

Town of Los Gatos
General Plan Update

**REQUEST FOR PROPOSAL
(RFP)**

For Professional Services

General Plan Update

RFP Submittal Deadline:

RFP Contact:

5:00 pm, April 13, 2018

Jennifer Armer, Senior Planner
jarmer@losgatosca.gov

Town of Los Gatos
Community Development Department
110 E. Main Street
Los Gatos, CA 95030
(408) 354-6872

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1. INTRODUCTION

The Town of Los Gatos is seeking proposals from qualified firms, consultants, or consultant teams with specific experience in General Plan updates, associated public engagement, and Environmental Impact Reports (EIR). The selected consultant will work in conjunction with the Town to update the General Plan and prepare the required EIR. Proposals should include all information in this Request for Proposals (RFP), demonstrating experience with General Plan updates, public engagement, and EIRs.

2. BACKGROUND

The Town of Los Gatos is a small community nestled at the base of the Santa Cruz Mountains, approximately 60 miles south of San Francisco. It is bounded by the Cities of San Jose, Campbell, Monte Sereno, and Saratoga as well as unincorporated pockets of Santa Clara and Santa Cruz Counties. Los Gatos is a picturesque and charming town, full of enterprising residents that are engaged in civic activities.

The Los Gatos Planning Area encompasses a wide variety of terrain, ranging from flat topography at the edge of the valley floor to densely wooded hillsides. Both the valley floor and hillsides are interspersed with creeks, streams, and riparian habitat. The sharp contrast between the valley floor and the hillsides provides the Town's picturesque background.

History

Los Gatos is one of Santa Clara County's oldest communities. In 1840, the Mexican government granted a land patent for a 6,600-acre rancho to Sebastian Peralta and Jose Hernandez. Los Gatos was originally named La Rinconada de Los Gatos (Cat's Corner) by early settlers due to the screams of mountain lions prowling in the night. In 1868, 100 acres of the rancho was selected as a town site. The Town was incorporated in 1887 and by 1890 the Town's population had grown to 1,652. When the first General Plan was adopted in 1963 the Town had grown to an area of approximately 4,000 acres, or 6.3 square miles, with a population in excess of 11,750. Today the Town has a population of 31,314 in a 14 square mile area.

The Town originally developed at a distance from other population centers and therefore evolved as an independent community having residential, commercial, and industrial areas. The economics of the Town have changed from the wheat farming, milling, logging, orchard, and cannery businesses in the 19th and early 20th centuries to the suburban, high tech, visitor destination oriented businesses of today. The railroad also played a major role in the growth and development of the Town. Los Gatos was either the terminus of the railroad or the transition point from standard to narrow gauge at more than one time during the railroad's operation. The climate and easy access by rail from San Francisco made Los Gatos an early tourist destination.

Today, the Town is situated within the largest metropolitan area of northern California, and is closely tied to Silicon Valley and its fast-paced economy. Los Gatos, however, retains a mix of residential, commercial, and light industrial uses, still attracts visitors, and continues to retain its small town image. Los Gatos has a strong economic presence, with an award-winning downtown that includes local and regional favorites, and a corporate community that includes the headquarters for several prestigious corporations, from flourishing startups to companies such as Netflix. Land use issues include preserving the historic character of the Town, blending new development with existing development, and meeting the interests of distinct neighborhoods.

The Town of Los Gatos is guided by the principles of Small Town Service, Community Stewardship, and Future Focus. The Town government is fiscally healthy, and focuses on teamwork, collaboration, and civic engagement.

Los Gatos is a General Law Town with a five-member Council and an annually rotating Mayor's position.

3. GENERAL PLAN UPDATE VISION

The Town of Los Gatos last updated and adopted its current General Plan in 2010. This General Plan includes the seven mandated elements (**bold font**) and three permissive elements listed below:

- **Land Use Element;**
- Community Design;
- **Housing Element;**
- **Transportation Element (Circulation);**
- Vasona Light Rail Element;
- **Open Space, Parks, and Recreation Element (Open Space);**
- **Environment and Sustainability Element (Conservation);**
- **Noise Element;**
- **Safety Element;** and
- Human Services Element.

The Town Council has indicated that the current General Plan is serving the community well, and an update is desired to provide the opportunity to refine the Plan, address emerging trends and recent State laws, consider new issues, and remove completed implementation measures.

This effort is intended to be a fine-tuning of the existing General Plan rather than a comprehensive overhaul of the document. New topics identified by the Council for review as part of the update include the following:

- Transportation;
- Sustainability;
- Fiscal Stability/Responsibility;
- Diversity/Inclusivity;
- Compliance with the Governor’s Office of Planning and Research 2017 General Plan Guidelines and State law;
- Revisions of inconsistencies, ineffective goals and policies, and gaps;
- Removal of completed action items; and
- Evaluation and potential modification of existing objective standards and creation of new objective standards.

Additionally, the update provides an opportunity to refine existing policies that may not be serving the community as intended or that lack clarity and to revise information that is no longer current.

Advisory Committee

The Council is expected to appoint a General Plan Advisory Committee (GPAC) for the General Plan update that will include the existing nine-member General Plan Committee (GPC) and additional “at-large” members to provide broad community representation desired by the Council. The GPC currently has nine members: two Town Council members; three Planning Commission members; and four residents. The additional “at-large” members will include residents of the Town selected by the Town Council.

Public Participation

The Council has requested that the General Plan update process include a broad public outreach component. Below is a summary of the anticipated public participation process. Proposers should use these ideas as a starting point for their recommendations to engage the community, Planning Commission, and Town Council. The engagement activities should be integrated into the overall process and tied to specific work products and milestones.

Kick-Off Meeting: The objectives of this meeting would be to inform the public and community of the value and purpose of the General Plan and the General Plan update. The direction and key issues identified by the Town Council for the update would be presented and community members could provide input on issues, challenges, and the vision for the future of Los Gatos.

Engagement through Technology: The Town will use its website as a portal for information regarding the General Plan update, key documents, and interactive activities to solicit input at various stages of the process. In addition, the Town intends

to use its Facebook and other social media accounts to push out information and invitations to workshops, meetings, and public hearings.

Public Workshops: Public workshops would be held at numerous key stages throughout the process including project initiation, issue identification, vision development, alternatives evaluation, goals and policy development, etc.

Panel Discussions: This is an option that the Town may consider to introduce planning innovations to the community, GPAC, and Town Council.

Town Commissions: During the General Plan update process, Town staff liaisons to Boards, Commissions, and Committees will provide progress reports on the General Plan update and receive comments that will be shared with the GPAC and Town Council.

General Plan Advisory Committee: The Council will appoint a GPAC to provide guidance on the development of the General Plan, be an additional forum for public involvement, and make recommendations to the Planning Commission and Town Council.

Town Council Meetings: Town Council direction will be sought at major milestones as noted in the work plan (Attachment 1).

4. SCOPE OF WORK

The Town of Los Gatos is soliciting proposals from consultants to prepare a focused update of the General Plan including the necessary environmental review. The document must articulate the community's vision for the future and meet all State guidelines and legal requirements. The Town Council has approved a General Plan update workplan (Attachment 1). The Town Council retains the authority to refine the update process and work products. The Town welcomes proposers' comments and suggestions on how to best structure the update process.

It is anticipated that proposers may prefer to team up or join with other firms in order to meet all of the qualifications necessary to carry out the project. In these instances, there should be a lead or prime consultant.

The final scope of work is expected to be finalized with the selected consultant team. The Town is receptive to alternative approaches other than those listed here which proposers believe would be of value to producing a General Plan that reflects the unique nature of Los Gatos. The following describes specific components that should be included in the scope of work:

- Prepare a detailed workplan for the General Plan update, including detailed schedules of dates and activities.

- Conduct background studies and review the existing General Plan and other planning documents. Determine the Town’s existing carbon footprint. Evaluate census and demographic data to identify any specific trends. Prepare a baseline conditions report for review by the GPAC and the public. It is expected that this document will be used to help identify primary issues and can be utilized in preparation of the EIR.
- Prepare the General Plan and EIR. All of the existing elements are proposed to be updated except for the Housing Element. The Housing Element will be updated in the future under a separate contract.
- Identify engagement activities that would be integrated into the overall process and tied to specific work products and milestones, including:
 - The consultant is expected to attend and participate in all GPAC meetings. Generally, the GPAC is expected to meet monthly and may meet as much as twice a month if needed.
 - The consultant is expected to facilitate at least five community workshops, visioning exercises (such as mind maps or future searches), and/or other engagement activities.
 - The consultant team is expected to attend and present at the Planning Commission and Town Council meetings and public hearings.
- Explain how the proposers intend to work with Town staff.

5. INSTRUCTIONS TO PROPOSERS

a. Examination of Proposal Documents

Submittal of a proposal shall be deemed a representation and certification by the proposer that it:

- Has carefully read and fully understand the information that was provided by the Town to serve as the basis for submittal of the proposal.
- Has the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
- Represents that all information contained in the proposal is true and correct.
- Did not, in any way, collude; conspire to agree, directly or indirectly, with any person, firm, corporation, or other proposer in regard to the amount, terms, or conditions of this proposal.
- Acknowledges that the Town has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by the

proposer, and proposer hereby grants the Town permission to make these inquiries, and to provide any and all related documentation in a timely manner.

No request for modification of the proposal shall be considered after its submittal on grounds that the proposer was not fully informed to any fact or condition.

b. Addenda/Clarifications

Questions regarding the RFP shall be submitted in writing to Jennifer Armer, Senior Planner, by e-mail at jarmer@losgatosca.gov. Written responses will be sent to all parties who have expressed an interest in applying for the opportunity. **Questions will not be accepted by phone.**

Inquiries received after the date and time stated will not be accepted and will be returned to senders without response. All addenda shall become a part of the RFP and shall be acknowledged on the proposer's Form.

The Town shall not be responsible nor be bound by any oral instructions, interpretations, or explanations issued by the Town or its representatives.

c. Submittal of Proposals

Submit three (3) paper copies of the proposal (including one (1) signed original and two (2) copies) and one (1) electronic copy on a USB drive (PDF only). All copies, including the electronic copy shall be provided in a sealed envelope. proposer's name and address should be clearly marked on the outside of the envelope/package. E-mailed or faxed proposals will not be accepted.

**Submit proposals to: Jennifer Armer, Community Development Department,
110 E. Main Street, Los Gatos, CA 95030**

Proposals must be delivered no later than 5:00 pm, Friday, April 13, 2018. The Consultant submitting the Proposal is responsible for the means of delivering the proposals to the location listed above and in accordance to the deadline. All proposals submitted after the deadline shall not be accepted.

d. Withdrawal of Proposals

A proposer may withdraw their proposal at any time before the expiration of the time for submission of proposals as provided in the RFP by delivering a written request for withdrawal signed by, or on behalf of, the proposer.

e. Rights of the Town of Los Gatos

This RFP does not commit the Town to enter into a contract, nor does it obligate the Town to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The Town reserves the right to:

- Make the selection based on its sole discretion;
- Reject any and all proposals;
- Issue subsequent RFPs;
- Postpone opening for its own convenience;
- Remedy technical errors in the RFP process;
- Approve or disapprove use of particular subcontractors;
- Negotiate with any, all, or none of the proposers;
- Accept other than the lowest proposal;
- Waive informalities and irregularities in the proposals and/or
- Enter into an agreement with another proposer in the event the originally selected proposer defaults or fails to execute an agreement with the Town.

An agreement shall not be binding or valid with the Town unless and until it is executed by authorized representatives of the Town and of the proposer.

6. PROPOSED TENTATIVE TIMELINE

The tentative RFP timeline is as follows:

RFP Issued	March 12, 2018
Deadline for questions/clarifications	April 6, 2018
Proposals Due	5:00 pm, April 13, 2018
Interviews	May 2018
Selection of Consultant	June 5, 2018
Initiate Update	June 2018
Complete Draft GP and EIR	December 2019
Adoption by Town Council	April 2020

7. INFORMATION TO BE SUBMITTED

These instructions outline the guidelines governing the format and content of the proposal and the approach to be used in its development and presentation. The intent of the RFP is to encourage responses that clearly communicate the proposer's understanding of the Town's requirements and its approach to successfully provide the products and/or services on time and within budget. Only that information which is essential to an understanding and evaluation of the proposal shall be submitted. Items not specifically and explicitly related to the RFP and proposal, e.g. brochures, marketing material, etc. will not be considered in the evaluation.

Each consultant who responds to this RFP is required to submit the information listed below.

- Letter of transmittal.
- A description of the firm(s) with emphasis on work related to General Plan updates, associated public engagement, and EIRs.
- A description of general plans, public engagement, and EIRs recently completed.
- If this is a joint venture, explain in detail the responsibilities of each firm.
- Identification of the key personnel who will be assigned to this project and a description of their responsibilities. Also, list recent projects on which principal staff have worked and describe their responsibilities.
- Statement of the approach to be used on this project, including the following information:
 - Overall approach to the project.
 - Scope of work
 - Project schedule
 - Project management
 - A project budget broken down by objective, function, consultant, work phase, and work product. Indicate hourly rates of individuals involved and the fee structure for additional work outside of contract.

This information should be written so that it may be incorporated, as modified during the contract negotiation meetings, as an attachment to the consultant agreement.

- Statement that the firm(s) has sufficient staff resources and capability to perform the work contained within this RFP during the timeframe of the entire General Plan update process.
- Project references, with names and phone numbers of contact persons.

8. REVIEW AND SELECTION PROCESS

The following criteria are among those that will be used to evaluate the submitted proposals:

- Professional competence and track record in the preparation of general plans, community engagement, and EIRs.
- Experience of personnel assigned to the project.
- If a joint venture, the track record of team members experience working together.
- Quality of the proposal. The proposal should clearly demonstrate the firm’s understanding of the Town’s overall objectives in the General Plan update, EIR, and related community engagement.
- Ability to produce a high quality document that is readable with high quality graphics that can be published in hard copy form and electronically.
- Demonstrated ability to work with local government staff.
- Ability to complete the project within the desired schedule and budgeted cost.
- Cost of preparing the General Plan and EIR in relation to the services offered.
- Review of references.

The proposals will be evaluated by a panel of Town staff. The consultants will be asked to participate in an interview with the panel to select a final consultant.

9. PUBLIC NATURE OF MATERIALS

Responses to this RFP become the exclusive property of the Town. At such time as the Town is able to successfully negotiate an agreement with a proposer or determines that the RFP will result in no award, then all proposals received in response to this RFP become a matter of public record and shall be regarded as public records, with the exception of those elements in each proposal which are defined by the proposer as business or trade secrets and plainly marked as “Confidential,” “Trade Secret,” or “Proprietary.” The Town shall not in any way be liable or responsible for the disclosure of any such proposal or portions thereof, if they are not plainly marked as “Confidential,” “Trade Secret,” or “Proprietary” or if disclosure is required under the Public Records Act. Any proposal which contains language purporting to render all or significant portions of the proposal “Confidential,” “Trade Secret,” or “Proprietary” shall be regarded as non-responsive.

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the Town may not accept or approve that the information that a proposer submits is a trade secret. If a request is

made for information marked “Confidential,” “Trade Secret,” or “Proprietary,” the Town shall provide the proposer who submitted the information with reasonable notice to allow the proposer to seek protection from disclosure by a court of competent jurisdiction.

10. COLLUSION

By submitting a proposal, each proposer represents and warrants that its proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the proposer has not directly induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and that the proposer has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

11. DISQUALIFICATION

Factors such as, but not limited to, any of the following may be considered just cause to disqualify a proposal without further consideration:

- Evidence of collusion, directly or indirectly, among proposers in regard to the amount, terms, or conditions of the proposal;
- Any attempt to improperly influence any member of the evaluation team;
- Existence of any lawsuit, unresolved contractual claim, or dispute between proposer and the Town;
- Evidence of incorrect information submitted as part of the proposal;
- Evidence of proposer’s inability to successfully complete the responsibilities and obligations, of the proposal; and
- Proposer’s default under any previous agreement with the Town, which results in termination of the Agreement.

12. NON-CONFORMING PROPOSALS

A proposal shall be prepared and submitted in accordance with the provisions of these RFP instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from, or to, a proposal may be sufficient grounds for non-acceptance of the proposal, at the sole discretion of the Town.

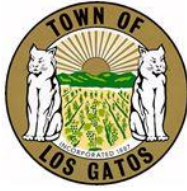
13. GRATUITIES

No persons shall offer, give or agree to give any Town employee any gratuity, discount, or offer of employment in connection with the award of a contract by the Town. No Town employee shall solicit, demand, accept or agree to accept from any other person a gratuity, discount, or offer of employment in connection with a Town contract.

14. FIRMS OR PERSONS NOT ELIGIBLE TO SUBMIT

In order to avoid any conflict of interest or perception of a conflict of interest, proposer(s) selected to provide professional services under this RFP will be subject to the following requirements:

- The proposer(s) who works on the procurement will be precluded from submitting proposals or bids as a prime contract or subcontractor in the ultimate procurement.
- The proposer(s) may not have interest in any potential proposer for the ultimate procurement.



TOWN OF LOS GATOS
GENERAL PLAN UPDATE
GENERAL PLAN UPDATE WORK PLAN

INTRODUCTION

The Town of Los Gatos last updated and adopted its current General Plan eight years ago. The Town Council has indicated that the General Plan is serving the community well, and an update provides the opportunity to refine the Plan, address emerging trends and recent State laws, and consider new issues.

As such, this effort is intended to be a fine-tuning of the existing General Plan rather than a comprehensive overhaul of the document. Topics identified by the Council for review as part of the update include the following:

- Transportation;
- Sustainability;
- Fiscal Stability/Responsibility;
- Diversity/Inclusivity;
- Compliance with the Governor’s Office of Planning and Research 2017 General Plan Guidelines and State law;
- Revisions of inconsistencies, ineffective goals and policies, and gaps;
- Removal of completed action items; and
- Evaluation and potential modification of existing objective standards and creation of new objective standards.

A General Plan Advisory Committee (GPAC) will serve as the advisory group for the update. Council input and direction will be sought at key milestones during the update. The role of the GPAC will be:

- Provide guidance on the development of the General Plan;
- Provide an additional forum for public involvement;
- Forward milestone products to Town Council;
- Review the Draft General Plan and Environmental Impact Report (EIR); and
- Make recommendations to the Planning Commission and Town Council.

Below is a summary of the work plan for all phases of the update. The work plan may be further refined through the selection of a consultant and approval of the consultant agreement by Town Council. As the effort progresses, the Town Council may adjust elements of the work plan.

GENERAL PLAN UPDATE WORK PLAN SUMMARY

Task A: Project Initiation

The consultant will meet with staff to refine the scope of work, and discuss expectations for the schedule, process and work products, and the availability of background data and reports. The scope of work will be reviewed with staff and a final scope of work will be agreed upon. The consultant will begin collecting background information. One or more public outreach meetings will provide the community with an opportunity to identify issues of importance. The consultant and staff will develop a strategy to utilize the Town website as means to provide public outreach during the update.

1. Project Kickoff Meeting with staff
2. Review Scope of Work and Schedule with GPAC
3. GIS Data and Map Assembly
4. Collect Background Information
5. Public Outreach Meetings (see Task H)
6. Develop Project Website (see Task H)

Task B: Prepare Existing Conditions Background Report

This task involves data collection, growth and economic trend analysis, and mapping of the Town's physical characteristics and service areas for inclusion in the Background Report. The Background Report will also be used as the Existing Setting section of the Environmental Impact Report (EIR). The various sections of the report are identified below.

1. Land Use
2. Population, Employment and Housing
3. Circulation and Transportation
4. Biological Resources
5. Cultural Resources
6. Economics
7. Infrastructure
8. Public Services
9. Noise
10. Air Quality
11. Safety and Hazards
12. Geology
13. Hydrology and Water Quality

Task C: Identify Issues, Opportunities, and Constraints

The objective of this task is to utilize the information compiled in the Existing Conditions Background Report and other data sources to identify specific issues, opportunities, and constraints. This analysis should include all of the items identified by the Town Council for the Update, including:

- Transportation;
- Sustainability;
- Fiscal Stability/Responsibility;
- Diversity/Inclusivity;
- Compliance with the Governor's Office of Planning and Research 2017 General Plan Guidelines and State law;
- Revisions of inconsistencies, ineffective goals and policies, and gaps;
- Removal of completed action items; and
- Evaluation and potential modification of existing objective standards and creation of new objective standards.

This task lays the groundwork for policy development on the full range of environmental, land use, public service, and other issues.

1. Prepare Issues, Opportunities, and Constraints Analysis
2. Conduct public outreach (see Task H)
3. Conduct GPAC meeting(s) for review and comment (see Task H)
4. Bring the Analysis, GPAC comments, and other public comments to the Town Council for determination/refinement of focus issues for the Update, including direction for a potential refinement of the General Plan Vision and alternatives development.

Task D: Development of a General Plan Vision

Based on the Council's Guiding Principles and direction from the Issues, Opportunities, and Constraints Analysis, the GPAC will craft an updated General Plan Vision for Council consideration. The Vision sets out the Town's key values and aspirations for the future, guiding the policies and action items for the update to the General Plan.

1. Conduct public outreach (see Task H)
2. Conduct GPAC meeting(s) to draft a General Plan Vision (see Task H)
3. Bring the GPAC's proposed General Plan Vision to Town Council for approval.

Task E: Development of Alternatives

Based on the outcomes and direction from Tasks C and D, the consultant will prepare two or three land use alternatives. The alternatives may potentially address: land use mix,

development options for key sites, approaches to commercial corridors, circulation options, and interactions between land use and transportation systems. They will be formulated and analyzed in a manner that meets California Environmental Quality Act (CEQA) requirements for alternatives analysis for the General Plan update EIR.

1. Formulate Alternatives
2. Develop Alternatives Work Book
3. Present and Evaluate Alternatives with public outreach and GPAC meetings (Task H)
4. Recommend a preferred Alternative by the GPAC to the Town Council
5. Select Preferred Alternative by the Town Council

Task F: General Plan Goals and Policy Development

Based on the outcomes and direction from Tasks C, D, and E, the consultant will identify which goals, policies, and implementation measures should be retained, modified, or deleted. The consultant will draft goals, policies, and implementation measures for review and comment by staff and the GPAC. The consultant will then prepare an Administrative Draft General Plan for internal review by staff prior to the preparation of a Draft General Plan for review by the GPAC and the public.

1. Review Existing Goals and Policies
2. Prepare recommended new goals, policies, and action items
3. Review recommendations by GPAC
4. Prepare Administrative Draft General Plan
5. Prepare Draft General Plan
6. Conduct public outreach and GPAC meeting(s) on Draft General Plan (see Task H)

Task G: Environmental Impact Report

An environmental assessment pursuant to CEQA will be prepared. This task will be conducted in parallel with preparation of the Draft General Plan. General Plan policies that serve as mitigation measures will be identified, so the need for additional mitigation should be limited. After the 45-day public review a Final EIR will be prepared including Response to Comments and Mitigation Monitoring and Reporting Program (MMRP).

1. Prepare Notice of Preparation
2. Conduct Scoping Meeting
3. Preparation of Administrative Draft EIR
4. Staff Review of Administrative Draft EIR
5. Prepare Draft EIR
6. Notice of Completion
7. 45-day review period including GPAC review
8. Final EIR and MMRP

Task H: Community Outreach and Engagement

Community outreach will be conducted in multiple modes and forums to engage as many interested community members as possible in the development of the Draft General Plan and EIR. Below is a summary of the anticipated workshops and meetings to be conducted during the update process.

Kick-Off Meeting: The objectives of this meeting would be to inform the public and community of the value and purpose of the General Plan and the General Plan update. The direction and key issues identified by the Town Council for the update would be presented and community members could provide input on issues, challenges, and the vision for the future of Los Gatos.

Engagement through Technology: The Town will use our website as a portal for information regarding the Update, key documents, and interactive activities to solicit input at various stages of the process. In addition, the Town intends to use its Facebook and other social media accounts to push out information and invitations to workshops, meetings, and public hearings.

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Panel Discussions: This is an option that the Town may consider to introduce planning innovations to the community, GPAC, and Town Council.

Town Commissions: During the Update process, Town staff liaisons to Boards, Commissions, and Committees will provide progress reports on the Update and receive comments that will be shared with the General Plan Advisory Committee and Town Council.

General Plan Advisory Committee: The Council will appoint a General Plan Advisory Committee (GPAC) to provide guidance on the development of the General Plan, be an additional forum for public involvement, and make recommendations to the Planning Commission and Town Council.

Town Council Meetings: Town Council direction will be sought at major milestones as noted in this work plan.

Task I: Certification of the EIR and Adoption of the General Plan Update

The objective of this task will be to take the Draft Plan and the Draft EIR through public meetings and hearings leading to adoption of the updated General Plan and its EIR. The Draft General Plan and Draft EIR will be the subject of public hearings before the Planning Commission and Town Council.

Following the 45-day EIR comment period, the Final EIR will be prepared, including responses to comments, and any necessary changes to the Draft EIR. A Notice of Determination also will be prepared. The Mitigation Monitoring and Reporting Program (MMRP) will be included in the Final EIR.

Following Town Council certification of the Final EIR and adoption of the updated General Plan, a final version of the General Plan will be prepared.

1. GPAC Final Review of Draft General Plan and Final EIR
2. Planning Commission Public Hearing on the Draft General Plan and Final EIR, and recommendations to Town Council
3. Town Council Public Hearing of Draft General Plan and Final EIR/MMRP
4. Town Council certification of Final EIR and Adoption of General Plan
5. Adopted General Plan published/posted on the Town website