TOWN OF LOS GATOS
REGULAR MEETING OF THE
COMPLETE STREETS & TRANSPORTATION COMMISSION
AGENDA
OCTOBER 8, 2020
7:30 A.M.

IMPORTANT NOTICE REGARDING THE October 8, 2020
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 viewing the meeting or in providing oral comments real-time during the meeting, here is the Zoom Video Conference link for this meeting:
NEEDS TO BE UPDATED

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join.
https://losgatosca-gov.zoom.us/j/9545699849?from=msft

Or 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 *2 on your telephone keypad to raise your hand.
- If you are participating by calling in, without a Zoom app, you must notify the Parks and Public Works Department at PPWComment@losgatosca.gov which item(s) you would like to speak on prior to 3:00 p.m. the day before the meeting.
- 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 Complete Streets & Transportation Commission meeting.

If you are unable to participate in real-time, and would like to submit Public Comment, 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 Commission Members are listed to permit them to appear electronically or telephonically at the Commission meeting: CHAIR ROBERT BUXTON, VICE-CHAIR JEFF THOMPSON, COMMISSIONERS BILL EHLERS, PETER HERTAN, MARIA RISTOW, GILLIAN VERGA AND YOUTH COMMISSIONER ADAM 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 and may be approved by one motion. Any member of the Commission or public may request to have an item removed from the Consent Items for comment and action. A member of the public may request to pull an item from Consent by following the Participation instructions contained on page 1 of this agenda. If an item is pulled, the Chair has the sole discretion to determine when the item will be heard. 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 Items be acted on simultaneously.)*

1. Approve Complete Streets & Transportation Commission Regular Minutes of September 10, 2020. (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. Commission Adopted Priorities 2020
    A. Identify Infrastructure Repairs (Verbal Report)
    B. Los Gatos Creek Trail Improvements (Verbal Report)
    C. Walk Audits (Verbal Report)

3. Youth Commissioner Report (verbal report)

4. Police Department Update (verbal report) – Sgt. Borremeo
    A. Parking Study Update (verbal report) - Jim Renelle
        I. United Spinal Association (verbal report) – Chair Buxton

ADJOURNMENT

The meeting adjourned at 9:15 a.m.

This is to certify that the foregoing is a true and correct copy of the Regular minutes of the September 10, 2020 meeting as approved by the Complete Streets & Transportation Commission.

_____
/s/Matt Morley, PPW Director
Prepared by Natalie Hawkins, Recording Secretary

TOWN OF LOS GATOS

COMPLETE STREETS AND TRANSPORTATION COMMISSION REPORT

MEETING DATE: 10/08/2020
REGULAR MEETING
ITEM NO: 1

MINUTES OF THE COMPLETE STREETS AND TRANSPORTATION MEETING

September 10, 2020

The Complete Streets and Transportation Commission of the Town of Los Gatos conducted its Regular Meeting on Thursday, September 10, 2020 at 7:30 a.m. via video conferencing.

MEETING CALLED TO ORDER AT 7:30 a.m.

ROLL CALL

Present: Chair Robert Buxton, Vice Chair Jeff Thompson, Commissioners Bill Ehlers, Peter Hertan, Maria Ristow, Gillian Verga. Youth Commissioner Adam Moore absent. Youth Commissioner Sasha Ryu arrived at 8:10 a.m.

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

1. Approve the Complete Streets & Transportation Regular Minutes of August 13, 2020.

MOTION: **Motion** by **Commissioner Ristow** to approve Consent Item 1. with three minor corrections;
1. Item 3. Spelling from "Rue" to "Ryu"
2. Item 4. "Bike to Work" to "Bike to Wherever"
3. Commissioner Report Ristow from "following Ann Ravel" to "co-sponsoring a Transportation in the Region meeting with Ann Ravel".

Seconded by **Commissioner Verga.**

VOTE: **Motion passed 6-0 (1 absent) by roll call.**

OTHER BUSINESS

2. Commission Adopted Priorities 2020 (Attachment 1)

A. Identify Infrastructure Repairs

Jeff Thompson, Vice Chair, verbally reported on this item.

B. Los Gatos Creek Trail Improvements

Commissioner Bill Ehlers & Gillian Verga, verbally reported on this item.

C. Walk Audits (Attachment)

Maria Ristow, Commissioner, verbally reported on this item. Commission discussed this item.

3. Youth Commissioner Report

No new report.

4. Resident Communication Procedures (Attachment- Public Comment)

Bob Buxton, Chair, verbally reported on this item. Commission discussed this item.

5. Bike to Wherever Day (verbal report)

Maria Ristow, Commissioner, verbally reported on this item. Commission discussed this item.

6. Police Department Update (verbal report)

Deferred to October.

A. Parking Study Update (verbal report)

Jim Renelle, Town Parking Project Manager, verbally reported on this item. Commission discussed this item.

7. PPW Director's Report

A. Beach Traffic (verbal report)
B. Roadside Vegetation Management (Attachment)

Matt Morley, PPW Director, verbally reported on Items A. and B.

C. Capital Project Update (verbal report)

No new report.

D. Senior R.Y.D.E. (verbal report)

Bob Buxton, Chair, verbally reported on this item.

E. Connect Los Gatos Projects https://www.losgatosca.gov/2566/Connect-Los-Gatos

I. Bicycle and Pedestrian Master Plan Update (verbal report)
II. Bicycle & Pedestrian Overcrossing over Highway 17 (verbal report)

Ying Smith, Mobility & Transportation Manager, verbally reported on Items I. and II.

III. Hwy 9 at Massol Avenue (verbal report)

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

IV. Winchester Complete Streets Quick Build (Attachment)

Suyesh, Shrestha, Engineer from the Town, presented a power point presentation on this item. Matt Morley, PPW Director, verbally reported on this item. Commission discussed this item. Ying Smith, Mobility & Transportation Manager, verbally reported on this item.

V. General Plan Update (verbal report)

Commissioner Hertan and Ristow verbally reported on this item. Matt Morley, PPW Director, verbally reported the next General Plan Advisory meeting is October 1, 2020 On Demand.

8. Safe Routes to Schools Liaison (verbal report)

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

9. VTA BPAC Liaison (verbal report)

Peter Hertan, Commissioner, verbally reported on this item.

COMMISSIONER REPORTS

Bob Buxton, Chair, verbally reported attending the 9/1/20 Town Council meeting.

Maria Ristow, Commissioner, verbally reported attending the last month's Town Council and General Plan meetings. She also attended a Town workshop on Policing on Tuesday, 9/9/20.

Jeff Thompson, Vice Chair, verbally reported attending the General Plan meeting as well.

5. PPW Director's Report
    A. Beach Traffic (Verbal Report)
    B. Roadside Vegetation Management (Verbal Report)
    C. Capital Project Update (Verbal Report)
    D. Senior R.Y.D.E. (Verbal Report)
    E. Connect Los Gatos Projects https://www.losgatosca.gov/2566/Connect-Los-Gatos
        I. Bicycle & Pedestrian Overcrossing over Highway 17 (Verbal Report)
        II. Hwy 9 at Massol Avenue (Attachment)
        III. Winchester Complete Streets Quick Build (Attachment)
        IV. General Plan Update (Verbal Report)

6. Safe Routes to Schools Liaison (Verbal Report)

7. VTA BPAC Liaison (Verbal Report)

COMMISSIONER REPORTS

ADJOURNMENT

Next meeting scheduled: November 12, 2020

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

MEETING DATE: 10/8/2020

ITEM NO: 5. E. III.

DATE: October 2, 2020

TO: Complete Streets and Transportation Commission

FROM: Matt Morley, Parks and Public Works Director

SUBJECT: Update on the Winchester Class IV Bikeway September 24 Community Meeting

RECOMMENDATION:

Staff recommends that the Commission receive an update on the Winchester Class IV Bikeway Community Meeting held on September 24.

BACKGROUND:

The Connect Los Gatos Program is aimed at making it easier and safer for all to bike and walk in Los Gatos. Two projects that are included in the Connect Los Gatos Program are the Winchester Class IV Bikeway and the Winchester Boulevard Complete Streets. Both projects propose improvements to transform the corridor to improve safety and connections for motorists, bicyclists and pedestrians and to encourage more bicycling and walking trips. Class IV Bikeway, referred to as protected bikeway, is an interim solution to safe bike routes on Winchester Boulevard that can be implemented as early as next year, while Complete Streets will take few years to develop and secure construction funding. The budget appropriated in the FY2020-21 Capital Improvement Program for the Class IV Bikeway project is $982,455 of which $293,900 is grant funded. Kimley-Horn and Associates, Inc. (KHA) is working on the design for both projects.

Staff established that a limited pavement section repair is required on Winchester to install the protected bikeways. Hence, the project limits for the Winchester Class IV Bikeway will be resurfaced as part of the Annual Street Repair and Resurfacing project in 2021 before the bikeway installation.

PREPARED BY: WooJae Kim
Town Engineer

BACKGROUND (continued):

On September 10, 2020, CSTC was presented with the 35% design plans for the Winchester Class IV Bikeway. The commissioners were in general support of the project and requested that staff obtain early feedback from the public regarding the design.

DISCUSSION:

Staff held a community meeting via Zoom on Thursday, September 24 to present the 35% design plans for the Winchester Class IV Bikeway Project. Outreach efforts for the community meeting involved direct mailing, door hanger flyers, social media, flyers placed near the project site, and the Town website. Monte Sereno community members were also invited since a segment of the project is within the City of Monte Sereno right-of-way.

Approximately 28 community members from the Town and Monte Sereno attended the meeting including the Mayor of Monte Sereno. The attendees were presented with the project background and goals, key design features including protected/buffered bikeways and travel lane changes, reduction to parking, modifications at intersections, and next steps.

During the Q&A session that followed, a few attendees expressed appreciation and support for the interim solution to safer bikeways before the future Complete Streets project on Winchester Blvd. Attendees also asked questions and provided feedback/concerns on the following matters

- Project limit not extending to Knowles Drive
- Removal of parking along Winchester for residents and business
- Driveway access directly from Winchester
- Travel lane reduction
- Lack of sidewalk improvements for pedestrians as part of the project
- Traffic delays at intersections, especially at Winchester and Lark

Attendees expressed desires to have continued bikeways up to Knowles Drive and connected sidewalks for pedestrian usage, which is not part of the current scope of the bikeway or resurfacing project. The current limits of the Winchester Class IV Bikeway for northbound is between Blossom Hill Road and Albright Way and between Wimbledon Drive and Blossom Hill Road for southbound. Bikeways beyond the limits would need to be addressed as part of the Complete Streets or other future projects due to funding limitations and coordination challenges to install by next year. Staff will also conduct further traffic analysis at the intersection of Winchester and Lark to determine impacts to the level of service. Community members were informed that staff and the design consultant will continue to improve the 35% design plans, but certain changes such as reduction of parking and travel lanes will be required to install protected bike lanes.

NEXT STEPS:

The next steps include traffic analysis for the proposed design at Winchester and Lark intersection, further development of the bikeway design from feedback received, continuous updates to communities, develop construction documents, and then present to Council for an approval to advertise for bid along with 2021 Street Repair and Resurfacing project at a December Council meeting.

TOWN OF LOS GATOS

COMPLETE STREETS AND TRANSPORTATION COMMISSION

MEETING DATE: 10/8/2020

ITEM NO: 7.E.III.

DATE: October 2, 2020

TO: Complete Streets and Transportation Commission

FROM: Matt Morley, Parks and Public Works Director

SUBJECT: Highway 9 and Massol Avenue Intersection Improvements

RECOMMENDATION:

Staff recommends that the Commission receive an update on the Highway 9 and Massol Avenue Intersection Improvements

BACKGROUND:

The Town Council authorized the Town Manager to proceed with the Highway 9 Corridor Study, that included the area between Los Gatos Boulevard to the east and the Town limits to the west at Monte Sereno, with an emphasis on safety and vehicle flow. The study addressed the corridor in segments with the intersection at Massol Avenue and Highway 9 identified as a prime focus of the study due to safety issues, including a pedestrian fatality on September 1, 2017. The intersection currently has no traffic control but is equipped with pedestrian activated flashing beacons intended to alert drivers when a pedestrian is crossing.

At the August 21, 2018 meeting, the Town Council reviewed the Highway 9 Corridor Study recommendations and directed staff to move forward with upgrading the existing flashing beacons at the intersection of Massol Avenue with the LED rectangular rapid flashing beacons (RRFB's) and additional safety improvements. RRFB's are utilized at other crosswalks in the Town to provide high visibility of crosswalks for drivers.

DISCUSSION:

The Massol Intersection Improvements project will upgrade the existing pedestrian crossing and bicycle facilities on Highway 9 at Massol Avenue to improve safety, promote greater walking and biking in Downtown Los Gatos, and enhance access to the surrounding residential

PREPARED BY: WooJae Kim
Town Engineer

neighborhood. After the completion of the Highway 9 Corridor Study in 2018, the Town has designed the safety improvement project, which includes the following measures:

1. Visual narrowing of the roadway to slow traffic with a landscaped median island on Highway 9 west of the intersection.
2. Replacement of existing pedestrian activated flashing beacons with higher visibility LED rectangular rapid flashing beacons (RRFB).
3. Upgrade the existing speed feedback sign and add a new flashing beacon on the eastbound approach.
4. Installation of green bike lanes on the eastbound and westbound sections of Highway 9 near the crosswalk.
5. Installation of a streetlight closer to the crosswalk for improved visibility.
6. Add "Shark Teeth" yield lines and new signs at the eastbound and westbound approaches.
7. Removal of two magnolia trees for improved visibility.

These improvements are consistent with the Town's goal to improve pedestrian and bicyclist safety by enhancing the existing pedestrian crossing, encouraging speed adherence by design, increasing visibility of pedestrians and bicyclists, and enhancing lighting.

On June 2, 2020, the Town Council approved the plans and specifications for the Massol Intersection Improvements and authorized the advertising of the project for bid. On July 1, 2020, the Town received three (3) bids for the project. Tennyson Electric, Inc. was deemed the lowest responsive and responsible bidder. On August 4, Council awarded the construction contract with Tennyson Electric for $328,792.00 with additional $65,578 budget authorized for construction contingency.

Highway 9 is under the jurisdiction of the California Department of Transportation (Caltrans). Staff had to obtain necessary Caltrans approval and permits required for the intersection improvements. The necessary permits are now secured, and Tennyson Electric will start work in October. The project is anticipated to be completed by early next year.

The project plans and specifications can be viewed on the Town's website:
https://www.losgatosca.gov/DocumentCenter/View/24591/19-813-0236-Plans-and-Specs

NEXT STEPS:

The next steps include notifying the community regarding the construction work, implementing necessary traffic control when necessary, and completing the project by early 2021.