public Works Department Report

RECOMMENDATION:

The purpose of this information is to provide the Commission and members of the public a look at an anticipated future agenda items.

BACKGROUND:

Potential future agenda items are presented below. This report will be updated on a monthly basis to reflect any items going on in the Parks and Public Works Department.

ANALYSIS:

February	2023 CSTC Priorities
	Bike Lane Parking Laws (Written Report / Presentation)
	Bike / Ped Master Plan Status Report
	2023/2024 Proposed Capital Projects
March	County Parks Trail Master Plan
April	Budget Overview
	Grant Activities
May	Council Strategic Plan Recap
June	Beach Traffic

PREPARED BY: Nicolle Burnham
Director, Parks and Public Works

PAGE 2 OF 2

SUBJECT: Parks and Public Works Department Report

DATE: January 12, 2023

FISCAL IMPACT:

No Fiscal Impact

Attachments:

1. None