



**TOWN OF LOS GATOS  
REGULAR MEETING OF THE  
COMPLETE STREETS & TRANSPORTATION COMMISSION  
THURSDAY, JANUARY 11, 2024  
41 MILES AVENUE  
RJ BRYANT SERVICE CENTER  
LOS GATOS, CA  
7:30 A.M.**

*Bill Ehlers, Chair  
Alice Miano, Vice Chair  
Erik Miller, Commissioner  
Jeff Suzuki, Commissioner  
Jeff Thompson, Commissioner  
Cindy Walker, Commissioner  
Rushil Sharma, Youth Commissioner*

This meeting will be held in-person at the RJ Bryant Service Center at 41 Miles Avenue. Members of the public may only provide public comments for an agenda item in-person.

**PARTICIPATION IN THE PUBLIC PROCESS**

The Town of Los Gatos strongly encourages your active participation in the public process, which is the cornerstone of democracy. If you are interested in providing oral comments during the meeting, you must attend in-person and complete a "speaker's card". If you wish to speak to an item on the agenda, please list the item number. The time allocated to speakers may change to better facilitate the Commission meeting. You are welcome to submit written comments via email to [ppwcomment@losgatosca.gov](mailto:ppwcomment@losgatosca.gov).

**Public Comment During 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 Town meeting.
- Speakers at public meetings will be asked to provide their full name and to state whether they are a resident of the Town of Los Gatos. This information is optional and not required.

**Deadlines for Public Comment and Presentations are as follows:**

- If you are unable to participate in person, you may email [ppwcomment@losgatosca.gov](mailto:ppwcomment@losgatosca.gov) with the subject line "Public Comment Item #\_" (insert the item number relevant to your comment). Persons wishing to submit written comments to be included in the materials provided to Commission must provide the comments as follows:
  - For inclusion in the regular packet: by 11:00 a.m. the Friday before the Commission meeting
  - For inclusion in an Addendum: by 11:00 a.m. the Tuesday before the Commission meeting
  - For inclusion in a Desk Item: by 11:00 a.m. the day before the Commission Meeting
- Persons wishing to make an audio/visual presentation on any agenda item must submit the presentation electronically, either in person or via email to [ppwcomment@losgatosca.gov](mailto:ppwcomment@losgatosca.gov), by 3:00 p.m. the day before the meeting.

## MEETING CALLED TO ORDER

## ROLL CALL

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

1. Approve Complete Streets & Transportation Commission Regular Minutes of December 14, 2023. (Attachment)

**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.)*

2. Youth Commission – Rushil Sharma (Verbal Report)
3. CSTC 2024 Leadership (Verbal Report)
  - A. Elect 2024 Chairperson
  - B. Elect 2024 Vice-Chairperson
  - C. Elect VTA Bicycle and Pedestrian Advisory Committee (BPAC) Representative
4. 2023 Priorities (Verbal Reports)
  - A. Transportation Demand Management – Commissioners Thompson & Ehlers
  - B. Senior Services Transportation Task Force – Commissioners Thompson, Suzuki & Miano
  - C. General Traffic Safety – Commissioners Walker & Miano

*Reminder: Final reports due in May 2024 and each topic sunsets*
5. PPW Department Report (Verbal Reports)
  - A. Los Gatos Creek Trail Connector at Highway 9 (Sean Rose)
  - B. Highway 17 Overcrossing at Blossom Hill Road (Sean Rose)
  - C. Shannon Road Bike/Ped Project Update (Gary Heap)
  - D. Future Agenda Items (Attachment)

*Recommendation: Receive update and provide information attached*

## COMMISSIONER REPORTS

## ADJOURNMENT

Next meeting scheduled: February 8, 2024

**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  
REPORT**

MEETING DATE: 01/11/2024

ITEM NO: 1.

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**DRAFT MINUTES OF THE COMPLETE STREETS AND TRANSPORTATION COMMISSION  
REGULAR MEETING  
December 14, 2023**

The Complete Streets and Transportation Commission of the Town of Los Gatos conducted its Regular Meeting on Thursday, December 14, 2023, at 7:30 a.m.

**MEETING CALLED TO ORDER AT 7:35 A.M.**

**ROLL CALL**

Present: Vice Chair Alice Miano, Commissioners Jeff Thompson, Gillian Verga and Cindy Walker

Absent: Chair Bill Ehlers, Commissioner Jeff Suzuki and Youth Commissioner Rushil Sharma

**CONSENT ITEMS**

1. Approve Complete Streets & Transportation Commission Minutes of November 9, 2023.

**MOTION:** Motion by Commissioner Thompson to approve Consent Item 1.

**Seconded** by Vice Chair Miano.

**VOTE:** Motion passed 3 ayes; 1 abstained.

**OTHER BUSINESS**

2. Youth Commissioner Report - Rushil Sharma (Verbal Report)  
Tabled until January meeting.
3. CSTC Membership 2024 Plans (Verbal Report)
  - A. Elect New Chair and Vice Chair in January  
Director Burnham reminded the Commission of upcoming Commission elections in January.
4. Safe Routes to School Quarterly Update – Wendy Riggs (Verbal Report)  
SR2S Coordinator Riggs verbally reported on this item.
5. Police Department Traffic Update – Sgt. Kauwelo (Verbal Report)  
Sgt. Kauwelo verbally reported on this item.
6. 2023 Priorities (Verbal Reports)
  - A. Transportation Demand Management – Commissioners Thompson, Verga & Chair Ehlers  
Commissioner Thompson verbally reported on this item.
  - B. Senior Services Transportation – Vice Chair Miano & Commissioners Suzuki & Thompson  
Vice Chair Miano verbally reported on this item.
  - C. General Traffic Safety – Commissioners Verga, Walker & Vice Chair Miano  
No new report.

7. PPW Department Report - Gary Heap (Verbal Report)

A. Shannon Road Bike/ Ped Project Update

<https://www.losgatosca.gov/2687/Shannon-Pedestrian-and-Bikeway-Improvements>

Town Engineer Heap verbally reported on this item.

B. Shannon Road Diduca to Santa Rosa Update

Town Engineer Heap verbally reported on this item.

C. Trail Connector Construction

Town Engineer Heap verbally reported on this item.

D. Wayfinding and Signage Project Update

Town Engineer Heap verbally reported on this item.

E. Future Agenda Items (Written Report – Attachment)

*Recommendation: Receive update and provide information attached.*

Director Burnham verbally reported on this item. She and the other Commissioners also thanked Commissioner Verga for her service and contribution to the Commission.

## COMMISSIONER REPORTS

No new reports.

## ADJOURNMENT

The meeting adjourned at 8:40 a.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the December 14, 2023 meeting as approved by the Complete Streets & Transportation Commission.

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Nicolle Burnham, PPW Director



**TOWN OF LOS GATOS**  
**COMPLETE STREETS AND**  
**TRANSPORTATION COMMISSION**

MEETING DATE: 01/11/2024

ITEM NO.: 5.D.

DATE: December 21, 2023  
TO: Complete Streets and Transportation Commission  
FROM: Nicolle Burnham, Parks and Public Works Director  
SUBJECT: Parks and Public Works Department Report

**RECOMMENDATION:**

The purpose of this information is to provide the Commission and members of the public a look at anticipated future agenda items.

**BACKGROUND:**

Potential future agenda items are presented below. This report will be updated monthly to reflect any items going on in the Parks and Public Works Department.

**ANALYSIS:**

|          |  |
|----------|--|
| February | Appointment of New Members to Task Force / Ad Hocs |
|          | Capital Project Updates                            |
|          | Capital Budget Considerations                      |
|          |  |
| March    | PD Report  |
|          | Safe Routes to School Report                       |
|          |  |

**FISCAL IMPACT:**

No Fiscal Impact

**Attachments:**

1. None

**PREPARED BY:** Nicolle Burnham  
Director, Parks and Public Works