



**TOWN OF LOS GATOS  
TRANSPORTATION AND  
PARKING COMMISSION  
REPORT**

MEETING DATE: 03/14/2019  
REGULAR MEETING  
ITEM NO: 1

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**MINUTES OF THE TRANSPORTATION AND PARKING COMMISSION MEETING**

**February 14, 2019**

The Transportation and Parking Commission of the Town of Los Gatos conducted a Regular Meeting on Thursday, February 14, 2019 at 7:30 a.m.

**ROLL CALL**

Present: Chair Robert Buxton, Commissioners Megan Crummett, Peter Hertan and Maria Ristow. Youth Commissioner Sasha Ryu arrived at 7:50 a.m.

**MEETING CALLED TO ORDER AT 7:36 a.m.**

Robert Buxton, Chair, welcomed Greg Borromeo, PD Sergeant, as Kalipo Kauwelo's replacement.

**NOMINATIONS/ APPOINTMENTS**

1. Nominations/ Appointment of Transportation and Parking Vice Chair

Maria Ristow, Commissioner, thanked Robert Buxton, Chair, for his continued service.

**MOTION:** Motion by Maria Ristow, Commissioner, to nominate Megan Crummett as the Vice Chair.

Seconded by Peter Hertan, Commissioner.

**VOTE:** Motion passed. 4/0

Sasha Ryu, Youth Commissioner, arrived after vote.

2. Nominations/ Appointment of SR2S Liaison

**MOTION:** Motion by Robert Buxton, Chair, to nominate Maria Ristow as the SR2S Liaison.

Seconded by Peter Hertan, Commissioner.

**VOTE:** Motion passed. 4/0

Sasha Ryu, Youth Commissioner, arrived after vote.

3. Nominations/ Appointment of Town BPAC Liaison

**MOTION:** Motion by Robert Buxton, Chair, to nominate Peter Hertan as the BPAC Liaison.

Seconded by Megan Crummett, Vice Chair.

**VOTE:** **Motion passed. 4/0**  
Sasha Ryu, Youth Commissioner, arrived after vote.

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

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

**MOTION:** **Motion** by Maria Ristow, Commissioner, to amend Item 5.A., change bus stop to bus program. Approve Consent Item 1 as amended.  
**Seconded** by Peter Hertan, Commissioner.

**VOTE:** **Motion passed. 4/0**  
Sasha Ryu, Youth Commissioner, arrived after vote.

**OTHER BUSINESS**

5. Commission Adopted Priorities

A. **Bus:** School Bus Pilot Program Update

Ying Smith, Transportation and Mobility Manager, verbally reported on this item. Commission discussed this item. Kalipo Kauwelo, PD Sergeant, verbally reported on current automobile interactions with the busses and their stops.

**COMMISSIONER REPORTS**

(Order changed as Youth Commissioner Ryu needed to leave for school.)

Sasha Ryu, Youth Commissioner, verbally reported on the youth high school sub-committee for beach traffic and the work the Youth Commission was doing.

5. Commission Adopted Priorities

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

Matt Morley, PPW Director, verbally reported on Items 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.  
**Action:** Support adoption of a Town of Los Gatos Complete Streets Policy (Attachment 1)

Matt Morley, PPW Director, reported that the collaboration between BPAC and TPC was an excellent job and everyone involved should be proud of it. Commission discussed this

item. Ying Smith, Transportation and Mobility Manager, verbally reported on this item and reviewed Attachment 1.

**MOTION:**           **Motion** by Maria Ristow, Commissioner, to approve with an amendment to Item B.4. language change "should" to "shall".

**Seconded** by Peter Hertan, Commissioner.

**VOTE:**           **Motion passed. 4/0**

Sasha Ryu, Youth Commissioner, left before vote.

6. Discuss 2019 TPC Priorities

Robert Buxton, Chair, verbally reported on this item. Commission discussed creating an Ad Hoc. Maria Ristow and Peter Hertan volunteered to be on the Ad Hoc.

7. Police Department Update

Robert Buxton, Chair, thanked Kalipo Kauwelo, PD Sergeant, for his service to the Commission. He verbally reported on this item. He then introduced Greg Borromeo as the new PD Liaison.

8. PPW Director's Report

A. Transportation & Parking Projects Update 18/19

- I. Hwy 9 Corridor
- II. Traffic Signal Upgrade
- III. Priority Setting (Attachment 1)

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

B. Ongoing Projects/ Programs of Interest List (Status Update)

- 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 on N. Santa Cruz Avenue

Matt Morley, PPW Director, verbally reported on these items. Commission discussed item VII.

9. Town BPAC

Maria Ristow, Commissioner, verbally reported on this item.

10. Safe Routes to Schools

Maria Ristow, Commissioner, verbally reported on this item.

11. VTA BPAC

Peter Hertan, Commissioner, verbally reported on this item.

**COMMISSIONER REPORTS**

Maria Ristow, Commissioner, verbally reported on the following meetings that she attended: SR2S County Providers and Silicon Valley Bike Coalition rides.

Robert Buxton, Chair, verbally reported on the following meetings that he attended: Town Council and Age-Friendly, Santa Clara County. Also, just a reminder to turn in your Form 700 by April 2<sup>nd</sup>.

Megan Crummett, Vice Chair, requested that the June 13, 2019 be moved to June 6, 2019 as a special meeting.

**MOTION:** Motion by Maria Ristow, Commissioner, to approve the meeting change.  
**Seconded** by Megan Crummett, Vice Chair.

**VOTE:** Motion passed. 4/0  
Sasha Ryu, Youth Commissioner left before vote.

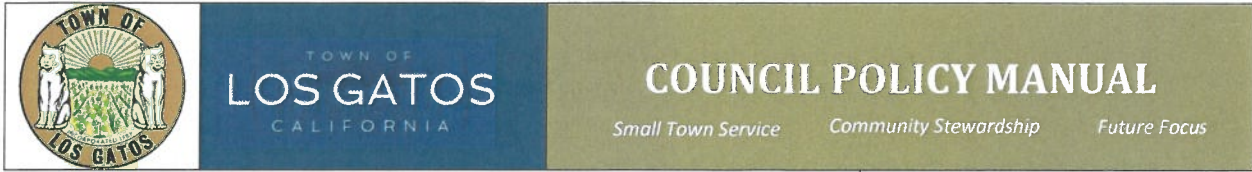
**ADJOURNMENT**

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 February 14, 2019 meeting as approved by the Transportation and Parking Commission.

  
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Lisa Petersen, Assistant PPW Director

Prepared by: Natalie Hawkins, Recording Secretary



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

**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:

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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**