



**TOWN OF LOS GATOS
COMPLETE STREETS & TRANSPORTATION COMMISSION
MEETING AGENDA
THURSDAY, SEPTEMBER 09, 2021
7:30 A.M.**

PARTICIPATION IN THE PUBLIC PROCESS

How to participate: The Town of Los Gatos strongly encourages your active participation in the public process, which is the cornerstone of democracy. If you wish to speak to an item on the agenda, please complete a “speaker’s card” and return it to the Staff Liaison. If you wish to speak to an item NOT on the agenda, you may do so during the “verbal communications” period. The time allocated to speakers may change to better facilitate the Complete Streets & Transportation Commission meeting.

Effective Proceedings: The purpose of the Complete Streets and Transportation Commission meeting is to conduct the business of the community in an effective and efficient manner. For the benefit of the community, the Town of Los Gatos asks that you follow the Town’s meeting guidelines while attending the Complete Streets and Transportation Commission meetings and treat everyone with respect and dignity. This is done by following meeting guidelines set forth in State law and in the Town Code. Disruptive conduct is not tolerated, including but not limited to: addressing the Commissioners without first being recognized; interrupting speakers, Commissioners or Town staff; continuing to speak after the allotted time has expired; failing to relinquish the podium when directed to do so; and repetitiously addressing the same subject.

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, to the Parks and Public Works Department by 3 p.m. the day before the meeting.
- Persons wishing to submit written comments to be included in the materials provided to the Complete Streets and Transportation Commission must provide the comments to the Parks and Public Works Department by 3 p.m. the day before the meeting.

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 & TRANSPORTATION COMMISSION
SEPTEMBER 09, 2021
7:30 A.M.**

**IMPORTANT NOTICE REGARDING THE
COMPLETE STREETS & TRANSPORTATION COMMISSION MEETING**

This meeting is being conducted utilizing teleconferencing and electronic means consistent with State of California Executive Order N-29- 20 dated March 17, 2020, regarding the COVID- 19 pandemic. **In accordance with Executive Order N-29- 20, the public may only view the meeting online and not in the RJ Bryant Service Center.**

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://losgatosca.gov.zoom.us/j/95117848268>
- Join by telephone: Dial: USA 215 446 3657 US Toll USA 888 363 4735 US Toll-free.
Conference code: 160548

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.

If you are unable to participate in real-time, you may email PPWComment@losgatosca.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 prior to 3:00 p.m. the day before the meeting. All comments received will become part of the record.

REMOTE LOCATION PARTICIPANTS

The following Council Members are listed to permit them to appear electronically at the Town Council meeting: Chair Jeff Thompson, Vice Chair Gillian Verga, Commissioners Robert Buxton, Bill Ehlers, Peter Hertan, and Rob Moore. All votes during the teleconferencing session will be conducted by roll call vote.

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 2 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 August 12, 2021. (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.)*

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. 2021 Priorities (Attachment)
 - A. Accessible Parking (Verbal Report)
 - B. Ad Hoc Report on Bike Parking (Verbal Report)
 - C. Lynn Avenue Bikeway (Verbal Report)
3. Other Business
 - A. Mountain Road Safety (Commission Discussion)
 - B. Fantasy of Lights (Commission Discussion)
 - C. ADA Survey Information (Commission Discussion)
4. Police Department Update – Sgt. Borromeo (Verbal Report)
 - A. Parking Study Update - Jim Renelle - (Verbal Report)
5. PPW Director’s Report
 - A. Capital Budget Overview – Matt Morley (Verbal Report)
 - B. Connect Los Gatos Projects <https://www.losgatosca.gov/2566/Connect-Los-Gatos>
 - I. Shannon Road Ped and Bike Improvement Project – WooJae Kim (Verbal Report)
 - II. Highway 17 Bicycle & Pedestrian Overcrossing – Community Engagement Update WooJae Kim (Written Report)
 - C. Construction Updates - WooJae Kim (Verbal Report)
 - D. Local Roadway Safety Plan (LRSP) – Ying Smith (Verbal Report)
 - E. Los Gatos Creek Trail Improvements (CY 2020 Priority) - Matt Morley (Verbal Report)

- F. Parklets – Matt Morley (Verbal Report)
- G. General Plan Update - Matt Morley (Verbal Report)
<http://losgatos2040.com/>
- 6. Safe Routes to Schools – Ying Smith (Verbal Report)
 - A. Back to School Nights
- 7. VTA Bicycle and Pedestrian Advisory Committee – Bill Ehlers (Verbal Report)

COMMISSIONER REPORTS

ADJOURNMENT

Next meeting scheduled: October 14, 2021

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

MEETING DATE: 09/09/2021

ITEM NO: 1

**DRAFT MINUTES OF THE COMPLETE STREETS AND TRANSPORTATION REGULAR
MEETING
August 12, 2021**

The Complete Streets and Transportation Commission of the Town of Los Gatos conducted its Regular Meeting on Thursday, July 08, 2021 at 7:30 a.m. via videoconferencing.

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

ROLL CALL

Present: Chair Jeff Thompson, Vice-Chair Gillian Verga, Commissioners Bob Buxton, Bill Ehlers, Peter Hertan, Rob Moore

CONSENT ITEMS

1. Approve Complete Streets & Transportation Commission Regular Minutes of July 08, 2021.

MOTION: Motion by Vice-Chair Verga.
Seconded by Commissioner Buxton.

VOTE: Motion passed unanimously.

VERBAL COMMUNICATIONS

No verbal communications.

OTHER BUSINESS

2. 2021 Priorities

- A. Downtown Ped Audits – Next Steps

Matt Morley, PPW Director, verbally reported on this item.

The Commission commented on this item.

- B. Report out on Ad hoc Committee Accessible Parking

Matt Morley, PPW Director, and Savannah Van Akin, Public Works Intern, verbally reported on this item.

The Commission discussed.

Matt Morley, PPW Director, provided feedback to the discussion.

C. Select/ Confirm New Priority of Emphasis (e.g. Bike Parking Audit)

Vice-Chair Verga provided some background for the Bike Parking Audit and why it is being suggested, which is due to the lack of bike parking within the Town. The suggestion was made that this should not be mandated, the Town should not require bike parking, and the Town should not purchase bike parking. The Commission can perform an audit and this could be done at no cost to the Town, with the first step being a survey of the shopping centers and to establish an Ad hoc committee.

The Commission discussed.

MOTION: **Motion** by Chair Thompson, to establish the Bike Parking Audit to be the new 2021 priority.

Seconded by Vice-Chair Verga

VOTE: **Motion passed unanimously.**

The Ad hoc committee was established; Chair Thompson, Vice-Chair Verga, and Commissioner Hertan.

3. Police Department Update – Jim Renelle, Town Parking Project Manager

Jim Renelle, Town Parking Project Manager, provided an update on this item.

A. Parking Study Update - Jim Renelle, Town Parking Project Manager

Jim Renelle, Town Parking Project Manager, provided an update on this item.

The Commission asked a question on this item. Jim Renelle, Town Parking Project Manager, provided an answer to the question.

4. PPW Director's Report

A. Capital Project Update Budget Overview

Matt Morley, PPW Director, verbally reported on this item.

B. Connect Los Gatos Projects <https://www.losgatosca.gov/2566/Connect-Los-Gatos>

I. Shannon Road Ped and Bike Improvement Project

WooJae Kim, Town Engineer, provided an update on the project. Suyesh Shrestha, Assistant Engineer, and Admas Zewdie, ActiveWayz Engineering, both provided a presentation on PowerPoint.

The Commission discussed and asked questions this item. WooJae Kim, Town Engineer, and Admas Zewdie, ActiveWayz Engineering, provided feedback.

II. Bike Ped Counts

Savannah Van Akin, Public Works Intern, provided a presentation on PowerPoint.

The Commission discussed this item. Savannah Van Akin, Public Works Intern, Matt Morley, PPW Director, and Ying Smith, Transportation & Mobility Manager, provided feedback.

C. Construction Updates

WooJae Kim, Town Engineer, provided an update on the project.

D. North 40 Status

WooJae Kim, Town Engineer, provided an update on the project.

E. Grant Activities

Ying Smith, Transportation & Mobility Manager, provided an update on this item.

F. Los Gatos Creek Trail Improvements (CY 2020 Priority)

Matt Morley, PPW Director, provided an update on this item.

G. Parklets

Matt Morley, PPW Director, verbally reported on this item.

The Commission asked a question. Matt Morley, PPW Director, provided feedback.

H. General Plan Update

Matt Morley, PPW Director, provided an update on this item.

5. Safe Routes to School Liaison

Ying Smith, Transportation & Mobility Manager, provided an update on the newly appointed Safe Routes to School Liaison, Wendy Riggs.

6. VTA Bicycle and Pedestrian Advisory Committee

Commissioner Ehlers, commented that there is a ten percent design effort from Bascom Avenue/ Highway 85 all the way North to past the San Jose Airport. Short term and long-term projects to add bike lanes to make it safer for pedestrians and bicyclist.

COMMISSIONER REPORTS

Commissioner Ehlers commented that there is a ten percent design effort from Bascom Avenue at Highway 85 up North past the San Jose Airport. Short-term and long-term projects to add bike lanes will make it safer for pedestrians and bicyclists.

Commissioner Ehlers, commented on Christmas in the Park and would like to put this topic on the agenda.

ADJOURNMENT

The meeting adjourned at 9:00 a.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the August 12, 2021 meeting as approved by the Complete Streets & Transportation Commission.

/s/ Matt Morley, Director of Parks and Public Works

CSTC Priorities 2021

All projects will be reviewed from the perspective of Diversity, Equality, and Inclusion.

All projects will align with the Town Council Priorities.

1. **Town Projects:** Stay informed and review/support current Parks and Public Works and Parking (PPW) projects, including but not limited to:
 - a. Blossom Hill Bike and Pedestrian OverCrossing (BH BPOC)
 - b. Downtown Parking Improvements including Accessible Parking Spaces
 - c. Winchester Complete Streets
 - d. Blossom Hill traffic calming
 - e. Highway 17 Congestion Relief (Beach Traffic)
 - f. Other Connect Los Gatos projects
 - g. Downtown Accessible Parking Review
2. **Commission Projects:** Participate directly in these projects, in priority order.
 - a. **DEI Education:** Actively educate ourselves about Diversity, Equality, and Inclusion issues in Transportation. (Start with attending the [UCLA lecture series on Race in Transportation](#).)
 - b. **Lynn Ave Greenway:** Support and advocate for implementation of this small section of BPMP Project B13, which we're prioritizing due to community engagement.
 - c. **BH BPOC Connector:** Research improvements to the Los Gatos Creek Trail entrance from the proposed BH BPOC.
 - d. **Bike Parking Assessment:** Assess and report on sufficiency of bike parking at town shopping centers, as well as provide information to help businesses bring bike parking up to expectations.
 - e. **Downtown Pedestrian Assessment:** Perform walk audits to identify permanent and temporary barriers to free flow of pedestrians and wheelchairs.
 - f. **Bike Valet** (post- pandemic): organize and staff bike valet parking at town events.
3. **Upcoming Projects:** PPW Staff will have availability for the next project at some point in the future. Whenever this happens, the Commission should have a list of prioritized potential projects that PPW Staff can draw from. The project suggestions below are just the first version of possible projects for discussion by the Commission. We propose that we spend 10 minutes each meeting reviewing the list of projects to add, subtract and re-prioritize.
 - a. BH BPOC Art
 - b. Community Shuttle (After Covid)
 - c. Native Plant Garden on Creek Trail
 - d. Review of BPMP bike projects for priorities.
 - e. Review of BPMP pedestrian projects and sidewalk gaps for priorities (Roberts Road is P10)

Complete Streets and Transportation Commission Resources Feb 2021

New project ideas come from multiple and various sources. Listed below are resources available to Commissioners for study and actions to generate new ideas for the list of new projects in 2) above.

1. Town Council Meetings and Strategic Priorities
 - a. Diversity, Equity, Inclusion. UCLA lecture series on Race in Transportation.
https://www.its.ucla.edu/events/perloff-lecture-series/?mc_cid=63a210ca98&mc_eid=7935fdc2ac
 - b. Seniors.
2. Town resident feedback
3. PPW Staff
4. Bike and Pedestrian Master Plan priorities list <https://www.losgatosca.gov/2347/Bicycle-and-Pedestrian-Master-Plan>
5. Walk Audits
6. Cycling Audits
7. Driving Audits
8. Regional transportation meetings: VTA BPAC, Bicycle Superhighway, SVBC, SR2S, etc.
9. Dixon Parking Study
10. 2040 General Plan Mobility Section
11. Town Wide Survey Dec 2020
12. Town Policies: Complete Streets 3-01 and CSTC Creation Resolution 2019-047.



TOWN OF LOS GATOS
COMPLETE STREET AND
TRANSPORTATION COMMISSION
REPORT

MEETING DATE: 09/09/2021

ITEM NO: 5. B. II.

DATE: September 3, 2021

TO: Complete Streets and Transportation Commission

FROM: WooJae Kim, Town Engineer

SUBJECT: Receive an Informational Report on the Highway 17 Bicycle and Pedestrian Overcrossing Project (CIP No. 818-0803) First Phase Community Engagement Implementation Plan and Provide Staff with Feedback and Comments

RECOMMENDATION:

Receive an informational report on the Highway 17 Bicycle and Pedestrian Overcrossing Project (CIP No. 818-0803) first phase community engagement implementation plan and provide staff with any feedback or comments.

BACKGROUND:

On December 1, 2020, the Town Council approved the framework for a Community Engagement Plan for the Highway 17 Bicycle and Pedestrian Overcrossing (BPOC). This plan also identified a variety of potential outreach tools for the project team to consider for engaging and obtaining meaningful input and feedback from the community and project stakeholders. The outreach tools included in the BPOC Community Engagement Plan were to be further tailored for each specific project phase.

The BPOC project team has developed a tailored community outreach implementation plan for the first phase of the project. Many of the activities during the first phase of the BPOC project will include actions and items necessary to formally set the project up with Caltrans and to verify the project is acceptable from a Caltrans programming standpoint. This will include the execution of a Cooperative Agreement with Caltrans for the project oversight, and the formal presentation of the materials included in the original feasibility analysis in the form of a Caltrans Project Initiation Document.

These actions are necessary because the BPOC project encroaches on the Caltrans right of way, therefor requiring a Caltrans permit and full Caltrans oversight throughout the design and

PREPARED BY: Michelle Quinney
Special Projects Manager

SUBJECT: Receive an Informational Status Report on the Highway 17 Bicycle and Pedestrian Overcrossing Project (CIP No. 818-0803) First Phase Community Engagement Implementation Plan and Provide Staff with Feedback and Comments

DATE: September 3, 2021

construction of the project. Because of this, the project must follow the established Caltrans project development/design processes.

Concurrent with these Caltrans programming type activities, the project team will also be working with the community during this first phase of the project to raise overall project awareness, to review bridge type alternatives, and to solicit input on a preferred bridge type. This community input will then be folded into the Caltrans process with the community bridge type preferences included in the final Project Initiation Document.

DISCUSSION:

The original BPOC Community Engagement Plan has been tailored to these first phase activities. The first phase community engagement implementation plan proposes to include the following specific activities:

- Project Page Updates/Postings – September 2021
 - Frequently Asked Questions (FAQ's)
 - Project Schedule
 - BPOC Community Engagement Plan
 - Targeted outreach - Early October 2021
 - door hangers to those properties immediately adjacent to the project site raising their awareness of the project, project webpage, and availability of the FAQ's, Notify Me, and project schedule
 - Participation in Los Gatos Farmer's Market with project information – Oct/Nov 2021
 - Two community workshops regarding the community's preferred bridge type
 - Workshop #1 – Preferred bridge material type / steel vs. concrete – Tentative date November 30, 2021
 - Workshop #2 – Preferred bridge design – Tentative date – March 2022
 - Development of project graphics and social media posts to advertise the workshops
 - Postcard mailing for Workshop #1 – Tentative target dates November 1 – 19, 2021
 - Postcard mailing for Workshop #2 – Tentative target dates TBD
 - Potential workshop on-line surveys, if needed - TBD
 - Updates at CSTC meetings as follows:
 - 9/9/21 – Review first phase community engagement actions
 - 10/14/21 – Report on response from door hanger campaign, confirm schedule and outreach activities for Workshop #1
 - 11/11/21 – Review of materials to be presented at Workshop #1
-

SUBJECT: Receive an Informational Status Report on the Highway 17 Bicycle and Pedestrian Overcrossing Project (CIP No. 818-0803) First Phase Community Engagement Implementation Plan and Provide Staff with Feedback and Comments

DATE: September 3, 2021

12/9/21 – Report out on Workshop #1, continue outreach for Workshop #2

To be effective, the engagement process will need to be very flexible and adaptive to the community. The project team will continually look for efforts to remove barriers for participation. Therefore, revisions and updates to the plan will be made as necessary to maximize the opportunities for all stakeholders, including those in disadvantaged communities.

Updates and additional implementation plans, tailored for future phases, will be developed by the project team as the project moves forward into the preliminary and final engineering phases and will be presented to the CTSC for feedback and comments at that time.

CONCLUSION:

Staff is looking for any feedback from the Complete Streets and Transportation Commission on the proposed implementation plan for this first phase of the BPOC project.
