



**TOWN OF LOS GATOS
SPECIAL MEETING OF THE TOWN COUNCIL:
COMMISSIONER INTERVIEWS AGENDA
MARCH 19, 2024
110 EAST MAIN STREET AND TELECONFERENCE
TOWN COUNCIL CHAMBERS
6:00 PM**

*Mary Badame, Mayor
Matthew Hudes, Vice Mayor
Rob Moore, Council Member
Rob Rennie, Council Member
Maria Ristow, Council Member*

IMPORTANT NOTICE

This is a hybrid meeting and will be held in-person at the Town Council Chambers at 110 E. Main Street and virtually through Zoom Webinar (log-in information provided below). Members of the public may provide public comments for agenda items in-person or virtually through the Zoom Webinar by following the instructions listed below.

HOW TO PARTICIPATE

The public is welcome to provide oral comments in real-time during the meeting in three ways:

Zoom Webinar (Online): Join from a PC, Mac, iPad, iPhone or Android device. Please click this URL to join: <https://losgatosca.gov.zoom.us/j/82235332607?pwd=W-rFAjrIrfyCD3UZEVB09s0r2RtrSA.VEdcGh93Gjcm38z3>

Passcode: 637846 You can also type in 822 3533 2607 in the "Join a Meeting" page on the Zoom website at and use passcode 637846.

- When the Mayor 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 *9 on your telephone keypad to raise your hand.

Telephone: Please dial (877) 3361839 for US Toll-free or (636) 651-0008 for US Toll. (Conference code: 686100)

- If you are participating by calling in, press #2 on your telephone keypad to raise your hand.

In-Person: Please complete a "speaker's card" located on the back of the chamber benches and return it to the Town Clerk before the meeting or when the Mayor announces the item for which you wish to speak.

NOTES: (1) Comments will be limited to three (3) minutes or less at the Mayor's discretion.

(2) If you are unable to participate in real-time, you may email to Clerk@losgatosca.gov the subject line "Public Comment Item #__" (insert the item number relevant to your comment). All comments received will become part of the record.

(3) Deadlines to submit written comments are:

- 11:00 a.m. the Thursday before the Council meeting for inclusion in the agenda packet.
- 11:00 a.m. the Monday before the Council meeting for inclusion in an addendum.
- 11:00 a.m. on the day of the Council meeting for inclusion in a desk item.

(4) Persons wishing to make an audio/visual presentation must submit the presentation electronically to Clerk@losgatosca.gov no later than 3:00 p.m. on the day of the Council meeting.

CALL MEETING TO ORDER

ROLL CALL

APPROVE REMOTE PARTICIPATION *(This item is listed on the agenda in the event there is an emergency circumstance requiring a Council Member to participate remotely under AB 2449 (Government Code 54953)).*

VERBAL COMMUNICATIONS *(Members of the public may address the Council only on the agenda items. Each speaker is limited to no more than three (3) minutes or such time as authorized by the Mayor.)*

OTHER BUSINESS

1. Interview Applicants and Make Appointments for the Following Committee and Commissions: Diversity, Equity, and Inclusion Commission; General Plan Committee; Parks and Sustainability Commission; and Planning Commission

APPOINTMENTS

ADJOURNMENT

ADA NOTICE In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk's Office at (408) 354- 6834. Notification at least two (2) business days prior to the meeting date will enable the Town to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR §35.102-35.104]



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 03/19/2024

DATE: March 12, 2024
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Interview Applicants and Make Appointments for the Following Committee and Commissions: Diversity, Equity, and Inclusion Commission; General Plan Committee; Parks and Sustainability Commission; and Planning Commission

RECOMMENDATION:

Interview applicants and make appointments for the following Committee and Commissions: Diversity, Equity, and Inclusion Commission; General Plan Committee; Parks and Sustainability Commission; and Planning Commission.

BACKGROUND:

Town Boards, Committees, and Commissions advise Los Gatos elected officials on a variety of policy and community interest matters. The Town of Los Gatos held an open recruitment from January 19, 2024, to March 4, 2024 for six (6) seats on the following Boards, Committees, and Commissions: Complete Streets and Transportation Commission, Diversity, Equity and Inclusion Commission, General Plan Committee, Parks and Sustainability Commission, Personnel Board, and Planning Commission.

Residents and community members of Los Gatos interested in serving on a Town Board, Committee, or Commission were invited to complete the appropriate application and submit it by the established deadline. The vacancies were publicized in the newspaper, social media platforms, Town newsletter, cable channel, and the Town's official website.

DISCUSSION:

On March 19, 2024, the Town Council will interview applicants for vacant Committee and Commission positions. At the conclusion of the interviews, the Council will vote for the

PREPARED BY: Wendy Wood
Town Clerk

Reviewed by: Town Manager, Assistant Town Manager, and Town Attorney

SUBJECT: Boards and Commissions Interviews and Appointments

DATE: March 12, 2024

Discussion (continued):

respective appointments, and the Clerk will announce the votes. All appointments will be made by a majority vote.

The Town received six (6) qualified applications for vacant positions on the Diversity, Equity, and Inclusion Commission, the General Plan Committee, the Parks and Sustainability Commission, and the Planning Commission (see Attachment 1). No applications were received for the Complete Streets and Transportation Commission or the Personnel Board.

The Town Clerk will continue to advertise any unfilled positions and welcomes any additional direction from the Town Council. The next recruitment is scheduled for Fall 2024, with interviews to be held in December 2024.

The number of vacancies and applications received for each Commission and Committee are as follows:

DIVERSITY, EQUITY, AND INCLUSION COMMISSION (DEIC)

One seat for a Los Gatos Business Owner and Resident

Applicants (1):

D. Michael Kane

Vacant Term (1)

Vacant

GENERAL PLAN COMMITTEE (GPC)

One (1) seat for a short-term expiring December 31, 2025.

Applicants (1):

Stephen Shelton

Vacant Terms (1):

Vacant

PARKS AND SUSTAINABILITY COMMISSION

One (1) seat a term expiring December 31, 2026.

Applicants (1):

Mike Buncic

Vacant Terms (1):

Vacant

PLANNING COMMISSION (PC)

One (1) seat for a short-term expiring December 31, 2025.

Applicants (3):

Kendra Burch

Jared Ajlouny

Jeffrey Barnett

Vacant Term (1):

Vacant

SUBJECT: Boards and Commissions Interviews and Appointments

DATE: March 12, 2024

CONCLUSION:

The Town Council is scheduled to interview applicants for the following Boards and Commissions: Diversity, Equity and Inclusion Commission, General Plan Committee, Parks and Sustainability Commission, and Planning Commission. After the interviews, the Town Council will make their appointments based on a majority vote (see Attachment 2 for the governing Policy).

COORDINATION:

The preparation of this report was coordinated with the Town Manager and Town Attorney.

FISCAL IMPACT:

There is no fiscal impact associated with the appointments.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Applications
2. Council Policy 2-11: Commissions Appointments, Residency and Attendance Requirements, and Establishing a Quorum

TOWN OF LOS GATOS

ITEM NO. 1.

DIVERSITY, EQUITY, AND INCLUSION COMMISSION APPLICATION

Contact: Clerk Department

110 East Main Street, Los Gatos, CA 95030
(408) 354-6834 or Clerk@LosGatosCA.gov

RECEIVED
TOWN OF LOS GATOS

MAR 04 2024

CLERK DEPARTMENT

General eligibility requirement: Los Gatos business owner and Los Gatos resident.

If you would like to apply for more than one Board, Commission, or Committee, please complete a separate application for that particular Board, Commission, or Committee. Please note you may only serve on one Board, Commission, or Committee. Only applications for current openings will be considered at this time. Qualified applicants will be notified and must interview with Town Council to be considered for appointment.

For more information about each Board, Commission, and Committee (e.g., responsibilities, meeting date, time, and frequency, agendas, and minutes), please visit [Boards, Commissions & Committees | The Los Gatos CA Official Site!](#).

IMPORTANT NOTICES

- Please note that all information provided on the application becomes a public record after it is officially filed and will be included in the interview agenda packet.
- Appointed applicants may be required to file the Fair Political Practices Commission (FPPC) Statements of Economic Interest (Form 700) annually, which are also a public record.

FIRST NAME: D. Michael LAST NAME: Kane

HOME ADDRESS: [REDACTED] ZIP CODE: 95032

PHONE: [REDACTED] Cell Home Work EMAIL: michael.kane@kaneinvestment.com

BUSINESS: kane investment management JOB TITLE: Pres., CEO

BUSINESS ADDRESS: _____

HOW LONG HAVE YOU LIVED IN LOS GATOS? 44 years

IF YOU DO NOT LIVE IN LOS GATOS HOW LONG HAVE YOU WORKED IN LOS GATOS? _____

Are you a:

- Los Gatos business owner and resident

☒ Yes

ITEM NO. 1.

****Must be a Los Gatos business owner and resident to apply**

Why are you interested in serving on the Diversity, Equity, and Inclusion Commission?

first let me say that the form above would not allow a business address:
15466 los gatos blvd, suite 213, los gatos, ca 95032

i have been interested in and working for "diversity, equity, and inclusion" much of my adult life. i am also interested in service to my town and have been very actively doing so for the past 30+ years. as will be discussed below, i served in town government on the planning commission (chairperson twice), historic preservation committee and others for about 10+ years.

i read the six page text of the town's "diversity, equity, and inclusion in the town's work." i had two reactions. boy am i dumb! i had no idea we had such a provision and such a concern. seems the media is only focused on housing (as i once was on plan comm). my second reaction was, wow! have we woken up or what? i would be thrilled to be a meaningful part of what that text had to say about better formatting and designing the future of our town... and especially for the children who will be soon entering a very challenging adulthood.

Please list what experience, education, or volunteer positions that you have held that would demonstrate your ability to effectively serve on this Commission.

at the university of michigan, as an undergraduate, i helped design and for three semesters taught, as an assistant teaching fellow, psych 502 -- the social psychological dynamics of racism. while in service to the u.s. army, i was selected as founding faculty of the dept. of defense race relations institute, patrick AFB, florida. for which 18 month service i was awarded the DOD joint service commendation medal by then sec of defense, melvin laird. said medal and commendation signed by sec of defense, melvin laird, hang on my office walls.

while later employed by firestone and then kaiser cement, i served not only as personnel and industrial relations director, but also as the affirmative action officer for the salinas and permanente factories, respectively.

other town service includes BOD the chamber of commerce, BOD los gatos morning rotary, and as a governing board member of the los gatos community hospital.

What do you see as the role of this Commission?

ITEM NO. 1.

what i see is most favorably and excitedly referenced in the six page text describing the purpose, function, and advisory capacity of the DEI commission. again, i had no idea that we had "come so far." subject to the guidance of the town council and the town manager, i would do all i am able to successfully promote and adhere to what is expected of the DEI.

How will you balance your personal interests with the broader role of the Commission?

i am not sure what this quesgion means. know that i initially see my personal interests -- healthy and legal diversity on all fronts -- as being one and the same with the stated purposes of the DEI. if i had any agendas contrary to what i read, i would, and ought not, be taking up your time. my personal interests? to have a healthier and even more sucessful town to leave to our children... and to set an example to other towns, where needed and desired, that diversity and equity and inclusion is really the only way to successfully prepare for the future... and, again, for our children.

What skills or attributes do you bring to this Commission?

ITEM NO. 1.

i guess primarily, that i can listen. as always, there will be opinions that disagree with what is said no matter the merit, seemingly, to what is being said. even if a commissioner disagrees with what is being said, a commissioner needs to listen on the chance that something could be learned that one had not thought about. and even if that doesn't happen, one needs to still show the respect due to the townspeople who is speaking. i can do that... and have.

i also have a sense of history -- what we were and what we now are. state law dictates when law allows. sometimes fighting against what they say "must be," we ought to put energy and intelligence into how to make the best of it, even if in the meantime we think we have a chance of winning it in court. but that is way above my head. that is up to town council, our attorney, and the town manager.

but you asked me re "skills and attributes." whereas i "can speak." i also know that what i say is at best an opinion at the commissioner level. i need to make it as informed and as persuasive as possible. but then i need to listen to higher up disagreement... and have.

one other attribute is to talk with and listen to my fellow commissioners. most importantly, within the confines of the Brown Act. i always have and would continue to do so.

Describe your involvement in community activities or civic organizations.

see the above. additional items might include 12+ years as the "gate guy" at "jazz in the plaza" or 12+ years as the "stroke and turn judge" at the belwood swim team (and as the author of the training manual re how to be same) or two tough years as the home plate umpire for bobby sox baseball.

please include in this our 41+ years of serving the local community (and 10 other states and many other countries) in our management of client assets and retirement accounts -- kane investment management. as a minor consideration, i also served as a hopefully valued actor "mountain charlie" on many town history tours.

What emerging needs do you see in our community that you would like the Commission to address?

ITEM NO. 1.

the perception that we are "exclusive." i would like to be a valued part of promoting our town as welcoming people of color, senior people of modest means, and as, within the authority and purpose of the DEI, to provide better for people who serve us as teachers, firefighters, service people, et al.

i also see a need to provide "spell check" to this function so i don't seem so illiterate to you all.

michael

Please let us know how you heard about the recruitment:

☐ Town Website

☐ Social Media

☐ Chamber of Commerce

☒ Town Newsletter

☒ Friend / Neighbor

☐ KCAT Ad

☒ Los Gatos Weekly Ad

☐ Town Meeting

☐ Other _____

☒ Los Gatan Ad

☐ Service Group

The application deadline is 4:00 p.m. Monday, March 4, 2024. Applications received after the deadline will be held for the next recruitment.

Interviews are tentatively scheduled for March 19, 2023, and may be subject to change. You will be notified via email with the interview details and be requested to **RSVP no later than 4:00 p.m. Friday, March 16, 2024. All applicants are required to be interviewed to be considered for appointment as a Commissioner.**

I understand the scheduled interview date is Tuesday, March 19, 2024.

Signature:


d. michael kane

Date:

3.3.2024

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THE INTERVIEW PROCESS, 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 [28 CFR §35.102-35.104]

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TOWN OF LOS GATOS

GENERAL PLAN COMMITTEE APPLICATION

Contact: Clerk Department

110 East Main Street, Los Gatos, CA 95030
(408) 354-6834 or Clerk@LosGatosCA.gov

General eligibility requirement: Resident of the incorporated limits of the Town of Los Gatos. Other requirements may apply to specific Boards, Commissions, or Committees.

If you would like to apply for more than one Board, Commission, or Committee, please complete a separate application for that particular Board, Commission, or Committee. Please note you may only serve on one Board, Commission, or Committee. Only applications for current openings will be considered at this time. Qualified applicants will be notified and must interview with Town Council to be considered for appointment.

For more information about each Board, Commission, and Committee (e.g., responsibilities, meeting date, time, and frequency, agendas, and minutes) please visit [Boards, Commissions & Committees | The Los Gatos CA Official Site!](#).

IMPORTANT NOTICES

- Please note that all information provided on the application becomes a public record after it is officially filed and will be included in the interview agenda packet.
- Appointed applicants may be required to file the Fair Political Practices Commission (FPPC) Statements of Economic Interest (Form 700) annually, which are also a public record.

FIRST NAME: Stephen LAST NAME: Shelton

STREET ADDRESS: [REDACTED] ZIP CODE: 95030

PHONE: [REDACTED] Cell Home Work EMAIL: imbiberstephen@gmail.com

EMERGENCY CONTACT: Kim Lennan PHONE: [REDACTED] Cell Home Work

EMPLOYER: The Lexington House JOB TITLE: Owner/Operator

HOW LONG HAVE YOU LIVED IN LOS GATOS? 13 years

Please list what experience, education, or volunteer positions that you have held.

1. Bachelor of Applied Science-City/Urban, Environmental, Community and Regional Planning
Sonoma State University, California
2. Associates of Science--Applied Environmental & Sustainability--Farmland & Vineyard Management
3. Internship--The Nature Conservancy-Endangered Species Plan for State of California. Tasked with:
 - a. Contact all California counties to record all current and future plans to protect listed and potential new endangered species.
 - b. Verify all endangered species of California are covered in all counties coinciding with Conservancy regulations. Contact proper authorities to verify and resolve any possible inconsistencies.
4. Volunteer--Golestan Elementary School, Berkeley, California. Taught elementary students the basics of composting, recycling, re-use and conservation.
5. Currently enrolled in Leadership Program of Los Gatos

Why are you interested in serving on the General Plan Committee and how does this shape your vision for Los Gatos?

After operating a business here for over 10 years, I believe I can offer a unique perspective and vision for our Town. I developed many relationships with my customers allowing me the privilege over the years to have honest and candid conversations about the Town's bright future as well as its challenges; Housing, Traffic, Growth, etc.

As I am able to pull back from the day to day operations of the business, I want to utilize my degree and business management experience to assist and have positive impacts in shaping the future of the Town.

How will you balance your personal interests with the broader role of the Committee, which requires impartiality with the rules and regulations of the Town?

I believe my personal (and colleagues) beliefs and/or interests can play a impactful role in creating a vision and enhancing the future of the Town; it can stimulate "out of the box" thinking, collaborative conversation and what's important to each of us. However, I fully understand my responsibility adhering to rules and regulations of the Town are of utmost importance. I would always defer to rules and regulations to ensure consistency and compliance with all the elements of the General Plan.

Review one of the elements of the General Plan. Provide a response detailing your understanding of the element and your comments on it. The General Plan can be located here:

<https://www.losgatosca.gov/2138/2020-General-Plan>

Mobility Element.

The Mobility element seeks to balance the inevitable growth of the Town with its vision to maintain a walkable, safe and environmentally sustainable community. I view this Element quite challenging for the future health of the Town given the needs and requirements from the county and state. As the Mobility element seeks to reduce its impacts from varied forms of transportation, I see the following as the most important considerations to ensure a Mobility element supports current and future health and safety of the community.

1. Bicycle and Pedestrian pathways: The Town has greatly improved designated areas for safe movement for bikes and pedestrians along high traffic areas, especially schools, however, I believe there will be challenges to balance and maintain these same standards as increased Growth and required Housing come into play.
2. Public/Shuttle Transportation: Both of these modes of transportation I believe are required to maintain future sustainability and community health of the Town. The standout challenges are funding of course from state and county, intelligent locations of stops, and also the perception of public transportation by certain groups stakeholders and citizens. I think there is work to be done to ensure such transportation modes are perceived as a positive impact on community health versus a negative.
3. Cut-Through Traffic; I view this as one of the greatest challenges for the health of the Downtown. As we see more development in the Santa Cruz Mountain areas, we see increased traffic during "commute" hours and weekend pleasure trips. We need to work with state and county transportation officials as well as Cal-Trans to find smart and efficient ways to reduce cut-through traffic while still adhering to guidelines and enhancements of the General Plan element. I see an opportunity to create incentives and unique reasons for cut-through traffic to stop in downtown for various services as a way to slow down and spread out the traffic congestion.

List which General Plan Element you are most interested in and why.

1. Land Use
2. Community Design Element
3. Housing Element
4. Transportation Element
5. Vasona Light Rail Element
6. Open Space, Parks, and Recreation Element
7. Environment and Sustainability Element
8. Noise Element
9. Safety Element
10. Human Services Element

The Housing Element most interests me for the following reasons:

I believe the proper balance of available housing for all income categories is the biggest challenge our Town faces. I am a huge proponent of having a community that is balanced in regard to: economic vitality, gender, race, and cultural diversity. I believe without a healthy balance of adequate supply of every economic level for housing the Town will begin to lose its unique cultural diversity and its sense of place as the amount and out of reach costs become less attainable.

I am very passionate about equal access and economic health of our Town, and believe that Housing is at the core of maintaining it. Intelligent development of Housing impacts every element in a General Plan. How we implement future Housing needs impacts directly or indirectly such things as:

1. Safety of community
2. Environment and Safety
3. Cultural Diversity
4. Age diversity
5. Economic diversity

For this reason, the Housing element is one I am most interested in.

How would you describe your philosophy on planning?

My philosophy on planning is to ensure the highest level of citizen and stakeholder engagement and collaboration. To accomplish this I believe in respecting and listening to everyone's perspective regardless of my beliefs or preferences and in process adhering to all required policies and regulations. I believe in being as transparent as possible when trying to balance the needs of the community, our environment and economic vitality. My philosophy is to collaborate as much as possible to help ensure a liveable and sustainable community.

Have you discussed the role of a Committee member with anyone of the Planning staff? If yes, what did you learn? It is encouraged to speak to a member of staff or a Committee member. To do so, please contact the Community Development Director at planning@osgatosca.gov or (408) 354-6874.

I have had conversations with current Council Member Maria Ristow and former Council Member Jay (Joseph) Pirzynski to understand what a Committee member would entail. After conversations, I came to learn the required duties and time commitment in assisting with shaping of the General Plan. I understand that while being a business owner may offer a unique perspective to the Committee, I also know to not let personal/business interests influence input and support in enhancing elements of the General Plan or Specific Plan.

What else should we know about you and your interest in serving as a Committee member?

I am a dedicated, hard working individual who values a sense of place and value of a healthy and balanced community. I am excited about the opportunity to volunteer for this committee and put my Education and Business Owner skills to work and have a positive impact.

What community needs would you like to specifically represent?

- ☐ I am applying as a resident of the Town of Los Gatos.
- ☒ I am a resident of the Town of Los Gatos as well as a business owner or manager in Los Gatos.

Please let us know how you heard about the recruitment:

- ☐ Town Website ☐ Social Media ☒ Chamber of Commerce
- ☐ Town Newsletter ☐ Friend / Neighbor ☐ KCAT Ad
- ☐ Los Gatos Weekly Ad ☐ Town Meeting ☒ Other Leadership Program Los Gatos
- ☐ Los Gatan Ad ☐ Service Group

The **application deadline is 4:00 p.m. Monday, March 4, 2024.** Applications received after the deadline will be held for the next recruitment.

Interviews are tentatively scheduled for Tuesday, March 19, 2024, and may be subject to change. You will be notified via email of the interview details and be requested to **RSVP no later than 4:00 p.m. Friday, March 15, 2024.** *All applicants are required to be interviewed to be considered for appointment as a Commissioner.*

I understand the scheduled interview date is Tuesday, March 19, 2024.

Signature: _____



Date: _____

THU MARCH 4, 2024

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THE INTERVIEW PROCESS, 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 [28 CFR §35.102-35.104]

TOWN OF LOS GATOS

PARKS COMMISSION APPLICATION

ITEM NO. 1.

Contact: Clerk Department
110 East Main Street, Los Gatos, CA 95030
(408) 354-6834 or Clerk@LosGatosCA.gov

General eligibility requirement: Resident of the incorporated limits of the Town of Los Gatos.
Other requirements may apply to specific Boards, Commissions, or Committees.

If you would like to apply for more than one Board, Commission, or Committee, please complete a separate application for that particular Board, Commission, or Committee. Please note you may only serve on one Board, Commission, or Committee. Only applications for current openings will be considered at this time. Qualified applicants will be notified and must interview with Town Council to be considered for appointment.

For more information about each Board, Commission, and Committee (e.g., responsibilities, meeting date, time, and frequency, agendas, and minutes) please visit [Boards, Commissions & Committees | The Los Gatos CA Official Site!](#).

IMPORTANT NOTICES

- Please note that all information provided on the application becomes a public record after it is officially filed and will be included in the interview agenda packet.
Appointed applicants may be required to file the Fair Political Practices Commission (FPPC) Statements of Economic Interest (Form 700) annually, which are also a public record.

FIRST NAME: Mike LAST NAME: Buncic

STREET ADDRESS: [REDACTED] ZIP CODE: 95030

PHONE: [REDACTED] Cell Home Work EMAIL: [REDACTED]

EMERGENCY CONTACT: Olga Surplless PHONE: [REDACTED] Cell Home Work

EMPLOYER: Santa Clara USD JOB TITLE: Teacher

HOW LONG HAVE YOU LIVED IN LOS GATOS? 24 yea4s

Please list what experience, education, or volunteer positions that you have held.

I am a current member of the Parks Commission. I missed the December interviews due to illness

Why are you interested in serving the Parks Commission?

My interest in the Parks Commission stems largely from the fact that I am an outdoor enthusiast and I would like to promote these experiences to a larger segment of the public, so that they too may experience the wonderful outdoor environment as I have been fortunate to. I feel I can make a contribution to the future efforts in promoting such activities.

Have you ever attended a Parks Commission meeting? If yes, please provide a summary of your observation. If not, why not?

ITEM NO. 1.

I am a current member

What do you see as the role of this Commission?

When a group is developing outdoor spaces for the public's appreciation there are a multitude of issues to consider. Besides the typical financial struggles of providing parks, a major issue is the interplay between the immediate neighbors in a park area with the desires of the larger public's intended experience. These two groups may perceive the possible use of the area very differently. It is vital that these concerns be considered carefully. Traffic, parking, maintenance, group activities, are only a few of the topics that are valid issues in this interplay.

How will you balance your personal interests with the broader role of the Commission?

ITEM NO. 1.

I have extensive interest in outdoor experiences, so it is not a difficult choice, However I must realize the emphasis is for the broader group of residents, not my own interests

What, from your perspective, are the major priorities in the areas of parks with respect to policies, capital investment, and/or maintenance?

Currently the struggle maintaining our parks while residents also yearn for expand service in the constr of the town budget

Have you visited any of the Town parks? If yes, which ones? What did you like most and least about them?

ITEM NO. 1.

I have been to all of them. Worcester is my favorite

Please let us know how you heard about the recruitment:

- | | | |
|--|--|---|
| <input type="checkbox"/> Town Website | <input type="checkbox"/> Social Media | <input type="checkbox"/> Chamber of Commerce |
| <input type="checkbox"/> Town Newsletter | <input type="checkbox"/> Friend / Neighbor | <input type="checkbox"/> KCAT Ad |
| <input type="checkbox"/> Los Gatos Weekly Ad | <input type="checkbox"/> Town Meeting | <input checked="" type="checkbox"/> Other <u>Current commissioner</u> |
| <input type="checkbox"/> Los Gatan Ad | <input type="checkbox"/> Service Group | |

The **application deadline is 4:00 p.m. Friday, November 10, 2023**. Applications received after the deadline will be held for the next recruitment.

Interviews are scheduled on December 6, 2023, beginning at 6:00 p.m., and may be subject to change. You will be notified via email the week of November 20th of the interview details and be requested to **RSVP no later than 4:00 p.m. Friday, December 1, 2023**. *All applicants are required to be interviewed to be considered for appointment as a Commissioner.*

I understand the scheduled interview date and time is Wednesday, December 6, 2023, at 6:00 p.m.

Signature: Mike Buncic

Date: 1/24/24

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THE INTERVIEW PROCESS, PLEASE CONTACT THE CLERK DEPARTMENT AT (408) 354-6834.

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TOWN OF LOS GATOS

PLANNING COMMISSION APPLICATION

ITEM NO. 1.

Contact: Clerk Department
110 East Main Street, Los Gatos, CA 95030
(408) 354-6834 or Clerk@LosGatosCA.gov

General eligibility requirements: A resident of the incorporated limits of the Town of Los Gatos. Other requirements may apply to specific Boards, Commissions, or Committees.

If you would like to apply for more than one Board, Commission, or Committee, please complete a separate application for that particular Board, Commission, or Committee. Please note you may only serve on one Board, Commission, or Committee. Only applications for current openings will be considered at this time. Qualified applicants will be notified and must interview with Town Council to be considered for appointment.

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IMPORTANT NOTICES

- Please note that all information provided on the application becomes a public record after it is officially filed and will be included in the interview agenda packet.
- All appointed applicants are required to file the Fair Political Practices Commission (FPPC) Statements of Economic Interest (Form 700) annually, which are also a public record.
- Applicants appointed to the Planning Commission are also required to complete Ethics Training AB 1234 every two years.

FIRST NAME: Jared LAST NAME: Ajlouny

STREET ADDRESS: [REDACTED] ZIP CODE: 95030

PHONE: [REDACTED] Cell Home Work EMAIL: [REDACTED]

EMERGENCY CONTACT: Emma Ajlouny PHONE: [REDACTED] Cell Home Work

EMPLOYER: DACO Construction JOB TITLE: President

HOW LONG HAVE YOU LIVED IN LOS GATOS? 5+ years

Please list what experience, education, or volunteer positions that you have held.

I established and successfully expanded a heavy civil construction company, where I presently serve as the company's president. Additionally, I hold the position of Vice President of Operations at Great Oaks Water Co, a Class A water company headquartered in San Jose. Holding California Water Boards certifications in Distribution 5 and Treatment 2 underscores my expertise in water management. My academic background includes a degree in Marketing from San Jose State University.

Why are you interested in serving on the Planning Commission?

Living in Los Gatos has always been a personal dream of mine. In fact, my decision to start a construction company was greatly influenced by this desire to become a part of this wonderful community. I have a genuine affection for Los Gatos and truly believe it to be an exceptional place. Therefore, I am eager to give back to the community in a meaningful way, utilizing my construction expertise.

How would you define the role of a Planning Commissioner in relation to the Town Council in planning matters?

ITEM NO. 1.

The Planning Commission serves as a vital liaison between town developers and residents, facilitating discussions on land use issues. The Commission does not create or modify planning regulations but makes recommendations to the Town council. Its primary function lies in attentively hearing residents' concerns while ensuring applicants adhere to the town's existing regulations. In essence, the Commission acts as a guardian of established rules, fostering collaboration and accountability in the pursuit of balanced legal development.

Have you ever attended or viewed a Planning Commission meeting? If yes, please note which meeting you viewed or attended and provide a summary of your observation. If not, why not?

<https://meetings.municode.com/PublishPage/index?cid=LOSGATOS&ppid=a7cef0f9-a4a2-40e7-a6e3-056a78898413&p=1>

I try to watch every council and planning commission meeting on YouTube. I recently viewed the planning commission meeting on 1/10/2024. The proposed project was for the approval of the demolition and rebuilding of a SFR. The proposed project is unique for a couple of reasons.

- 1-The proposed front setback is less than the 15' setback. However, if they moved it back, it would be closer to the backyard neighbor. Also, the existing setback is 7', so the new setback is greater than the existing.
- 2-The proposed house is a contemporary design. There is one house already on the block which is a contemporary design. The rest of the houses are an older style of house more aligned with the typical Los Gatos home.
- 3-The lot is a very small lot for the neighborhood, as such, the FAR for this house is higher than the other properties on the block. This gives the house an image of a larger mass than the other houses on the block.

The commission approved the project with five commissioners in favor of the motion and one commissioner opposed to the motion.

How will you demonstrate impartiality in your role as a Commissioner with your personal beliefs with regards to land use and planning policies?

ITEM NO. 1.

The responsibilities of the Planning Commission extend beyond personal ideologies. Therefore, my personal convictions regarding land use, planning, or any other matter should hold no sway over my interpretation of town code. My commitment is solely to uphold the integrity of the regulations and ensure fair and unbiased application in all decision-making processes.

The Commission is expected to demonstrate knowledge of the Town Code and its land use and planning policies. What experience do you have that would be useful on the Commission?

Since relocating to Los Gatos, I've undertaken two projects at our residence that required interaction with the planning department. While I may not be intimately familiar with every intricacy of the town's planning codes, I've honed my skills in researching and interpreting various regulations.

Furthermore, my professional background has afforded me a comprehensive understanding of construction practices. While my primary role typically doesn't involve the planning phase, my expertise in construction techniques and processes is invaluable for comprehending how a project unfolds in the field. After all, plans are only as effective as one's ability to decipher and implement them accurately. This is where I believe my strengths would be most beneficial in fulfilling the responsibilities of this position.

How would you describe your approach to planning and how it would relate to making a land use or policy determination?

ITEM NO. 1.

The planning code of a town stands as its cornerstone, silently shaping its character and desirability. Though often overlooked, a well-crafted planning code can significantly distinguish between a highly coveted town and one less so. My philosophy regarding planning is straightforward: I aim to diligently interpret the existing rules and codes already established by the town council. The role of the planning commission, in my view, is to adhere strictly to these pre-established guidelines, ensuring consistency and integrity in all decision-making processes.

The Planning Commission meets at least twice a month and requires a significant amount of homework. Are you prepared to make the commitment to spend the amount of time required to attend regular meetings, committee meetings, do site visits, and study the packet material? ☒ Yes ☐ No

You are expected to serve on at least one other Committee (General Plan Committee, Historic Preservation Committee, Conceptual Development Advisory Board). Will you have the time to serve on the additional Committee? ☐ Yes ☐ No

CASE STUDY: All Planning Commission applications **must** include the two completed case studies (see next page). Please complete the case studies before submitting your signed application. Thank you.

PROPERTY LOCATION: 170 Smith Boulevard

PROPERTY OWNER: John Smith

APPLICANT: Superior Commercial Development

OVERVIEW:

	<u>Existing</u>	<u>Proposed</u>
General Plan Designation	Neighborhood Commercial	Neighborhood Commercial
Zoning Designation	C-1	C-1
Existing Use	Vacant	Vacant
Property Size	15,000 Square Feet	

PROJECT DESCRIPTION:

The applicant proposes to construct a 10,000-square foot two-story office building with underground parking that will be 32 feet tall. The maximum height allowed by Town Code is 35 feet and the maximum lot coverage would allow a 15,000-square foot building. The surrounding area on Smith Boulevard is comprised of other commercial buildings and single-family homes are located behind the existing parcel.

NEIGHBORHOOD REACTION:

The surrounding neighborhood is divided on the issue of development. Some of the neighboring property owners are in support of the project and think it will provide needed office space, while others are opposed to the project because they feel it will create a significant traffic impact.

PROCESS:

- The proposed project has been reviewed by staff and complies with all of the Town’s technical requirements.
- A Traffic Impact Analysis has been prepared by the Town’s Traffic Consultant.
- The Traffic Impact analysis shows that there would not be a significant traffic impact based on the Town’s existing traffic policies.
- There are a number of residents at the Planning Commission meeting opposing the proposed project based on potential traffic impacts.

What is your initial reaction to the above referenced project?

Based on the breakdown provided, the applicant's project remains well within the maximum allowable thresholds for both height and square footage. This suggests that the developer's intention isn't merely to maximize these allowances but rather to pursue a development plan that aligns with the property's inherent characteristics and surrounding environment.

Furthermore, the traffic consultant's analysis indicates that the proposed project would not impose a significant impact on traffic flow. However, it's essential to clarify what distinguishes a significant traffic impact from an insignificant one. Understanding these distinctions would provide valuable insight into the project's potential implications on traffic dynamics.

What issues do you feel will need to be investigated further?

ITEM NO. 1.

Is the claimed insignificant traffic impact truly minimal? How can we convincingly illustrate to concerned neighbors the true extent of the traffic implications? Moreover, are there any other issues raised by the neighbors that require addressing? If so, what practical steps can be taken to alleviate their concerns?

How would you weigh your personal observations or experience regarding traffic and the professional input and recommendations of Town staff and Town consultants?

Based on the reports and assessments from both the project team and town staff, it's evident that this proposed development adheres to the town's planning codes and doesn't pose a significant traffic burden on the community. However, without access to the detailed traffic report, it's challenging to accurately gauge the precise impact. The positioning of entrances and exits will undoubtedly influence potential traffic effects. If the projected impact is genuinely negligible and the driveway locations are strategically placed, I would be inclined to support rather than oppose the project.

PROPERTY OWNER: John Smith

APPLICANT: Design, Inc.

OVERVIEW:

	<u>Existing</u>	<u>Proposed</u>
General Plan Designation	Low Density Residential	Low Density Residential
Zoning Designation	R-1:8	R-1:8
Existing Use	Residential	Residential
Property Size	8,000 Square Feet	8,000 Square Feet

PROJECT DESCRIPTION:

The applicant proposes to demolish an existing one-story residence and construct a new 2,500-square foot two-story residence with a 700-square foot attached garage. The proposed two-story residence will be 29 feet tall and have a lot coverage of 31 percent. The maximum allowable floor area for the home is 2,608 square feet and 733 square feet for the garage. The maximum height allowed by Town Code is 30 feet and the maximum allowable lot coverage is 40 percent. The proposed home will result in the largest home in the immediate neighborhood in terms of square footage and floor area. The surrounding area on Rose Street is comprised of one and two-story single-family residences.

NEIGHBORHOOD REACTION:

The surrounding neighborhood is divided on the issue of the construction of a new two-story residence. Some of the neighboring property owners think the proposed two-story residence will be compatible with the neighborhood, while others are opposed to the project because they feel it will not be compatible with the neighborhood in terms of bulk and mass. Additionally, privacy impacts to the adjacent one-story homes on either side have also been submitted.

PROCESS:

- The proposed project has been reviewed by staff and complies with all of the Town's objective standards.
- A report has been prepared by the Town's Consulting Architect that the project complies with the Town's Residential Design Guidelines.
- There are a number of residents at the Planning Commission meeting opposing the proposed project based on potential privacy impacts and concerns with neighborhood compatibility.

What is your initial reaction to the above referenced project?

Upon initial assessment, it appears that the applicant is nearing the maximum height limit but falls significantly below the allowable lot coverage by approximately 30%. This surplus in lot coverage could potentially facilitate a design adjustment, such as a smaller second story coupled with a more spacious first floor. Such a modification could effectively reduce the overall mass and perceived size of the structure, presenting a more aesthetically pleasing alternative compared to a traditional two-story structure with a sizable second story.

What issues do you feel will need to be investigated further?

Could we explore the feasibility of redistributing a portion of the second-story mass to the first floor? Additionally, I'm interested in understanding the window layout and any potential privacy concerns for neighboring properties. Are there opportunities to reposition or resize these windows to address these concerns effectively? Moreover, would the implementation of plantings or other screening measures offer a viable solution in mitigating these privacy issues?

How would you weigh your personal observations or experience regarding neighborhood compatibility and privacy and the professional input and recommendations of Town staff and the Town consultant?

Both the town staff and town consultant have confirmed that the project aligns with the town's planning codes and regulations. As a resident of the town myself, I empathize with the concerns raised by neighbors. I am committed to exploring potential avenues to alleviate worries regarding the mass and privacy impacts of the project, all while respecting the property rights of the applicant. Many applicants are open to undertaking mitigation measures to ensure the satisfaction of their neighbors, and I am willing to facilitate constructive dialogue in pursuit of a mutually beneficial solution.

Please let us know how you heard about the recruitment:

- | | | |
|--|--|--|
| <input type="checkbox"/> Town Website | <input checked="" type="checkbox"/> Social Media | <input type="checkbox"/> Chamber of Commerce |
| <input type="checkbox"/> Town Newsletter | <input type="checkbox"/> Friend / Neighbor | <input type="checkbox"/> KCAT Ad |
| <input type="checkbox"/> Los Gatos Weekly Ad | <input type="checkbox"/> Town Meeting | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Los Gatan Ad | <input type="checkbox"/> Service Group | |

The **application deadline is 4:00 p.m. Monday, March 4, 2024**. Applications received after the deadline will be held for the next recruitment.

Interviews are tentatively scheduled for March 19, 2024, and may be subject to change. You will be notified via email with the interview details and be requested to **RSVP no later than 4:00 p.m. Friday, March 15, 2024**. *All applicants are required to be interviewed to be considered for appointment as a Commissioner.*

I understand the scheduled interview date and time is Tuesday, March 19, 2024.

Signature:

Jared Ajlouny

Date:

2/15/2024

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THE INTERVIEW PROCESS, 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 [28 CFR §35.102-35.104]

TOWN OF LOS GATOS

PLANNING COMMISSION APPLICATION

ITEM NO. 1.

Contact: Clerk Department
110 East Main Street, Los Gatos, CA 95030
(408) 354-6834 or Clerk@LosGatosCA.gov

General eligibility requirements: A resident of the incorporated limits of the Town of Los Gatos. Other requirements may apply to specific Boards, Commissions, or Committees.

If you would like to apply for more than one Board, Commission, or Committee, please complete a separate application for that particular Board, Commission, or Committee. Please note you may only serve on one Board, Commission, or Committee. Only applications for current openings will be considered at this time. Qualified applicants will be notified and must interview with Town Council to be considered for appointment.

For more information about each Board, Commission, and Committee (e.g., responsibilities, meeting date, time, and frequency, agendas, and minutes), please visit [Boards, Commissions & Committees | The Los Gatos CA Official Site!](#).

IMPORTANT NOTICES

- Please note that all information provided on the application becomes a public record after it is officially filed and will be included in the interview agenda packet.
- All appointed applicants are required to file the Fair Political Practices Commission (FPPC) Statements of Economic Interest (Form 700) annually, which are also a public record.
- Applicants appointed to the Planning Commission are also required to complete Ethics Training AB 1234 every two years.

FIRST NAME: Jeffrey LAST NAME: Barnett

STREET ADDRESS: [REDACTED] ZIP CODE: 95032

PHONE: [REDACTED] Cell Home Work EMAIL: [REDACTED]

EMERGENCY CONTACT: Annemone Barnett PHONE: [REDACTED] Cell Home Work

EMPLOYER: Retired JOB TITLE: _____

HOW LONG HAVE YOU LIVED IN LOS GATOS? Over forty years

Please list what experience, education, or volunteer positions that you have held.

Education

University of California, Berkeley
BA degree in Political Science. Distinction in General Scholarship; Honors Program Completed with great distinction.
University of Santa Clara, School of Law. Magna Cum Laude

Volunteer Positions

Leadership Los Gatos
Planned Development Study Committee
General Plan Advisory Committee
Planning Commission (January 1, 2020-December 31, 2023). Chair 2023
Conceptual Development Advisory Committee (2020-2023). Chair 2020-2023
Objective Standards Study Subcommittee
Past director of San Jose Kiwanis
Past director of Rotary Club of Los Gatos

Experience

Legal practice 1974-1999, specializing in real estate and construction

Why are you interested in serving on the Planning Commission?

I have lived in the Town of Los Gatos for over forty years. It has a very special place in my heart because of its natural beauty, charm, tightknit community, wonderful neighbors, numerous community resources and, as well, the tremendous schools which have provided excellent educations for my three children.

It has been a true privilege to serve the Town through many years as a volunteer. Having a small part in shaping its future has been very rewarding, as has been working together with so many intelligent, dedicated and caring citizen volunteers, as well our highly professional staff members. As a continuing member of the Planning Commission, I aspire to assist the Town in shaping its physical and economic development.

I welcome the challenge of making difficult land use decisions which require careful thought to the often valid competing interests.

How would you define the role of a Planning Commissioner in relation to the Town Council in planning matters?

ITEM NO. 1.

In the broadest sense, the Town Council establishes the Planning Commission and determines its rules, procedures, and standards. California Government Code 65102.

Section 29.20.750 of the Los Gatos Municipal Code sets forth the duties of the Planning Commission, many of which relate to the Town Council. Some examples include: hearing and providing recommendations regarding all proposals for adoption and amendment of the general plan; hearing and providing recommendations for all proposals for adoption and amendment of specific plans; hearing and providing recommendations to the Town Council concerning proposals for zone changes, pre-zonings, and amendments to Chapter 20 of the Town Code, and forwarding a recommendation to the Town Council concerning mobile home park conversion permit applications.

Additionally, the Planning Commission participates with the Town Council in study sessions such as our meeting of September 12th, held to review important State housing laws including Senate Bill 330, The Builder's Remedy, The Density Bonus Law, and the California Environmental Quality Act (CEQA).

Have you ever attended or viewed a Planning Commission meeting? If yes, please note which meeting you viewed or attended and provide a summary of your observation. If not, why not?

<https://meetings.municode.com/PublishPage/index?cid=LOSGATOS&ppid=a7cef0f9-a4a2-40e7-a6e3-056a78898413&p=1>

I do not recall missing any Planning Commission meetings during my four year tenure. I have certainly missed portions of some meetings because of recusals based on my home's proximity to the site or because I determined that I have a conflict of interest.

My observations are that the Staff Reports are well written, the Planning Commissioners are prepared, and the hearings are conducted with courtesy, and with attention paid to the submissions and testimony of the applicants, appellants and the public.

How will you demonstrate impartiality in your role as a Commissioner with your personal beliefs with regards to land use and planning policies?

ITEM NO. 1.

I have demonstrated impartiality during my four years on the Planning Commission. I carefully review the Staff reports, and consider the presentations made by Staff, applicants, appellants and members of the community. Polite questions to the parties, and confirmation of their talking points, demonstrates respect for their opinions and broadminded interest in the matter.

I bring bring open-mindedness to all meetings. Many times my preliminary thoughts on a matter have changed based on evidence presented at the hearing and insights of my fellow Commissioners.

The Commission is expected to demonstrate knowledge of the Town Code and its land use and planning policies. What experience do you have that would be useful on the Commission?

Through my service on the Planning Commission and Conceptual Development Advisory Committee, I have become familiar with applicable provisions of the Town Code and the Town planning policies. These include the Zoning Code, Residential Design Guidelines, Commercial Design Guidelines, Hillside Development Standards and Guidelines, and Objective Design Standards.

Futher, my training as an attorney for over forty years has been useful in applying the Town Code and land use policies to specific factual contexts.

How would you describe your approach to planning and how it would relate to making a land use or policy determination?

ITEM NO. 1.

I do not have a specific agenda as a Commissioner. My approach to land use decisions is to adhere to California laws and to the Town ordinances and policies of the Town, including the grant of variances when warranted.

As Planning Commissioners we must, within the constraints of the law, protect what makes our Town special, including appropriate architecture, protecting the character of our neighborhoods, historic preservation, streetscapes, tree protection, hillside views, and traffic safety.

The question below concerning service on another committee should be checked yes, but that part form of the Application is inoperable.

The Planning Commission meets at least twice a month and requires a significant amount of homework. Are you prepared to make the commitment to spend the amount of time required to attend regular meetings, committee meetings, do site visits, and study the packet material? ☒ Yes ☐ No

You are expected to serve on at least one other Committee (General Plan Committee, Historic Preservation Committee, Conceptual Development Advisory Board). Will you have the time to serve on the additional Committee? ☐ Yes ☐ No

CASE STUDY: All Planning Commission applications **must** include the two completed case studies (see next page). Please complete the case studies before submitting your signed application. Thank you.

PROPERTY LOCATION: 170 Smith Boulevard

PROPERTY OWNER: John Smith

APPLICANT: Superior Commercial Development

OVERVIEW:

	<u>Existing</u>	<u>Proposed</u>
General Plan Designation	Neighborhood Commercial	Neighborhood Commercial
Zoning Designation	C-1	C-1
Existing Use	Vacant	Vacant
Property Size	15,000 Square Feet	

PROJECT DESCRIPTION:

The applicant proposes to construct a 10,000-square foot two-story office building with underground parking that will be 32 feet tall. The maximum height allowed by Town Code is 35 feet and the maximum lot coverage would allow a 15,000-square foot building. The surrounding area on Smith Boulevard is comprised of other commercial buildings and single-family homes are located behind the existing parcel.

NEIGHBORHOOD REACTION:

The surrounding neighborhood is divided on the issue of development. Some of the neighboring property owners are in support of the project and think it will provide needed office space, while others are opposed to the project because they feel it will create a significant traffic impact.

PROCESS:

- The proposed project has been reviewed by staff and complies with all of the Town’s technical requirements.
- A Traffic Impact Analysis has been prepared by the Town’s Traffic Consultant.
- The Traffic Impact analysis shows that there would not be a significant traffic impact based on the Town’s existing traffic policies.
- There are a number of residents at the Planning Commission meeting opposing the proposed project based on potential traffic impacts.

What is your initial reaction to the above referenced project?

On first consideration, this application appears straightforward. Often there are issues related to height and FAR in large commercial developments, but none are presented here. Office buildings are certainly allowed in the C-1 Zone, and contribute to the economic vitality of the Town. However, as with the Consulting Architect's response letter, traffic consultant reports must be given careful consideration, and weight, but are not binding on the Planning Commission.

Traffic impacts may be somewhat mitigated through the use of appropriate signage. Section 6.8.3 of the Commercial Design Guidelines requires that signs provide easy visibility from passing vehicles so as to reduce backups from slowly moving vehicles looking for a business location.

Protection of the single-family homes behind the existing parcel from excess noise, privacy reduction and loss of views may ultimately be necessary, although the focus of the residents' current concern is on traffic impacts.

The observations and experiences of concerned neighbors regarding existing traffic conditions must be seriously considered in combination with the report of the Traffic Consultant.

The observations and concerns of neighbors may be based on their experiences as drivers, cyclists and pedestrians. They are a valuable source of information to the Planning Commission.

Potential mitigation measures might include relocating ingress and egress points, modifying signal lights and signage as well as the imposition of traffic calming controls.

Traffic safety and congestion are very serious issues in Los Gatos. They should be evaluated as part of the review of applications for commercial improvements and, as well, dense residential developments.

How would you weigh your personal observations or experience regarding traffic and the professional input and recommendations of Town staff and Town consultants?

When observing a site in preparation for a Planning Commission hearing, I watch the surrounding traffic conditions. And, of course, I may have an opinion concerning relevant traffic patterns based on my long experience as a resident of the Town. This personal experience provides me with important perspectives on the actual field conditions. As noted the traffic report prepared by the Consultant is entitled to weight, but not deference.

PROPERTY OWNER: John Smith

APPLICANT: Design, Inc.

OVERVIEW:

	<u>Existing</u>	<u>Proposed</u>
General Plan Designation	Low Density Residential	Low Density Residential
Zoning Designation	R-1:8	R-1:8
Existing Use	Residential	Residential
Property Size	8,000 Square Feet	8,000 Square Feet

PROJECT DESCRIPTION:

The applicant proposes to demolish an existing one-story residence and construct a new 2,500-square foot two-story residence with a 700-square foot attached garage. The proposed two-story residence will be 29 feet tall and have a lot coverage of 31 percent. The maximum allowable floor area for the home is 2,608 square feet and 733 square feet for the garage. The maximum height allowed by Town Code is 30 feet and the maximum allowable lot coverage is 40 percent. The proposed home will result in the largest home in the immediate neighborhood in terms of square footage and floor area. The surrounding area on Rose Street is comprised of one and two-story single-family residences.

NEIGHBORHOOD REACTION:

The surrounding neighborhood is divided on the issue of the construction of a new two-story residence. Some of the neighboring property owners think the proposed two-story residence will be compatible with the neighborhood, while others are opposed to the project because they feel it will not be compatible with the neighborhood in terms of bulk and mass. Additionally, privacy impacts to the adjacent one-story homes on either side have also been submitted.

PROCESS:

- The proposed project has been reviewed by staff and complies with all of the Town's objective standards.
- A report has been prepared by the Town's Consulting Architect that the project complies with the Town's Residential Design Guidelines.
- There are a number of residents at the Planning Commission meeting opposing the proposed project based on potential privacy impacts and concerns with neighborhood compatibility.

What is your initial reaction to the above referenced project?

This precise scenario presents itself often at Planning Commission meetings. Property owners have many incentives to build large homes in existing residential areas. These include accommodating large families and using the land to its full economic potential given its scarcity and the land costs in Los Gatos. Frequently the concerns for privacy by the immediate neighbors must be addressed, together with an analysis of the projects compatibility with the neighborhood, including bulk and mass.

All the merits and demerits of the applications must be carefully examined. The devil is in the details.

What issues do you feel will need to be investigated further?

Site visits and a careful review of the plans provide valuable perspectives to the Commissioners on the impacts that would be created by the proposed project, including the stated concerns regarding compatibility with the neighborhood and the personal privacy of the neighbors. Observing the larger neighborhood is important to understand developing trends on the street and in nearby areas.

It is important to remember that the Town's limitations on height, FAR and square footage are maximums, and not targets to be met. An application may be within allowable parameters, as is described in this Case Study, but still be unacceptable because of other factors. For example, the Residential Design Guidelines require that homes will respect the scale and character of the immediate neighborhoods, including mass, bulk and scale, the existing FAR's, residential square footages and lot sizes in the neighborhood.

Although Case Study #2 posits that the Town's Consulting Architect found that the project complies with the Residential Design Guidelines, it should again be remembered that under Council Resolution 2014-040 the Planning Commission may consider the architectural consultant's recommendations or alternatives as one of a number of factors that may be used in the consideration of any development project submitted to the Town. The Planning Commission may use its independent discretion in evaluating the recommendations of the Architectural Consultant, and may approve any design that meets all applicable Town Design Guidelines, ordinances, specific plan and the General Plan.

Here the Planning Commission might address the bulk and mass concerns as well as privacy objections in many ways, including stepping back the second story, suggesting building the second story into the existing roof, increasing setbacks, requiring opaque glass in sensitive locations, requiring a one foot lattice on the six foot boundary fence, and other design elements referenced in Section 2 "Neighborhood Patterns" in the Residential Design Guidelines.

How would you weigh your personal observations or experience regarding neighborhood compatibility and privacy and the professional input and recommendations of Town staff and the Town consultant?

My points above provide my opinion regarding the importance of attentively observing the site and the immediate and larger neighborhoods.

Although there is always an element of subjectivity in making decisions on neighborhood compatibility and privacy, as a Commissioner I examine the information and recommendations furnished by Staff, the report of the Consulting Architect, information and opinions of the applicant, the appellant, the members of the public, and the thoughts of my fellow Commissioners when formulating my opinions concerning compliance with the Residential Design Guidelines. The Consulting Architect's elevations depicting the heights and sizes of neighborhood homes are quite useful, as is the Staff's comparison of the lot sizes, square footage and FARs of the immediate neighbors in relation to the existing and proposed home.

It is extremely rare for the Planning Commission to craft a motion that fully satisfies all the concerns of the stakeholders. However, the Planning Commissioners often find compromises that are generally acceptable to the parties. Of course, some approvals or denials will inevitably be appealed to the Town Council.

Please let us know how you heard about the recruitment:

- | | | |
|--|--|--|
| <input type="checkbox"/> Town Website | <input type="checkbox"/> Social Media | <input type="checkbox"/> Chamber of Commerce |
| <input type="checkbox"/> Town Newsletter | <input type="checkbox"/> Friend / Neighbor | <input type="checkbox"/> KCAT Ad |
| <input type="checkbox"/> Los Gatos Weekly Ad | <input checked="" type="checkbox"/> Town Meeting | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Los Gatan Ad | <input type="checkbox"/> Service Group | |

The **application deadline is 4:00 p.m. Friday, November 10, 2023**. Applications received after the deadline will be held for the next recruitment.

Interviews are scheduled on December 6, 2023, beginning at 6:00 p.m., and may be subject to change. You will be notified via email the week of November 20th of the interview details and be requested to **RSVP no later than 4:00 p.m. Friday, December 1, 2023**. *All applicants are required to be interviewed to be considered for appointment as a Commissioner.*

I understand the scheduled interview date and time is Wednesday, December 6, 2023, at 6:00 p.m.

Signature: Jeffrey A. Barnett

Date: October 31, 2023

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THE INTERVIEW PROCESS, 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 [28 CFR §35.102-35.104]

TOWN OF LOS GATOS

PLANNING COMMISSION APPLICATION

ITEM NO. 1.

Contact: Clerk Department
110 East Main Street, Los Gatos, CA 95030
(408) 354-6834 or Clerk@LosGatosCA.gov

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- Applicants appointed to the Planning Commission are also required to complete Ethics Training AB 1234 every two years.

FIRST NAME: Kendra LAST NAME: Burch

STREET ADDRESS: [REDACTED] ZIP CODE: 95032

PHONE: [REDACTED] Cell Home Work EMAIL: [REDACTED]

EMERGENCY CONTACT: Kevin Burch PHONE: [REDACTED] Cell Home Work

EMPLOYER: FaciliCorp JOB TITLE: Principal

HOW LONG HAVE YOU LIVED IN LOS GATOS? 20 years

Please list what experience, education, or volunteer positions that you have held.

Planning Commission
Historic Preservation Committee
General Plan Update Committee

Why are you interested in serving on the Planning Commission?

I have always felt a duty to serve my community. Whether that is working with my local church on food drives, supporting neighbors in need, or sitting on Commissions/Committees for the Town, it is important to give back to a community that has given me so much. That is one of many reasons I feel passionately about applying to be on the Planning Commission.

The Planning Commission is an integral part of preparing for the future of Los Gatos. The next 1-2 years will bring a number of important decisions to the forefront. I feel my prior experience with the Town, along with my professional experience, will be a positive addition to the Commission and will, hopefully, help create a strong Planning Commission to bring well thought out, objective recommendations to the Town Council. I feel it is an important duty to help shape decisions that will impact the Town for many years to come.

How would you define the role of a Planning Commissioner in relation to the Town Council in planning matters?

ITEM NO. 1.

The Planning Commission is a recommending body to the Town Council. It is a judicial body, focused on land use regulations.

Have you ever attended or viewed a Planning Commission meeting? If yes, please note which meeting you viewed or attended and provide a summary of your observation. If not, why not?

<https://meetings.municode.com/PublishPage/index?cid=LOSGATOS&ppid=a7cef0f9-a4a2-40e7-a6e3-056a78898413&p=1>

Yes, as a member of the Planning Commission for approximately 10 years, I have been very involved in not just Planning Commission meetings, but also Town Council and other Town Committees.

How will you demonstrate impartiality in your role as a Commissioner with your personal beliefs with regards to land use and planning policies?

ITEM NO. 1.

In my opinion, one of the best aspects of the Planning Commission is the requirement that all decisions be based on objective standards, not subjective reasoning. This means each application must be reviewed against the Town Guidelines and Standards and must meet those requirements to be approved.

As a Planning Commissioner, each application I review is measured against the objective standards and I keep all personal beliefs out of my decision making.

The Commission is expected to demonstrate knowledge of the Town Code and its land use and planning policies. What experience do you have that would be useful on the Commission?

Along with my years of experience on the Planning Commission and other Town Committees, my career requires my understanding of Los Gatos' (and other city's) policies. I believe it is also very important to understand how County and State regulations can impact the Town policies and how we implement them in our decision making.

How would you describe your approach to planning and how it would relate to making a land use or policy determination?

ITEM NO. 1.

When we receive the packet for the upcoming meeting, I always read the packet then visit the various sites to have a better understanding of the impacted areas. Then I review the applicable codes and policies to understand how they relate to the application to base a decision solely on those objective standards.

The Planning Commission meets at least twice a month and requires a significant amount of homework. Are you prepared to make the commitment to spend the amount of time required to attend regular meetings, committee meetings, do site visits, and study the packet material? ☒ Yes ☐ No

You are expected to serve on at least one other Committee (General Plan Committee, Historic Preservation Committee, Conceptual Development Advisory Board). Will you have the time to serve on the additional Committee? ☐ Yes ☐ No

CASE STUDY: All Planning Commission applications **must** include the two completed case studies (see next page). Please complete the case studies before submitting your signed application. Thank you.

PROPERTY LOCATION: 170 Smith Boulevard
 PROPERTY OWNER: John Smith
 APPLICANT: Superior Commercial Development

OVERVIEW:

	<u>Existing</u>	<u>Proposed</u>
General Plan Designation	Neighborhood Commercial	Neighborhood Commercial
Zoning Designation	C-1	C-1
Existing Use	Vacant	Vacant
Property Size	15,000 Square Feet	

PROJECT DESCRIPTION:

The applicant proposes to construct a 10,000-square foot two-story office building with underground parking that will be 32 feet tall. The maximum height allowed by Town Code is 35 feet and the maximum lot coverage would allow a 15,000-square foot building. The surrounding area on Smith Boulevard is comprised of other commercial buildings and single-family homes are located behind the existing parcel.

NEIGHBORHOOD REACTION:

The surrounding neighborhood is divided on the issue of development. Some of the neighboring property owners are in support of the project and think it will provide needed office space, while others are opposed to the project because they feel it will create a significant traffic impact.

PROCESS:

- The proposed project has been reviewed by staff and complies with all of the Town’s technical requirements.
- A Traffic Impact Analysis has been prepared by the Town’s Traffic Consultant.
- The Traffic Impact analysis shows that there would not be a significant traffic impact based on the Town’s existing traffic policies.
- There are a number of residents at the Planning Commission meeting opposing the proposed project based on potential traffic impacts.

What is your initial reaction to the above referenced project?

My initial thoughts are that the application meets Town requirements in the following areas:

FAR - proposed 10,000sqft is below the allowable 15,000sqft
 Height - proposed 32' height is below the allowable 35' height
 Neighborhood compatibility - based on information provided, the immediate neighborhood (2 properties on each side of property and 5 properties across) consists of other commercial properties. The note about residential properties BEHIND the applicant property does not meet the definition of immediate neighborhood and, typically, does not impact the compatibility
 Traffic - a traffic study was completed stating the application does not impact current traffic

What issues do you feel will need to be investigated further?

ITEM NO. 1.

Are the adjacent properties 2-stories? This can impact compatibility and impact views. Architectural compatibility - is the proposed design compatible with the neighborhood? While the traffic study showed no impact, are there any ways to modify the application to reduce concerns of the neighborhood? For example, can the drive aisle onto the property be placed at a location that may mean less queuing of cars to turn?

How would you weigh your personal observations or experience regarding traffic and the professional input and recommendations of Town staff and Town consultants?

Again, decisions made by the Planning Commission must be objective and based on Town Code/Policies. My personal feelings about the traffic aren't an objective standard to base my decision. However, we can discuss potential design changes, such as my example above, to see if the applicant would compromise to reduce the neighbor's concerns. I've often found that there are compromises to be found that help reduce neighbor concerns while keeping the integrity of the application.

PROPERTY OWNER: John Smith

APPLICANT: Design, Inc.

OVERVIEW:

	<u>Existing</u>	<u>Proposed</u>
General Plan Designation	Low Density Residential	Low Density Residential
Zoning Designation	R-1:8	R-1:8
Existing Use	Residential	Residential
Property Size	8,000 Square Feet	8,000 Square Feet

PROJECT DESCRIPTION:

The applicant proposes to demolish an existing one-story residence and construct a new 2,500-square foot two-story residence with a 700-square foot attached garage. The proposed two-story residence will be 29 feet tall and have a lot coverage of 31 percent. The maximum allowable floor area for the home is 2,608 square feet and 733 square feet for the garage. The maximum height allowed by Town Code is 30 feet and the maximum allowable lot coverage is 40 percent. The proposed home will result in the largest home in the immediate neighborhood in terms of square footage and floor area. The surrounding area on Rose Street is comprised of one and two-story single-family residences.

NEIGHBORHOOD REACTION:

The surrounding neighborhood is divided on the issue of the construction of a new two-story residence. Some of the neighboring property owners think the proposed two-story residence will be compatible with the neighborhood, while others are opposed to the project because they feel it will not be compatible with the neighborhood in terms of bulk and mass. Additionally, privacy impacts to the adjacent one-story homes on either side have also been submitted.

PROCESS:

- The proposed project has been reviewed by staff and complies with all of the Town's objective standards.
- A report has been prepared by the Town's Consulting Architect that the project complies with the Town's Residential Design Guidelines.
- There are a number of residents at the Planning Commission meeting opposing the proposed project based on potential privacy impacts and concerns with neighborhood compatibility.

What is your initial reaction to the above referenced project?

My initial thoughts are that the application meets Town requirements in the following areas:

FAR - proposed 2,500sqft house with 700sqft garage is below the allowable 2,608sqft for the home and 733sqft for the garage

Height - proposed 29' height is below the allowable 30' height

While it meets these requirements, the issue of neighborhood compatibility is something to consider. This example doesn't tell us how many of the homes in the immediate neighborhood are 2-story homes and we don't know the square footage or height of the homes in the immediate neighborhood. I would need this information to aid in my evaluation.

What issues do you feel will need to be investigated further?

As noted in the response above, there needs to be more information about the homes in the immediate neighborhood. This information would help us understand the compatibility of the proposed home with the immediate neighborhood.

I would also like to investigate the privacy concerns of the neighbors adjacent to the proposed home. I would want to look at the window placement in the homes and if there are any other privacy issues with the adjacent lots.

How would you weigh your personal observations or experience regarding neighborhood compatibility and privacy and the professional input and recommendations of Town staff and the Town consultant?

Decisions made by the Planning Commission must be objective and based on Town Code/Requirements. My personal feelings about the home aren't an objective standard to base my decision. However, we can discuss potential design changes, such as window placement to reduce privacy issues to see if the applicant would compromise to reduce the neighbor's concerns. With more understanding of the sizes of the adjacent homes and if there is a significant size difference between the proposed home and the houses in the immediate neighborhood, there could be a compatibility issue, which we could discuss reducing the square footage to bring the home in-line with the massing of the adjacent homes and more compatible with the neighborhood.

Please let us know how you heard about the recruitment:

- | | | |
|--|---|--|
| <input type="checkbox"/> Town Website | <input type="checkbox"/> Social Media | <input type="checkbox"/> Chamber of Commerce |
| <input type="checkbox"/> Town Newsletter | <input checked="" type="checkbox"/> Friend / Neighbor | <input type="checkbox"/> KCAT Ad |
| <input type="checkbox"/> Los Gatos Weekly Ad | <input type="checkbox"/> Town Meeting | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Los Gatan Ad | <input type="checkbox"/> Service Group | |

The **application deadline is 4:00 p.m. Monday, March 4, 2024**. Applications received after the deadline will be held for the next recruitment.

Interviews are tentatively scheduled for March 19, 2024, and may be subject to change. You will be notified via email with the interview details and be requested to **RSVP no later than 4:00 p.m. Friday, March 15, 2024**. *All applicants are required to be interviewed to be considered for appointment as a Commissioner.*

I understand the scheduled interview date and time is Tuesday, March 19, 2024.

Signature: Kendra Burch Date: February 11, 2024

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THE INTERVIEW PROCESS, 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 [28 CFR §35.102-35.104]

Interview Questions March 19, 2024

Candidate Name: D. Michael Kane

Interest in: DIVERSITY, EQUITY, AND INCLUSION COMMISSION

RATING SCALE

7 6 Highly Qualified	5 4 3 Qualified	2 1 Not Qualified
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1. If appointed, what ideas would you like to see the Commission explore?

Dimension (Enter a whole number between 1 and 7)

Rating

Communication Skills, Organization of Presentation	
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COMMENTS:

2. Please expand beyond the written response on your application: your experience, interest, and/or expertise that you feel would be most useful to the Commission.

Dimension (Enter a whole number between 1 and 7)

Rating

Communication Skills, Organization of Presentation	
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COMMENTS:

Candidate Name: D. Michael Kane

RATING SCALE

7 Highly Qualified	6	5 Qualified	4	3	2 Not Qualified	1
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3. Please elaborate on any written response provided in the application to assist the Council to learn more about you.

Dimension (Enter a whole number between 1 and 7)

Rating

Communication Skills, Organization of Presentation	
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COMMENTS:

4. If you did not answer any of the questions on the application, please explain why.

Dimension (Enter a whole number between 1 and 7)

Rating

Communication Skills, Organization of Presentation	
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COMMENTS:

Interview Questions March 19, 2024

Candidate Name: Stephen Shelton

Interest in: GENERAL PLAN COMMITTEE

RATING SCALE

7 6 Highly Qualified	5 4 3 Qualified	2 1 Not Qualified
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3. If appointed, what ideas would you like to see the Commission explore?

Dimension (Enter a whole number between 1 and 7)

Rating

Communication Skills, Organization of Presentation	
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COMMENTS:

4. Please expand beyond the written response on your application: your experience, interest, and/or expertise that you feel would be most useful to the Commission.

Dimension (Enter a whole number between 1 and 7)

Rating

Communication Skills, Organization of Presentation	
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COMMENTS:

Candidate Name: Stephen Shelton

RATING SCALE

7 Highly Qualified	6	5 Qualified	4	3	2	1 Not Qualified
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3. Please elaborate on any written response provided in the application to assist the Council to learn more about you.

Dimension (Enter a whole number between 1 and 7)

Rating

Communication Skills, Organization of Presentation	
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COMMENTS:

4. If you did not answer any of the questions on the application, please explain why.

Dimension (Enter a whole number between 1 and 7)

Rating

Communication Skills, Organization of Presentation	
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COMMENTS:

Interview Questions March 19, 2024

Candidate Name: Mike Buncic

Interest in: PARKS AND SUSTAINABILITY COMMISSION

RATING SCALE

7 6	5 4 3	2 1
Highly Qualified	Qualified	Not Qualified

5. If appointed, what ideas would you like to see the Commission explore?

Dimension (Enter a whole number between 1 and 7)

Rating

Communication Skills, Organization of Presentation	
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COMMENTS:

6. Please expand beyond the written response on your application: your experience, interest, and/or expertise that you feel would be most useful to the Commission.

Dimension (Enter a whole number between 1 and 7)

Rating

Communication Skills, Organization of Presentation	
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COMMENTS:

Candidate Name: Mike Buncic

RATING SCALE

7 6 Highly Qualified	5 4 3 Qualified	2 1 Not Qualified
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3. Please elaborate on any written response provided in the application to assist the Council to learn more about you.

Dimension (Enter a whole number between 1 and 7)

Rating

Communication Skills, Organization of Presentation	
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COMMENTS:

4. If you did not answer any of the questions on the application, please explain why.

Dimension (Enter a whole number between 1 and 7)

Rating

Communication Skills, Organization of Presentation	
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COMMENTS:

Interview Questions March 19, 2024

Candidate Name: Jared Ajlouny

Interest in: PLANNING COMMISSION

RATING SCALE

7 6 Highly Qualified	5 4 3 Qualified	2 1 Not Qualified
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7. If appointed, what ideas would you like to see the Commission explore?

Dimension (Enter a whole number between 1 and 7)

Rating

Communication Skills, Organization of Presentation	
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COMMENTS:

8. Please expand beyond the written response on your application: your experience, interest, and/or expertise that you feel would be most useful to the Commission.

Dimension (Enter a whole number between 1 and 7)

Rating

Communication Skills, Organization of Presentation	
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COMMENTS:

Candidate Name: Jared Ajlouny

RATING SCALE

7 Highly Qualified	6	5 Qualified	4	3	2	1 Not Qualified
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3. Please elaborate on any written response provided in the application to assist the Council to learn more about you.

Dimension (Enter a whole number between 1 and 7)

Rating

Communication Skills, Organization of Presentation	
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COMMENTS:

4. If you did not answer any of the questions on the application, please explain why.

Dimension (Enter a whole number between 1 and 7)

Rating

Communication Skills, Organization of Presentation	
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COMMENTS:

Interview Questions March 19, 2024

Candidate Name: Jeffrey Barnett

Interest in: PLANNING COMMISSION

RATING SCALE

7 Highly Qualified	6	5 Qualified	4	3	2	1 Not Qualified
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9. If appointed, what ideas would you like to see the Commission explore?

Dimension (Enter a whole number between 1 and 7)

Rating

Communication Skills, Organization of Presentation	
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COMMENTS:

10. Please expand beyond the written response on your application: your experience, interest, and/or expertise that you feel would be most useful to the Commission.

Dimension (Enter a whole number between 1 and 7)

Rating

Communication Skills, Organization of Presentation	
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COMMENTS:

Candidate Name: Jeffrey Barnett

RATING SCALE

7 6 Highly Qualified	5 4 3 Qualified	2 1 Not Qualified
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3. Please elaborate on any written response provided in the application to assist the Council to learn more about you.

Dimension (Enter a whole number between 1 and 7)

Rating

Communication Skills, Organization of Presentation	
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COMMENTS:

4. If you did not answer any of the questions on the application, please explain why.

Dimension (Enter a whole number between 1 and 7)

Rating

Communication Skills, Organization of Presentation	
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COMMENTS:

Interview Questions March 19, 2024

Candidate Name: Candidate Name: Kendra Burch

Interest in: PLANNING COMMISSION

RATING SCALE

7 6 Highly Qualified	5 4 3 Qualified	2 1 Not Qualified
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11. If appointed, what ideas would you like to see the Commission explore?

Dimension (Enter a whole number between 1 and 7)

Rating

Communication Skills, Organization of Presentation	
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COMMENTS:

12. Please expand beyond the written response on your application: your experience, interest, and/or expertise that you feel would be most useful to the Commission.

Dimension (Enter a whole number between 1 and 7)

Rating

Communication Skills, Organization of Presentation	
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COMMENTS:

Candidate Name: Kendra Burch

RATING SCALE

7 Highly Qualified	6	5 Qualified	4	3	2	1 Not Qualified
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3. Please elaborate on any written response provided in the application to assist the Council to learn more about you.

Dimension (Enter a whole number between 1 and 7)

Rating

Communication Skills, Organization of Presentation	
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COMMENTS:

4. If you did not answer any of the questions on the application, please explain why.

Dimension (Enter a whole number between 1 and 7)

Rating

Communication Skills, Organization of Presentation	
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COMMENTS:



TITLE: Commission Appointments, Residency and Attendance Requirements, and Establishing a Quorum

POLICY NUMBER: 2-11

EFFECTIVE DATE: 2/28/1990

PAGES: 7

ENABLING ACTIONS:

REVISED DATES: 6/13/1994; 6/16/2014; 4/7/2015; 10/18/2016; 2/21/2017; 2/6/2018; 3/19/19; 9/3/2019; 6/1/2021; 12/7/21, 3/15/22, 8/2/22; 9/20/22; 10/03/23; 11/21/23; 3/5/2024

APPROVED:

PURPOSE

To establish a policy to encourage participation by the Town's residents on Town Boards, Commissions and Committees (hereinafter referred to as "Commissions"). The Town of Los Gatos is committed to inclusivity. We value all our community members, regardless of religion, immigration status, ethnicity, race, disability, gender, sexual orientation, or gender identity. The Town will encourage residents to participate on Commissions by advertising vacancies on Commissions for at least 30 days, preparing easily understood applications, maintaining clear descriptions of the role of each Board, Commission, and Committee and its respective members, providing current meeting schedules, and conducting public interviews of all Commission applicants, except as provided by this Policy.

SCOPE

This Policy applies to all applicants to Town Boards, Commissions and Committees.

POLICY

The Town Council encourages public participation in all decision-making and to be successful residents must be assured both that the participation is meaningful and that their input will be valued. The widest representation from the community can only be achieved if vacancies are well advertised so that anyone interested will have the opportunity to apply. Interviews of the applicants conducted in public by the Town Council demonstrates that it values these appointments and that all have an equal opportunity to be appointed. Applicants may apply to more than one Commission, and shall rank their choices in their preferred order, during each recruitment cycle.

To ensure the greatest possible participation by the public, it is the Town's policy that no person shall be appointed to more than one Commission except in those cases where they are ex-officio members of other Boards, Commissions and Committees. This Policy does not apply to Commission members serving as representatives of their Commission who have been appointed by the Town Council.

RESIDENCY REQUIREMENTS

Residency within the incorporated municipal limits of the Town of Los Gatos, California is required for appointment and continued membership on all Town of Los Gatos Boards, Commissions, and Committees, with the exception of the Youth Commission and the Diversity, Equity, and Inclusion Commission.

Youth Commission:

The members shall be students who are entering grades 8 through 12 in the fall. Membership for the students requires either residency in the incorporated limits of the Town of Los Gatos or residency in the unincorporated areas of the County of Santa Clara, which have a Los Gatos mailing address.

Diversity, Equity, and Inclusion Commission:

Membership composition shall be as outlined in the Commission's enabling resolution and includes a Los Gatos business owner/employee, faith leader who leads a congregation in Los Gatos, and Los Gatos non-profit employee who may or may not reside in Los Gatos.

ATTENDANCE REQUIREMENTS

1. All members of all appointive Town Advisory Bodies should attend all regular and special meetings of said Advisory Bodies.
2. Any member not in attendance at a regular meeting of said Advisory Body for at least 70% of the meeting shall be considered absent.
3. Any member of an appointive Town Advisory Body who is absent from the number of regular meetings listed below appropriate to his or her Advisory Body shall, as a result, surrender his or her office on the Advisory Body and the office shall be considered vacant.
 - a. For an Advisory Body which holds six (6) or more regular meetings per a consecutive twelve (12) month period: three (3) regular meetings.
 - b. For an Advisory Body which holds five (5) or fewer regular meetings per a consecutive twelve (12) month period: two (2) regular meetings.
 - c. For an Advisory Body which holds sixteen (16) or more regular meetings per a consecutive twelve (12) month period: eight (8) regular meetings.
4. Consistent with the Family Medical Leave Act and the California Family Rights Act, absences of up to 12 weeks due to parental leave constitute excused absences.
5. The vacant position shall be filled by appointment by a majority vote of the Town Council, for a term equal to the unexpired portion of the office vacated. Any member

removed from office due to non-attendance may re-apply to serve on a Town Advisory Body but will not be treated as an incumbent in any subsequent application to the same Advisory Body.

6. If a Youth Commissioner liaison misses three meetings of a liaison Commission during a consecutive twelve (12) month period*, the Youth Commission shall appoint a different Youth Commissioner as liaison.

*Consecutive twelve (12) month period is defined as any consecutive twelve-month period beginning with the first absence. A regular meeting shall not be cancelled and replaced with a special meeting in order to alleviate an absence by an advisory body member.

QUORUM REQUIREMENTS

The number of members needed to constitute a quorum on any Town Advisory Body shall be a majority of the total number of filled seats.

PROCEDURES

The following procedures will be followed by the applicant, the Town Clerk, and the Town Council for the appointment of applicants to Town Commissions:

Responsibility and Actions: Town Clerk

A. Annual Recruitments

Adult Commission members' terms begin on January 1st and end December 31st, Youth Commissioners' terms follow the academic year and begin on August 1st and end on June 30th. The Town Clerk shall perform the following duties in conducting an annual recruitment for Commission members:

1. Notify Town Council of vacancies on Commissions by indicating the names of the Commissions, the number of terms expiring or being vacated, names of individual(s) with expiring terms or vacating seats, advertising periods (at least 30 days) and the date of interview.
2. Advertise the vacancies, including the application deadline and the interview date. Interviews and appointments for Adult Commissioners shall occur after annual Mayor and Vice Mayor selection, and in the case of election years, after new Council Members have been seated. Interviews and appointments for Youth Commissioners shall occur by the fourth Wednesday in May, no earlier than 4:00 p.m.
3. Prepare and maintain easily understood applications for appointment to Commissions. Applications shall include the following policy information:
 - a. Prior to initial appointment to any Commission, non-incumbent applicants must be interviewed by the Town Council. The applications of those not appearing will be held for the next recruitment.

- b. If an incumbent Commissioner is requesting reappointment to the same Commission, the incumbent may submit a request to be interviewed by telephone, with their application, instead of attending the interview or must submit a letter prior to the interviews, describing the reason why the applicant cannot be present telephonically or in person for the interview, and why the applicant should be reappointed to the Commission.
 - c. Submissions deadlines are mandatory; no exceptions are permitted.
- 4. Applications:
 - a. *For adult applicants* — Accept applications, verify eligibility, and distribute copies of the applications of eligible applicants to the Town Council prior to the interviews for appointment.
 - b. *For student applicants* — Accept applications, verify eligibility, and distribute copies of the applications of eligible applicants to the Town Council Selection Committee, consisting of the Mayor, Vice Mayor, Police Chief, and Youth Commission Chair (if not reapplying), prior to the interviews for appointment.
- 5. Notify the applicant by letter or email as to the date and time of the interview and provide the option for an in person or teleconference interview.
- 6. Facilitate the Council voting process set forth below by informing Council as to how many votes are possible on each Commission, calling out applicants' names, and identifying the applicants receiving sufficient votes for appointment. This process does not apply to student applicants.
- 7. Applicants:
 - a. *For adult applicants* — After the interviews and Council vote are completed, notify all applicants of the Council's action, and explain Town policy of keeping application active for one year with notification of subsequent openings on that Commission to the interested applicants.
 - b. *For student applicants* — After the interviews are completed, notify all applicants of the Council Committee's action, and prepare a staff report for the Town Council to ratify the Committee's appointment at the first Town Council meeting in June.

Interview Process

To ensure the interview process is consistent, fair, and equitable, each applicant shall be asked the same standard questions, as provided below. Notwithstanding, no Council Member shall be prevented from asking appropriate questions of applicants.

1. If appointed, what ideas would you like to see the Commission explore?
2. Please expand beyond the written response on your application: your experience, interest, and/or expertise that you feel would be most useful to the Commission.
3. Please elaborate on any written response provided in the application to assist the Council learn more about you.
4. If you did not answer any of the questions on the application, please explain why.

The standard questions are limited in number to allow an applicant sufficient time to respond. While the intent is for each Council Member to be able to ask one question of each applicant, the Council may decide not to ask all of the provided questions, change the order of the questions, or rotate which Council member asks a specific question. Applicants will be given a two-minute time limit to answer each question.

Balloting Process

Unless determined otherwise, the Council shall conduct a ballot vote for the appointment of individuals to fill the vacancies for each Commission. Such ballot vote may be conducted at either a regular, adjourned, or special meeting of the Town Council. The ballot vote process shall be conducted as follows:

1. The Town Clerk shall provide a ballot to each Town Council member listing the names of all applicants and "None of the above" for each respective Commission. Prior to the vote, the Town Clerk shall publicly announce the position vacancy and all applicant names that are listed on the ballot.
2. Each Council member may vote for the same number of applicants as there are current vacancies on the respective Commission. In no case, can a Council Member cast more votes than there are vacancies; or vote for the same candidate more than once on each ballot (i.e. cumulative voting -- e.g. where there are three vacancies, a Council member may not give all three votes to the same candidate). A Council Member is not required to vote for any of the candidates or for the total number of vacancies available.
3. The Town Clerk shall collect all ballots and shall publicly announce the name of each Town Council member and how that Council member cast his or her vote. In the case of a tie vote, the Town Clerk will announce that there is a tie and that a run-off vote shall be conducted but will not announce the names of the applicants in the run-off. Once all voting is concluded and a decision made, the votes will be made public. The run-off ballot will also include a "None of the above" option.
4. Applicants receiving a majority number of votes shall be deemed appointed to the Commission. In the event of a tie, a run-off vote shall be conducted among the applicants receiving the highest number of votes from the previous round. This shall continue until a majority consensus on an applicant(s) is reached for the number of vacancies to be filled. In the event of an unbreakable tie, the Council may determine an alternative method for selecting the appointee(s) or direct the Town Clerk to re-advertise the vacancy.
5. If an applicant(s) is appointed to an Advisory Body which has vacancies for both full and partial, unexpired terms, the length of the appointee's term will be determined by the Mayor.

B. Mid-Term Recruitments

During the year, Commissions may experience vacancies that drop the number of filled seats to a number of members that is not sufficient to conduct Commission business. The Commission may request the Council to conduct a mid-term recruitment to fill seats. To the

extent possible, the Town Clerk will consolidate mid-term recruitments to minimize the number of recruitments occurring throughout the year. In the event of a vacancy on the Planning Commission, the Town will automatically conduct a mid-term recruitment. Mid-term recruitments will not be conducted for Youth Commissioners. The Town Clerk shall advertise mid-term vacancies on Commissions for at least 15 days.

Responsibility and Action: Applicant

1. Read the Commission Appointments, Residency and Attendance Requirements, and Establishing a Quorum Policy, complete and submit to the Town Clerk the application for appointment to a Town Commission by the advertised deadline date and time.
2. *For adult applicants:* Attend the Council meeting to be interviewed for Commission appointment. The applicant is required to notify the Town Clerk no later than 4:00 p.m. the Friday before the scheduled interview date whether they will attend in person or via teleconference.
3. *For student applicants:* Attend the Council Selection Committee interview session. The applicant is required to notify the Town Clerk no later than 4:00 p.m. the Friday before the scheduled interview date whether they will attend in person or via teleconference.
4. If an incumbent Commission member is requesting reappointment to the same Commission and is not available on the date of the interview, the incumbent must submit a letter by 4:00 p.m. the Friday prior to the interviews, describing the reason why the applicant cannot be present telephonically or in person for the interview, and why the applicant should be reappointed to the Commission.
5. If appointed, prior to starting the Commission term, appointees are required to attend a Commissioner Orientation and take the "Oath of Office."
6. Attend Advisory Body meetings once term begins.
7. Read the Commissioners' Handbook. Hard copies of the Handbook are to be returned to the Town Clerk when the term is complete.

Responsibility and Action: Town Council

1. Review applications.
2. *For adult applicants* – Interview applicants individually by Commission at a public meeting with all applicants present.
For student applicants – Town Council Selection Committee interviews applicants.
3. Determine if the incumbents not in attendance and having submitted a letter pursuant to this Policy should be considered for reappointment.
4. If there are limited applications for any vacancy to a Commission, the Mayor, on behalf of the Council, may request that the Town Clerk re-advertise the vacancy, reschedule the interviews, and notify all applicants of the new interview date.

COMPLIANCE - GROUNDS FOR DISMISSAL

A member may be removed from the Advisory Body prior to the end of his or her term by a three-fifths (3/5) vote of the Town Council and may not be reappointed for the following reasons:

1. Failure to attend Advisory Body meetings.
2. Failure to file the following documents required by the Fair Political Practices Commission (Adult Commissioners):
 - a. Form 700 – Assuming Office, Annual, and Leaving Office when term is complete.
 - b. Planning Commissioners are also required to complete AB 1234 Ethics Training and file the original certificate with the Town Clerk every two years.
3. Failure to comply with all Town Policies, Guidelines, and Handbooks.

CONFLICT OF INTEREST

Under the Fair Political Practice Act, an advisory board member has a disqualifying conflict of interest in a governmental decision if it is foreseeable that the decision will have a financial impact on his or her personal finances or other financial interests. In such cases, there is a risk of biased decision-making that could sacrifice the public's interest in favor of the official's private financial interests. To avoid actual bias or the appearance of possible improprieties, the public official is prohibited from participating in the decision.

The Fair Political Practice Act does not prohibit an advisory board member from participating in a decision simply by virtue of holding a position as a board member, director, officer, or employment with a nonprofit corporation. However, the Town strongly encourages that in the event that a decision concerns a nonprofit corporation for which an advisory board member is a board member, director, officer, or employed with that nonprofit corporation, the person should recuse him or herself and at a minimum shall disclose the potential conflict of interest before any discussion and decision.

APPROVED AS TO FORM:

Gabrielle Whelan, Town Attorney