



**TOWN OF LOS GATOS
TRANSPORTATION AND PARKING COMMISSION
REGULAR MEETING
THURSDAY, FEBRUAR 14, 2019
RJ BRYANT SERVICE CENTER
41 MILES AVENUE
LOS GATOS, CA
7:30 A.M.**

*Robert Buxton, Chair
Vacant, Vice Chair
Megan Crummett, Commissioner
Peter Hertan, Commissioner
Vacant, Commissioner
Maria Ristow, Commissioner
Ovid Santoro, Commissioner
Sasha Ryu, Primary Youth Commissioner
Isabella Scott, Alternate Youth Commissioner*

MEETING CALLED TO ORDER

ROLL CALL

NOMINATIONS/APPOINTMENTS

1. Nominations/Appointment of Transportation and Parking Vice-Chair
2. Nominations/Appointment of SR2S Liaison
3. Nominations/Appointment of Town BPAC Liaison

CONSENT ITEMS (TO BE ACTED UPON BY A SINGLE MOTION) *(Items appearing on the Consent Calendar are considered routine and may be approved by one motion. Unless there are separate discussions and/or actions requested by the Commission, staff, or a member of the public, it is requested that items under the Consent Calendar be acted on simultaneously. Any member of the Commission or public may request to have an item removed from the Consent Calendar for comment and action.)*

4. Approve Transportation and Parking Commission Regular Meeting Minutes of January 10, 2019.
Staff Report

VERBAL COMMUNICATIONS (Members of the public are welcome to address the Commission on any matter that is not listed on the 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 speaker. In the event additional speakers were not able to be heard during the initial Verbal Communications portion of the agenda, an additional Verbal Communications will be opened prior to adjournment.)

OTHER BUSINESS *(Up to three minutes may be allotted to each speaker on any of the following items.)*

5. Commission Adopted Priorities 2018
 - A. **Bus:** School Bussing
 - B. **Parking:** Review and recommend actions for time limited parking in the downtown (Town Council Referral).
 - C. **Parking:** Review and recommend actions for paid parking in the downtown (Town Council Referral).
 - D. **Complete Streets:** Develop complete streets policy language for Council consideration.
Action: Support adoption of a Town of Los Gatos Complete Streets Policy (Attachment 1)
6. Discuss 2019 TPC Priorities
7. Police Department Update
8. PPW Director's Report
 - A. Transportation and Parking Projects Update 18/19
 - I. Hwy 9 Corridor
 - II. Traffic Signal Upgrade
 - III. Priority Setting (Attachment 1)
 - B. Ongoing Projects/ Programs of Interest List
 - I. Parklets
 - II. Parking
 - III. Cut Through Traffic
 - IV. Traffic around schools
 - V. Senior R.Y.D.E. Program
 - VI. General Plan Update
 - VII. One-Way Street Pilot
9. Town BPAC Liaison (verbal report)
10. Safe Routes to Schools Liaison (verbal report)
11. VTA BPAC Liaison (verbal report)

COMMISSIONER REPORTS

ADJOURNMENT

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
TRANSPORTATION AND
PARKING COMMISSION
REPORT**

MEETING DATE: 02/14/2019
ITEM NO: 1

MINUTES OF THE TRANSPORTATION AND PARKING COMMISSION MEETING

January 10, 2019

The Transportation and Parking Commission of the Town of Los Gatos conducted a Regular Meeting on Thursday, January 10, 2019 at 7:30 a.m.

ROLL CALL

Present: Chair Robert Buxton, Commissioners Maria Ristow and Ovid Santoro and Youth Commissioner Sasha Ryu. Commissioners Megan Crummett, Peter Hertan and Natalie Ladd were absent.

MEETING CALLED TO ORDER AT 7:40 a.m.

Ovid Santoro, new commissioner, introduced himself.

CONSENT ITEMS (TO BE ACTED UPON BY A SINGLE MOTION)

1. Approve Transportation and Parking Commission Regular Meeting Minutes of December 10, 2018.

MOTION: Motion by Maria Ristow, Commissioner, to approve Consent Item 1.
Seconded by Sasha Ryu, Youth Commissioner.

VOTE: Motion passed. 4/3
Commissioners Megan Crummett, Peter Hertan and Natalie Ladd absent.

OTHER BUSINESS

2. Selection of Chair and Vice Chair 2019

Matt Morley, PPW Director, discussed the options for selecting the Chair and Vice Chair positions. Commission discussed this item.

MOTION: Motion by Maria Ristow to re-elect Robert Buxton as the 2019 Chair and defer the Vice Chair election to the February meeting.
Seconded by Ovid Santoro, Commissioner

VOTE: Motion passed. 4/3
Commissioners Megan Crummett, Peter Hertan and Natalie Ladd absent.
Robert Buxton, Chair acknowledged Natalie Ladd's service to the Commission.

3. Selection of SR25 Liaison

Deferred to February's meeting

4. Selection of Town BPAC Liaison

Deferred to February's meeting

Robert Buxton, Chair, requested that the Commission discuss item 8.A.III. prior to moving on to the next agenda item.

8. PPW Director's Report

A. Transportation and Parking Projects Update 18/19

III. North Santa Cruz One-Way Street Pilot

Matt Morley, Director, reported on this item and reviewed the pilot handout. Commission discussed this item.

Catherine Somers, Chamber of Commerce, commented on this item with her recommendation of option C.

5. Commission Adopted Priorities 2018

A. **Bus:** School Bussing

Ying Smith, Transportation and Mobility Manager, verbally reported on this item. She reported that a mother on the JCC route indicated that if there wasn't this bus stop, she wouldn't be able to have a full-time job.

B. **Parking:** Review and recommend actions for time limited parking in the downtown (Town Council Referral)

Matt Morley, PPW Director, verbally reported on Item #s 5.B. & C.

C. **Parking:** Review and recommend actions for paid parking in the downtown (Town Council Referral)

Previously discussed.

- D. **Complete Streets:** Develop complete streets policy language for Council consideration.

Megan Crummett, Commissioner, indicated via e-mail that a draft of the Complete Streets resolution(s) will be ready by next week.

6. Discuss 2019 TPC Priorities

Robert Buxton, Chair, verbally reported on this item.

7. Police Department Update

Kalipo Kauwelo, Police Department Sergeant, deferred this item to the February meeting. Robert Buxton, Chair, acknowledged his service to the Commission.

8. PPW Director's Report

- A. Transportation & Parking Projects Update FY17/18 and 18/19
- I. Hwy 9 Corridor
 - II. Traffic Signal Upgrade
 - III. Priority Setting

Matt Morley, PPW Director, verbally reported on Items 8.A.I. & II. Item III previously discussed.

- B. Ongoing Projects/ Programs of Interest List
- I. Parking Garage Downtown
 - II. Cut Through Traffic
 - III. Traffic around Schools
 - IV. High School area parking
 - V. Downtown Employee Parking
 - VI. Senior R.Y.D.E. Program (previously presented)
 - VII. General Plan Update

Matt Morley, PPW Director, verbally reported on these items.

9. Town BPAC

Maria Ristow, Commissioner, verbally reported that there was no new report, but that the next meeting would be on February 7, 2019 at 3 p.m.

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SUBJECT: TRANSPORTATION AND PARKING MEETING MINUTES

DATE: December 13, 2018

10. Safe Routes to Schools

Maria Ristow, Commissioner, verbally reported on this item.

11. VTA BPAC

No report

COMMISSIONER REPORTS

Ovid Santoro, Commissioner, indicated that the Commission needs to be mindful of the new transportation technology ei: motorized scooters, skateboards and bicycles.

ADJOURNMENT

The meeting adjourned at 9:10 a.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the January 10, 2019 meeting as approved by the Transportation and Parking Commission.

/s/ Matt Morley, PPW Director

Prepared by: Natalie Hawkins, Recording Secretary



TITLE: Complete Streets Policy		POLICY NUMBER:
EFFECTIVE DATE: February 19, 2019		PAGES: 3
ENABLING ACTIONS: Council Action	REVISED DATES:	
APPROVED:		

PURPOSE

To set policy level guidance for the implementation of complete streets.

SCOPE

The Complete Streets Policy outlines the basis for applying complete streets principles in transportation projects Townwide.

POLICY

A. Complete Streets Principles

1. **Complete Streets Serving All Users.** The Town of Los Gatos expresses its commitment to planning, designing, building, and maintaining complete streets that provide and support safe, comfortable, and convenient travel along and across streets (including streets, roads, highways, bridges, and other portions of the transportation system) through a comprehensive, integrated transportation network that serves all categories of users, including pedestrians, bicyclists, persons with disabilities, motorists, movers of commercial goods, emergency responders, users and operators of public transportation, seniors, children, youth, and families.
2. **Context Sensitivity.** In planning and implementing transportation projects, all departments of the Town of Los Gatos shall maintain sensitivity to the surrounding context, local conditions in both residential and business districts as well as urban, suburban, and rural areas and shall be designed with community input from, but not limited to, residents, merchants, and other stakeholders, to ensure that a strong sense of place ensues. Improvements that will be considered include, but are not limited to: sidewalks, shared use paths, protected bicycle lanes, bicycle boulevards, paved shoulders, street trees and landscaping, planting strips, accessible curb ramps, crosswalks, refuge islands, pedestrian and traffic signals, signs, street furniture, bicycle parking facilities, public transportation stops and facilities, transit priority signalization, and other features assisting in the provision of safe travel for all users, such as traffic calming

circles, transit bulb-outs, and road diets as feasible and consistent with the Town's Transportation Element of the General Plan Policies.

3. **Complete Streets Routinely Addressed by All Departments.** All relevant departments of the Town of Los Gatos and outside agencies whose work affects Los Gatos roadways shall work towards making complete streets practices a routine part of everyday operations. The following projects are samples of where opportunities may be provided: pavement resurfacing, restriping, accessing above and underground utilities, signalization operations or modifications, and maintenance of landscaping and related features.
4. **All Projects and Phases.** The policy shall be incorporated into all planning, funding, design, approval, and implementation processes for any construction, reconstruction, retrofit, repaving, rehabilitation, expansion, maintenance, operations, alteration, or repair of new or existing streets, roads, public easements, highways, bridges, and other portions of the transportation system.

B. Implementation

1. **Plan Consultation and Consistency.** Any proposed improvements should be evaluated for consistency with local bicycle, pedestrian, transit, multimodal, and other relevant plans. The finding of the evaluation shall be available to the Los Gatos Bicycle and Pedestrian Advisory Commission and the Transportation and Parking Commission early in the planning and design stage, to ensure the Los Gatos Bicycle and Pedestrian Advisory Commission and the Transportation and Parking Commission have an opportunity to provide comments and recommendations.
2. **Street Network/Connectivity.** As feasible, the Town of Los Gatos shall incorporate complete streets infrastructure into existing streets to improve the safety and convenience of users, with the particular goals of creating a comprehensive, integrated, and connected network of facilities accommodating each category of users and increasing connectivity across jurisdictional boundaries and key destinations, both for existing and anticipated future areas of travel origination or destination.
3. **Stakeholder Consultation.** Transportation projects shall be available for review by stakeholders, including the Los Gatos Bicycle and Pedestrian Advisory Commission and The Transportation and Parking Commission, early in the planning and design stage to provide an opportunity for comments and recommendations regarding complete streets features that are incorporated into the project.
4. **Evaluation.**
The Town of Los Gatos should collect baseline data on Complete Street facilities, including but not limited to: mileages of bike lanes and sidewalks, number of street crossings, and pedestrian signals. Follow-up data should be collected on a regular basis.

C. Exemptions

1. **Approval for Exemptions.** Projects that seek complete streets exemptions must provide written finding of why accommodations for all modes are not included in the project. The finding should be approved by the Parks and Public Works Director or designee. Projects that are granted exemptions must be made publicly available for review.

APPROVED AS TO FORM:

Robert Schultz, Town Attorney

STRATEGIC PRIORITIES FY 2019-2021



**CORE GOALS: COMMUNITY CHARACTER • GOOD GOVERNANCE • FISCAL STABILITY •
QUALITY PUBLIC INFRASTRUCTURE • CIVIC ENRICHMENT • PUBLIC SAFETY**

ONGOING COMMITMENTS

TRAFFIC/TRANSPORTATION

Comprehensive Parking Study

- Parking Garage

Transportation Demand Management

- One-way Downtown Street Pilot
- Summer/Rush Hour/School Traffic
- Develop Measure B Transportation Projects
- Install Bicycle and Pedestrian Improvements
- Community Shuttle/School Bus Pilot

QUALITY OF LIFE

Community Vitality

- Events and Other Efforts

Streamline Policies

- Land Use/Economic Vitality Measures
- Ordinances

General Plan 2040

- Objective Standards
- Environmental Sustainability

SAFETY

Emergency Preparedness

- CERT Recruitment and Training
- EOC Upgrades
- Community communication

Fire Protection

- Vegetation management on Town properties
- Enhanced community education

Infrastructure Improvements

- Guard Rails
- Pavement

PROSPERITY

Address Pension and OPEB Obligations

- Additional Discretionary Payments (ADPs)
- Reduced Amortization Strategies
- Pension Contribution Management Strategies

Annexation of County Pockets

Sell or Lease Certain Town Properties

Short Term Rentals

NEW

Additional Vegetation Management Practices

- Complete ecological study to determine the best management practices to protect life and property and maintain healthy ecosystems

Vehicle Miles Travelled Policy

- State Mandate Required in 2020

IN PROGRESS

Reconstruct remaining Almond Grove Streets

Create a Complete Streets Policy

Measure G (Sales Tax) Implementation

RECENTLY COMPLETED

North 40 Specific Plan Amendments

Streamline certain policies affecting Town businesses

ATTACHMENT 1

