



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

MEETING DATE: 08/08/2019
REGULAR MEETING
ITEM NO: 1

REGULAR MINUTES OF THE TRANSPORTATION AND PARKING COMMISSION MEETING

July 11, 2019

The Transportation and Parking Commission of the Town of Los Gatos conducted a Regular Meeting on Thursday, July 11, 2019 at 7:30 a.m.

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

ROLL CALL

Present: Chair Robert Buxton, Vice Chair Megan Crummett (arrived at 7:35 a.m.), Commissioners Peter Hertan and Maria Ristow.

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

1. Approve Transportation and Parking Commission Special Meeting Minutes of June 6, 2019.

MOTION: **Motion** by Maria Ristow, Commissioner, to approve Consent Item 1.
Seconded by Peter Hertan, Commissioner.

VOTE: **Motion passed. 3/0**
Megan Crummett, Vice Chair, not present at vote.

OTHER BUSINESS

Robert Buxton, Chair, requested that Item # 5.B.V. be moved to the top of the agenda as the guest speaker was present.

5. PPW Director's Report

B. Ongoing Projects/ Programs of Interest List (Updates)

V. Senior R.Y.D.E. Program (Presentation by Tyler Taylor)

Tyler Taylor verbally presented on the Senior R.Y.D.E. Program. Commission discussed this item. BPAC Commissioner Owens thanked Tyler for his work and service to this program.

2. Commission Adopted Priorities 2019

A. **Bus:** Current School Bus Pilot Program (Update)

Matt Morley, PPW Director, verbally reported on this item and will send the survey to both TPC and BPAC Commissions.

B. **Parking:** Review and recommend modifications resulting from the Comprehensive Downtown Parking Study (Town Council Referral)

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

3. Combining TPC & BPAC Report (Attachment 1)

Matt Morley, PPW Director, verbally reported on this item. Commission discussed the staff report and draft resolution attachments. Members from both the BPAC and Transportation and Parking Commission were present at the meeting. **Quorum was not reached by BPAC.**

There was discussion on various potential modification of the draft resolution to forward to the Town Council for recommendation. Consensus made by the Transportation and Parking Commission was noted for:

- Adding an item within the draft resolution under “Powers and Duties” to reflect the role of the Commission as an advocate for use of alternative transportation.
- Avoid automobile centric language in the enabling resolution.
- Following robust discussion, modifying the proposed name from “Better Streets” to “Complete Streets and Transportation” Commission.
- The use of the word “speeding” in the fourth whereas statement in the enabling resolution should be removed.
- Consider the need to incorporate the Town’s sustainability goals in the enabling resolution.
- Future setting of the Commission meeting time once the new Commission is in place.
- Emphasize in the staff report the organic nature of the discussion to combine the Commissions and why the combination makes sense.

MOTION: **Motion** by Maria Ristow, Commissioner, to approve a new name for the combined Commissions, Complete Streets and Transportation Commission.
Seconded by Peter Hertan, Commissioner.
Commissions discussed motion.

VOTE: **Motion passed. 4/0, unanimously,** with the full support of BPAC members that were in attendance.

Robert Buxton, Chair, requested Item # 5.B. VIII. be the next agenda item discussed.

5. PPW Director's Report

B. Ongoing Projects/ Programs of Interest List (Updates)

VIII. Shannon & Kennedy Traffic

Cathleen Bannon – Resident of 16828 Kennedy Road expressed her concerns on Shannon and Kennedy traffic. Commission asked questions of resident and discussed this item.

4. Police Department Update

Greg Borromeo, PD Sergeant, verbally reported on this item.

5. PPW Director's Report

A. Transportation & Parking Projects Update 19/20

- I. Blossom Hill Road
- II. Traffic Signal Upgrade
- III. Paving

Lisa Petersen, Assistant PPW Director & Town Engineer, verbally reported on these items.

B. Ongoing Projects/ Programs of Interest List (Updates)

- I. Parklets
- II. Parking
- III. Cut Through Traffic
- IV. Traffic around Schools
- V. Senior R.Y.D.E. Program (Presentation by Tyler Taylor)
- VI. One-Way Street Pilot
- VII. General Plan Update
- VIII. Shannon & Kennedy Traffic

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

6. Town BPAC Liaison (verbal report)

Maria Ristow, Commissioner, indicated that there was no new report. BPAC verbally reported on the 4th of July bike valet. Commission discussed this item.

7. Safe Routes to Schools Liaison (verbal report)

Maria Ristow, Commissioner, verbally reported on this item.

8. VTA BPAC Liaison (verbal update)

Peter Hertan, Commissioner, verbally reported on this item.

COMMISSIONER REPORTS

Maria Ristow, Commissioner, indicated that there would be an Annual Silicon Valley Bike Summit on 08/11/19. She participated in the following bike rides: 6/29- Pride Ride and the Annual Climate Ride.

Heidi Owens, BPAC Commissioner, attended the VTA/ Hwy 85 Advisory Commission and verbally reported on this item. Matt Morley, PPW Director, also verbally reported on this study item.

Robert Buxton, Chair, verbally reported that he attended the 06/29/19 Older Adults Driving Program.

ADJOURNMENT

The meeting adjourned at 9:40 a.m.

This is to certify that the foregoing is a true and correct copy of the Regular minutes of the July 11, 2019 meeting as approved by the Transportation and Parking Commission.



Matt Morley, PPW Director

Prepared by: Natalie Hawkins, Recording Secretary



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

MEETING DATE: 7/11/2019

ITEM NO: 3

DATE: JULY 2, 2019
TO: TRANSPORTATION AND PARKING COMMISSION
FROM: MATT MORLEY, PARKS AND PUBLIC WORKS DIRECTOR
SUBJECT: COMBINING THE TRANSPORTATION AND PARKING AND BICYCLE AND PEDESTRIAN ADVISORY COMMISSIONS

RECOMMENDATION:

Receive a report on combining the Transportation and Parking and Bicycle and Pedestrian Advisory Commissions.

BACKGROUND:

At the May 9, 2019 Transportation and Parking Commission meeting, the Commission voted to move forward a recommendation to combine with the Bicycle and Pedestrian Advisory Commission, forming one Commission. This item was brought forward at the request of both Commissions.

DISCUSSION:

Staff has outlined the following structure for recommendation to the Town Council at the August 20, 2019 Council Meeting. The draft resolution (Attachment 1) reflects additional detail.

Commission Name: Better Streets Commission

Role: The Commission will be advisory to the Town Council on subjects related to all modes of transportation. This will include motorized and non-motorized modes in the right of way and on Town properties, including parking. Subjects may include: walking, biking, scooters, carshare, rideshare, transit, shuttles, local bussing, parking, electric vehicle charging, automobiles, etc. Trails, street trees, and parks will remain the responsibility of the Parks Commission.

PREPARED BY: MATT MORLEY
PARKS AND PUBLIC WORKS DIRECTOR

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SUBJECT: COMBINING THE TRANSPORTATION AND PARKING AND BICYCLE AND
PEDESTRIAN ADVISORY COMMISSIONS

JULY 2, 2019

DISCUSSION (Continued):

Membership: The new Commission will consist of seven members, six adult members appointed by the Town Council and one member appointed by the Youth Commission.

Timeline: The Council will receive applications during the August recruitment period for Commissions. This will lead to interviews in November, with the new Commission in place on January 1, 2020. The current Commissions will continue through the end of 2019. All current Commissioners are encouraged to apply for the new Commission.

Meeting Schedule: The Commission will meet at 7:30 a.m. on the second Thursday of every month. Meetings will be held at the Parks and Public Works offices.

Regional Representation: The Commission will take on the role of providing a representative to the VTA BPAC and will fulfill the role of a BPAC where necessary, including the review and support of grant applications.

CONCLUSIONS:

Staff will present this item to the Town Council on August 20, 2019 with the recommendations outlined above and with modifications as recommended by the Transportation and Parking Commission.

Attachment:

1. Draft Resolution

RESOLUTION 2019-

**RESOLUTION OF THE TOWN COUNCIL
OF THE TOWN OF LOS GATOS
ESTABLISHING THE BETTER STREETS COMMISSION
AND RESINDING RESOLUTIONS 2016-052 AND 2016-058**

WHEREAS, multi-modal transportation issues throughout Los Gatos need to be carefully evaluated to ensure that the quality of life in Town is positively impacted by proper transportation management; and,

WHEREAS, the safety of all users of the transportation network is equally important; and,

WHEREAS, there is a need to review and recommend actions related to multi-modal transportation; and

WHEREAS, traffic congestion and speeding, particularly in the residential neighborhoods is an ongoing problem within the Town of Los Gatos; and,

WHEREAS, parking plays a significant role in the transportation network; and,

WHEREAS, a Commission dedicated to all modes of transportation meets the need of regional requirements for such a role, including the role of a Bicycle and Pedestrian Advisory Commission.

NOW THEREFORE, BE IT RESOLVED:

1. There is hereby created a Better Streets Commission for the Town.
 - a. The Commission shall be advisory to the Town Council and shall operate in the manner hereinafter prescribed.
2. Membership/ Organization
 - a. The Commission shall consist of seven (7) members. Membership composition shall be one (1) Youth Commissioner as a voting member, whose term of office shall be for one (1) year with no limitations on reappointments, appointed by the Youth Commission, and six (6) adult voting members appointed by the

Town Council, whose terms of office shall be three (3) years and until their successors are appointed by Council.

- b. Members of the Commission shall reside within the incorporated municipal limits of the Town of Los Gatos.
 - c. Commission members shall serve without compensation.
 - d. The Commission shall hold monthly regular meetings.
 - e. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following).
 - f. Staff services as required shall be provided to the Commission by the Parks and Public Works Director, or designee, who shall also serve as Secretary of the Commission without vote.
 - g. Meeting attendance requirements will conform with all current Town Resolutions and Policies.
 - h. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.
3. Powers and Duties.

The duties of the Better Streets Commission shall be to:

- a. Act in an advisory capacity to the Town Council in matters pertaining to current trends and experiences in enhancing all modes of travel; integration of Town transportation infrastructure, including bike and pedestrian pathways, with neighboring jurisdictions; reviewing relevant grant applications; prioritizing transportation around schools, including enhancing safe routes to schools efforts; reviewing and updating Town master plans, including the Bicycle and Pedestrian Master Plan and others as relevant; and related topics as directed by the Town Council or requested by Town staff.
- b. Review policies and procedures on streets and trails.

- c. Appoint one member of the Commission as a representative of the Town to serve on the Valley Transportation Authority Bicycle and Pedestrian Advisory Commission.
 - i. Appointments shall be for a term of one year.
 - ii. Appointee shall provide written and/or oral reports at each regularly scheduled meeting.
- 4. Not to affect powers of the Town Council. Nothing in this resolution shall be construed as restricting or curtailing any of the powers of the Town Council, or as a delegation to the Bicycle and Pedestrian Advisory Commission of any of the authority or discretionary powers vested and imposed by law in such Council.
- 5. Resolutions 2016-052 and 2016-058 are hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos held on the 18th day of June 2019 by the following vote:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

ATTEST:

TOWN CLERK
LOS GATOS, CALIFORNIA

DATE: _____

ATTACHMENT 1