



**TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE AGENDA
AUGUST 24, 2021
110 EAST MAIN STREET
LOS GATOS, CA
5:00 PM**

*Marico Sayoc, Mayor
Maria Ristow, Council Member*

**IMPORTANT NOTICE REGARDING THE AUGUST 24, 2021
COUNCIL POLICY COMMITTEE MEETING**

This meeting is being conducted utilizing teleconferencing and electronic means consistent with State of California Executive Order N-29- 20 dated March 17, 2020, regarding the COVID- 19 pandemic. **In accordance with Executive Order N-29- 20, the public may only view the meeting on online and not in the Council Chamber.**

PARTICIPATION

To watch or provide oral comments real-time during the meeting, you must join the Zoom webinar at

<https://us02web.zoom.us/j/86160972117?pwd=WjlxeGtjVXhsK1NRN1RobTFEZHDVZzO9>

Password: 808404.

Or Telephone:

Dial: USA 636 651 0008 US Toll or USA 877 336 1839 US Toll-free

Conference code: 969184

During the meeting:

- When the Chair 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. If you are participating by calling in, press #2 on your telephone keypad to raise your hand.
- When called to speak, please limit your comments to three (3) minutes, or such other time as the Chair may decide, consistent with the time limit for speakers at a Council meeting.

If you are unable to participate in real-time, you may email to PublicComment@losgatosca.gov with the subject line “Public Comment Item #__” (insert the item number relevant to your comment) or “Verbal Communications – Non Agenda Item.” Comments will be reviewed and distributed before the meeting if received by 11:00 a.m. on the day of the meeting. All comments received will become part of the record. The Mayor has the option to modify this action on items based on comments received.

**TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE AGENDA
AUGUST 24, 2021
110 EAST MAIN STREET
LOS GATOS, CA
5:00 PM**

REMOTE LOCATION PARTICIPANTS

The following Committee Members are listed to permit them to appear electronically or telephonically at the Policy Committee meeting: MAYOR MARICO SAYOC, COUNCIL MEMBER MARIA RISTOW. All votes during the teleconferencing session will be conducted by roll call vote.

MEETING CALL TO ORDER

ROLL CALL

CONSENT ITEMS *(Items appearing on the Consent Items are considered routine Town business and may be approved by one motion. Any member of the Council may request to have an item removed from the Consent Items for comment and action. Members of the public may provide input on any or multiple Consent Item(s) when the Chair asks for public comments on the Consent Items. If you wish to comment, please follow the Participation Instructions contained on Page 1 of this agenda. If an item is removed, the Chair has the sole discretion to determine when the item will be heard.)*

1. Approve Draft Minutes of the May 25, 2021 Council Policy Committee meeting.

VERBAL COMMUNICATIONS *(Members of the public are welcome to address the Policy Committee on any matter that is not listed on the agenda consistent with the Participation Instructions contained on page 1 of this agenda. To ensure all agenda items are heard and unless additional time is authorized by the Chair, this portion of the agenda is limited to 30 minutes and no more than three (3) minutes per comment. In the event additional comments were not able to be heard during the initial Verbal Communications portion of the agenda, an additional Verbal Communications will be opened prior to adjournment.)*

OTHER BUSINESS *(Up to three minutes may be allotted to each speaker on any of the following items consistent with the Participation Instructions on page 1 of the agenda.)*

2. Review and Provide Direction on the Recommended Modifications to the Planning Commission, Historic Preservation Committee, Conceptual Development Advisory Committee, and General Plan Committee Enabling Resolutions and Applications.
3. Provide Direction on Potential Modifications to the Flag Policy and/or a New Policy for Artwork or Symbols on Town Property, Including Streets.

ADJOURNMENT



**DRAFT
Minutes of the Town Council Policy Committee Regular Meeting
May 25, 2021**

The Town Council Policy Committee of the Town of Los Gatos conducted a regular meeting via Teleconference via COVID-19 Shelter in Place Guidelines on Tuesday, May 25, 2021, at 5:00 p.m.

MEETING CALLED TO ORDER AT 5:00 P.M.

ROLL CALL

Members Present: Maria Ristow, Marico Sayoc.

Staff Present: Laurel Prevetti, Town Manager; Robert Schultz, Town Attorney; Joel Paulson, Community Development Department Director; Robert Gray, Chief Building Official; Holly Zappala, Management Analyst.

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

1. Approve the Draft Minutes of the April 27, 2021 Policy Committee Meeting.

Approved.

VERBAL COMMUNICATIONS

None.

OTHER BUSINESS

2. Discuss and Provide Input to the Town Council Regarding Rescission of the Los Gatos Boulevard Plan.

Joel Paulson, Community Development Director, presented the staff report.

After discussion, the Committee unanimously agreed to forward a recommendation to the Town Council to rescind the Los Gatos Boulevard Plan. The Committee also directed staff to further analyze the Los Gatos Boulevard Plan to determine if any of its elements should be incorporated into other land use policy documents as appropriate.

PAGE 2 OF 2

SUBJECT: Draft Minutes of the Regular Council Policy Committee Meeting of May 25, 2021

DATE: June 22, 2021

ADJOURNMENT

The meeting adjourned at 5:14 p.m.

This is to certify that the foregoing is a true
and correct copy of the minutes of the
May 25, 2021 meeting as approved by the
Town Council Policy Committee.

Holly Zappala, Management Analyst



**TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE REPORT**

MEETING DATE: 08/24/2021

ITEM NO: 2

DATE: August 20, 2021
TO: Policy Committee
FROM: Laurel Prevetti, Town Manager
SUBJECT: Review and Provide Direction on the Recommended Modifications to the Planning Commission, Historic Preservation Committee, Conceptual Development Advisory Committee, and General Plan Committee Enabling Resolutions and Applications.

RECOMMENDATION:

Review and provide direction on the recommended modifications to the Planning Commission, Historic Preservation Committee, Conceptual Development Advisory Committee, and General Plan Committee enabling resolutions and applications.

BACKGROUND:

The Town of Los Gatos currently has 13 Boards, Commissions, and Committees which act in various advisory and regulatory roles to the Town Council. The Planning Commission is one of seven of the Town's Commissions that serve a specific function. The Historic Preservation Committee, Conceptual Development Advisory Committee, and General Plan Committee are three of four of the Town's Committees that serve a specific function.

On February 23, 2021, the Town Council directed staff to work with each of the Town Boards, Commissions, and Committees to review and discuss their applications for new members, keeping in mind that requiring specific professional or degree qualifications could hinder recruitment. The Policy Committee requested that the Commissions and Committees review the applications and enabling resolutions and forward any suggested changes or general input to the Town Council.

PREPARED BY: Joel Paulson
Community Development Director

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

PAGE 2 OF 4

SUBJECT: Planning Commission, Historic Preservation Committee, Conceptual Development Advisory Committee, and General Plan Committee Enabling Resolutions and Applications

DATE: August 20, 2021

DISCUSSION:

Planning Commission

On April 14, 2021, the Planning Commission (PC) discussed and provided input regarding the Planning Commission application. The suggested modifications to the application include modifying the structure and content of the questions, in addition to posing a second, residential case study question for prospective applicants (Attachment 1).

Historic Preservation Committee

On April 28, 2021, the Historic Preservation Committee (HPC) discussed and provided input regarding the enabling resolution and application. The HPC suggested modifications to the resolution to include more detailed language regarding the powers and duties of the Committee and removing the requirement that one member reside in a historic district (Attachment 2). The HPC also suggested modifications to the structure and content of the application questions (Attachment 3).

Conceptual Development Advisory Committee

On June 9, 2021, the Conceptual Development Advisory Committee (CDAC) discussed and provided input regarding the enabling resolution. The CDAC suggested grammatical modifications to the resolution, details of the presentation process for applicants, the role of the CDAC, and the identification of the types of Town documents considered when reviewing a project (Attachment 4).

General Plan Committee

On May 26, 2021, the General Plan Committee (GPC) discussed and provided input regarding the enabling resolution and application. The GPC suggested a clarifying modification to the resolution regarding the appointment of a GPC member (Attachment 5). The GPC also suggested combining questions, providing more detail in questions, and including a link to the Town's website as a reference for applicable questions (Attachment 6). The GPC also considered expanding the role of the GPC to consider and make recommendations on policy documents and Town Code amendments.

CONCLUSION:

Staff looks forward to the Policy Committee's discussion and direction regarding the proposed modifications to the PC, HPC, CDAC, and GPC applications and enabling resolutions.

PAGE 3 OF 4

SUBJECT: Planning Commission, Historic Preservation Committee, Conceptual
Development Advisory Committee, and General Plan Committee Enabling
Resolutions and Applications

DATE: August 20, 2021

COORDINATION:

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

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Planning Commission Application
2. Historic Preservation Committee Resolution
3. Historic Preservation Committee Application
4. Conceptual Development Advisory Committee Resolution
5. General Plan Committee Resolution
6. General Plan Committee Application

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TOWN OF LOS GATOS

BOARD, COMMISSION, COMMITTEE APPLICATION

Contact: Clerk Department

110 East Main Street, Los Gatos, CA 95030

(408) 354-6888 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, place a number next to the Board, Commission, or Committee, in order of your preference, for which you would like to apply. **A separate application is required to be submitted for each Board, Commission, or Committee you are applying for.** Only applications for current openings will be considered at this time. Applications for future openings will be kept on file for one year. Qualified applicants will be notified for an interview with Town Council.

- ☐ Arts and Culture Commission
- ☐ Building Board of Appeals
- ☐ Community Health and Senior Services Commission
- ☐ Complete Streets and Transportation Commission
- ☐ Council Finance Committee – Resident
- ☐ General Plan Committee
- ☐ Historic Preservation Committee
- ☐ Library Board
- ☐ Parks Commission
- ☐ Personnel Board
- ☐ Planning Commission
- ☐ Sales Tax Oversight Committee

IMPORTANT NOTICES

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

ATTACHMENT 1

PLANNING COMMISSION APPLICATION

Contact: Clerk Department

110 East Main Street, Los Gatos, CA 95030
(408) 354-6888 or Clerk@LosGatosCA.gov

Note: Only the text that shows in the boxes is visible. Please do not go beyond the borders of the boxes.

FIRST NAME:	_____	LAST NAME:	_____
ADDRESS:	_____	CITY:	_____ ZIP CODE: _____
CELL PHONE:	_____	WORK PHONE:	_____
EMAIL ADDRESS:	_____	HOME PHONE:	_____
EMPLOYER:	_____	JOB TITLE:	_____

HOW LONG HAVE YOU LIVED IN LOS GATOS? _____

*If appointed your name, phone number, and email address will be made available to the public.

Please list all previously held elected or appointed governmental positions. Include the Position/Office held and the associated dates.
(e.g. Mayor, City of San Jose, 1990-1994)

Please list any civic charitable organizations you have belonged to. Include the Position/Office held and the associated dates.
(e.g. Coach, Little League, 1982-1989)

Please list any schools that you have attended or are currently attending. Include your major subject area and/or grade level.
(e.g. San Jose State University, BA in History)

Why are you interested in serving on the Planning Commission?

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=ed97530d-9c22-4c95-961a-4d6a2c43b619&p=1>

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

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

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?

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

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

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

PLANNING COMMISSION CASE STUDY #1

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?

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

CONTINUE TO PAGE 9

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

CONTINUE TO PAGE 10

PLANNING COMMISSION CASE STUDY #2

All applicants are required to be interviewed to be considered for appointment as a Commissioner.

Applicants will be contacted via email with the interview date and time.

Submit Via Email

Signature: _____

Date: _____

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]

RESOLUTION 2004 - 109

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS TO AMEND THE TERMS OF OFFICE AND DUTIES OF THE HISTORIC PRESERVATION COMMITTEE AND RESCINDING RESOLUTION 1994-16

RESOLVED by the Town Council of the Town of Los Gatos, that the Town Council hereby amend the terms of office and duties of the Historic Preservation Committee. The Committee shall be advisory to the Planning Commission and shall operate in the manner hereinafter prescribed.

1. Appointment and terms of office.

The Historic Preservation Committee shall consist of five (5) members, three (3) public members and two (2) Planning Commissioners. The public members shall be appointed by the Town Council and the Planning Commission members shall be appointed by the Planning Commission Chair and affirmed by the Town Council. The Town Council and the Planning Commission chair shall appoint professional and lay members with demonstrated interest, competence, or knowledge in historic preservation. The Town Council and Planning Commission their shall seek professional committee members from among the disciplines of architecture, history, architectural history, planning, archeology, or other historic preservation related disciplines such as urban planning, American studies, American civilization, cultural geography, or cultural anthropology to the extent that such professionals are available in the community. Except as necessary to appoint qualified historic preservation professionals in the community, the Committee members should be residents of the Town.

The terms of office of the three (3) public members of the Committee shall be four (4) years and until their successors are appointed and qualify.

2. Removal of Public members; absence of members.

The removal of public members and the absence of members shall be governed in accordance with the rules established in the latest Town Council resolution concerning duties of members of Boards and Commissions of the Town of Los Gatos. Vacancies shall be filled by appointment by a majority vote of the Town Council, and shall be for the unexpired term of the office vacated.

3. Meetings; quorums; officers.

The Historic Preservation Committee shall hold regular meetings at least once a month, and such other meetings as it deems necessary or expedient. Special meetings shall be held by the Committee to avoid any delay of an application being considered by the Planning Commission. A majority of the Historic Preservation Committee shall constitute a quorum

for the purpose of transacting the business of the Committee. The Committee shall elect a chair and vice-chair, both of whom shall serve at the pleasure of the Committee. Terms of office shall be for one year and shall begin on February 1 and continue through January 31 of the following year.

4. Powers and Duties.

The Historic Preservation Committee oversees all development on properties that the Town considers historic. The Committee is composed of residents with demonstrated interest, competence, or knowledge in historic preservation. The duties of the Historic Preservation Committee shall be to report to, consult with, and provide assistance to the Planning Commission as provided in Chapter 29, Article VIII, Division 3 of the Town Code. The Committee must report to the Planning Commission prior to any Commission meeting scheduled to discuss an application for a historic structure which requires Planning Commission approval, or a proposal to designate a landmark or a historic district.

5. Resolution not to affect powers of Town Council or Planning Commission.

Nothing in this resolution shall be construed as restricting or curtailing any of the powers of the Town Council or Planning Commission, or as a delegation to the Preservation Committee of any of the authority or discretionary powers vested and imposed by law in such bodies.

FURTHER RESOLVED, that this Resolution rescinds Resolution 1994-16.

PASSED AND ADOPTED at a regular meeting of the Town Council held on the 16th day of August, 2004, by the following vote:

COUNCIL MEMBERS:

AYES: Sandy Decker, Diane McNutt, Joe Pirzynski, Mike Wasserman,
Mayor Steve Glickman.

NAYS: None

ABSENT: None

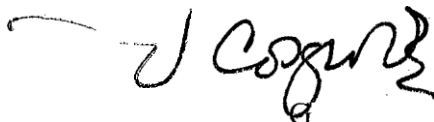
ABSTAIN: None

SIGNED:



MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST:



CLERK OF THE TOWN OF LOS
GATOS, CALIFORNIA

TOWN OF LOS GATOS

BOARD, COMMISSION, COMMITTEE APPLICATION

Contact: Clerk Department

110 East Main Street, Los Gatos, CA 95030

(408) 354-6888 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, place a number next to the Board, Commission, or Committee, in order of your preference, for which you would like to apply. **A separate application is required to be submitted for each Board, Commission, or Committee you are applying for.** Only applications for current openings will be considered at this time. Applications for future openings will be kept on file for one year. Qualified applicants will be notified for an interview with Town Council.

- ☐ Arts and Culture Commission
- ☐ Building Board of Appeals
- ☐ Community Health and Senior Services Commission
- ☐ Complete Streets and Transportation Commission
- ☐ Council Finance Committee – Resident
- ☐ General Plan Committee
- ☐ Historic Preservation Committee
- ☐ Library Board
- ☐ Parks Commission
- ☐ Personnel Board
- ☐ Planning Commission
- ☐ Sales Tax Oversight Committee

IMPORTANT NOTICES

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

HISTORIC PRESERVATION COMMITTEE APPLICATION

Contact: Clerk Department

110 East Main Street, Los Gatos, CA 95030
(408) 354-6888 or Clerk@LosGatosCA.gov

Note: Only the text that shows in the boxes is visible.
Please do not go beyond the borders of the boxes.

FIRST NAME:	_____	LAST NAME:	_____
ADDRESS:	_____	CITY:	_____ ZIP CODE: _____
CELL PHONE:	_____	WORK PHONE:	_____
EMAIL ADDRESS:	_____	HOME PHONE:	_____
EMPLOYER:	_____	JOB TITLE:	_____
HOW LONG HAVE YOU LIVED IN LOS GATOS? _____			

*If appointed your name, phone number, and email address will be made available to the public.

Please list all previously held elected or appointed governmental positions. Include the Position/Office held and the associated dates.
(e.g. Mayor, City of San Jose, 1990-1994)

Please list any civic charitable organizations you have belonged to. Include the Position/Office held and the associated dates.
(e.g. Coach, Little League, 1982-1989)

Please list any schools that you have attended or are currently attending. Include your major subject area and/or grade level.
(e.g. San Jose State University, BA in History)

Why are you interested in serving on the Historic Preservation Committee?

Have you ever attended a Historic Preservation Committee meeting? If yes, please provide a summary of your observation. If not, why not?

How will you balance your personal interests with the broader role of the Committee which requires impartiality in the decision making process?

What do you see as the role of this Committee?

Describe your background in architecture, history, architectural history, city planning, archeology, or other historic preservation related disciplines.

Describe your knowledge of the Town's residential and commercial design guidelines, and/or historic preservation regulations.

How would you describe your philosophy on planning?

Have you discussed the role of a committee member with any current or former Historic Preservation Committee member or with anyone on the Planning staff?
If yes, who?

Are you able to attend at least one State approved workshop or conference relating to historic preservation each year? ☒ Yes ☐ No

All applicants are required to be interviewed to be considered for appointment as a Commissioner.

All applicants will be contacted via email with the date and time of the interviews.

Signature: _____

Date: _____

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]

Submit Via Email

RESOLUTION 1992-147

RESOLUTION OF THE TOWN COUNCIL
OF THE TOWN OF LOS GATOS
TO ESTABLISH THE CONCEPTUAL
DEVELOPMENT ADVISORY COMMITTEE
AS AN ADVISORY BODY
TO THE PLANNING COMMISSION

RESOLVED, by the Town Council of the Town of Los Gatos, that the Town Council hereby formally establishes the Conceptual Development Advisory Committee. The Committee shall be advisory to the Planning Commission and shall operate in the manner hereinafter prescribed.

1. Appointment and terms of office.

The Committee shall consist of five (5) members. Three (3) members shall be members of the Planning Commission and the two (2) members shall be members of the Town Council.

The terms of office of the Committee shall be at the discretion of the Mayor for Town Council members and the Chair of the Planning Commission for Planning Commission members.

2 Meetings: quorums: officers.

The Conceptual Development Advisors Committee shall hold regular meetings at least once a month if any applications are received. A majority of the Conceptual Development Advisory Committee shall constitute a quorum for the purpose of transacting the business of the Committee. The Committee shall elect a chair and vice-chair, both of whom shall serve at the pleasure of the Committee. Terms of office shall be for one year and shall begin on October 1 and continue through September 30 of the following year.

3. Powers and duties.

The duties of the Conceptual Development Advisory Committee shall be to provide guidance and advise a prospective applicant whether the project is consistent with Town policy, including but not limited to the General Plan and Zoning Code, prior to initiating an expensive and time consuming development review process; and to identify and

list problems with the proposal that need to be addressed in the subsequent review process. The Committee shall not review projects for which any permit application has been submitted to the Planning or Building Department.

4. Resolution not to affect powers of Town Council or Planning Commission.

Nothing in this resolution shall be construed as restricting or curtailing any of the powers of the Town Council or Planning Commission, or as a delegation to the Conceptual Development Advisory Committee of any of the authority or discretionary powers vested and imposed by law in such bodies.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 20th day of July 1992, by the following vote:

COUNCIL MEMBERS:

AYES: Randy Attaway, Joanne Benjamin, Steven Blanton, Eric D. Carlson, and Brent N. Ventura

NAYS: None

ABSENT: None

ABSTAIN: None

SIGNED:



MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST:


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CLERK OF THE TOWN OF
LOS GATOS, CALIFORNIA

ADMINISTRATIVE POLICY FOR PROCESSING
"REQUESTS FOR REVIEW" BEFORE THE CONCEPTUAL
DEVELOPMENT ADVISORY COMMITTEE

1. The Committee will meet once a month on a regular schedule (time and date to be determined by Committee members) if an application is pending.
2. The Committee shall consist of three Planning Commissioners and two Town Council persons.
3. A prospective developer may submit at their option, a "Request For Review" which shall include:
 - a. A signed application form available from the Community Development Department.
 - b. A brief, general description of the project and its location (no more than one typed page-double spaced).
 - c. A preliminary site plan. Schematic elevations may be submitted. but are not required. Detailed Plans will not be accepted.
 - d. A review and processing fee pursuant to the adopted fee schedule.
4. The prospective developer will be allotted five minutes to present the request to make a presentation to the Committee. Following the presentation, the Committee may ask questions of the prospective developer or staff. Members of the public will then be allowed up to three minutes to provide public comments. After public comments have concluded, the prospective developer will have an additional three minutes to respond to any comments.
5. The Committee may only review a project once unless there are material changes to the plans and recommended by the Director of Community Development.
6. The Committee will not review a project for which any permit application has been submitted to the Planning or Building Department.
7. A Committee agenda will be mailed and posted 72 hours before the meeting and notice of the hearing will be mailed or delivered at least 10 days prior to the hearing to all owners of real property as shown on the latest equalized assessment roll within three hundred feet of the real property that is the subject of the hearing.
8. To make prospective project information accessible to the public, minutes of the meeting shall be kept.
9. There will be an action letter mailed out advising the prospective developer of the Committee's list of concerns and comments. This letter will become part of the Development Review Committee staff report to the Planning Commission at such time as a formal application is filed.
10. The Committee review is based on policy issues only from Town documents

including, but not limited to the General Plan and Zoning Code. There is no technical or ordinance compliance review by either the Committee or staff.

11. Committee members shall give their individual perspective about the project. The applicant shall not argue about such opinions or try to dissuade the Committee members.

RESOLUTION 2016-055

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING THE COMPOSITION OF THE GENERAL PLAN COMMITTEE AND RESCINDING RESOLUTION 1998-049

RESOLVED, by the Town Council of the Town of Los Gatos, that the Town Council hereby formally establishes the General Plan Committee. The Committee shall be advisory to the Planning Commission and shall operate in the manner hereinafter prescribed.

1. Appointment and term of office.

The Committee shall consist of nine (9) members, Three (3) members shall be members of the Planning Commission, two (2) members shall be members of the Town Council, and four (4) members shall be residents of the Town. A business property owner or business manager as one of the four (4) members is preferred, and they shall be required to reside within the Town of Los Gatos.

The terms of office of the Committee shall be at the discretion of the Mayor for Town Council members, and the Chair of the Planning Commission for Planning Commission members. The public members shall be appointed by the Town Council and shall serve a term of four (4) years.

2. Removal of public members: absence of members:

The removal of the public members and the absence of members shall be governed in accordance with all current Town Resolutions and Policies. Vacancies shall be filled by appointment by a majority vote of the Town Council, and shall be for the unexpired term of the office vacated.

3. Meetings: quorums: officers.

The Committee shall hold regular meetings at least once a month as deemed necessary by the Planning Director. A majority of the Committee shall constitute a quorum for the purpose of transacting the business of the Committee. The Committee shall elect a chair and vice-chair, both of whom shall serve at the pleasure of the Committee. Terms of office shall be for one year and shall begin on February 1 and continue through January 31 of the following year.

4. Powers and Duties.

The duties of the Committee shall be to report to, consult with, and provide assistance to the Planning Commission and Town Council on all matters relating to the General Plan or any Specific Plan. The Committee must report to the Planning Commission prior to any Commission meeting scheduled to discuss an application for a General Plan Amendment.

5. Resolution not to affect powers of Town Council or Planning Commission.
Nothing in this resolution shall be construed as restricting or curtailing any of the powers of the Town Council or Planning Commission, or as a delegation to the Committee of any of the authority or discretionary powers vested and imposed by law in such bodies.

FURTHER RESOLVED that Resolution 1998-049 is hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 18th day of October, 2016, by the following vote:

COUNCIL MEMBERS:

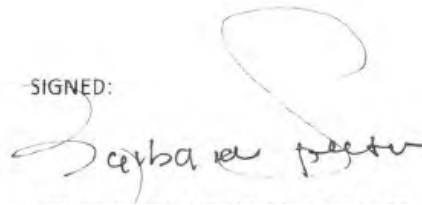
A YES: Marcia Jensen, Steve Leonardis, Marico Sayoc, Mayor Barbara Spector

NAYS: Rob Rennie

ABSENT: None

ABSTAIN: None

SIGNED:



MAYOR OF THE TOWN OF LOS
GATOS LOS. GATOS, CALIFORNIA

DATE:

10/20/16

ATTEST:



CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE:

10/20/16

TOWN OF LOS GATOS

BOARD, COMMISSION, COMMITTEE APPLICATION

Contact: Clerk Department

110 East Main Street, Los Gatos, CA 95030

(408) 354-6888 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, place a number next to the Board, Commission, or Committee, in order of your preference, for which you would like to apply. **A separate application is required to be submitted for each Board, Commission, or Committee you are applying for.** Only applications for current openings will be considered at this time. Applications for future openings will be kept on file for one year. Qualified applicants will be notified for an interview with Town Council.

- ☐ Arts and Culture Commission
- ☐ Building Board of Appeals
- ☐ Community Health and Senior Services Commission
- ☐ Complete Streets and Transportation Commission
- ☐ Council Finance Committee – Resident
- ☐ General Plan Committee
- ☐ Historic Preservation Committee
- ☐ Library Board
- ☐ Parks Commission
- ☐ Personnel Board
- ☐ Planning Commission
- ☐ Sales Tax Oversight Committee

IMPORTANT NOTICES

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

GENERAL PLAN COMMITTEE APPLICATION

Contact: Clerk Department

110 East Main Street, Los Gatos, CA 95030
(408) 354-6888 or Clerk@LosGatosCA.gov

**Note: Only the text that shows in the boxes is visible.
Please do not go beyond the borders of the boxes.**

FIRST NAME:	_____	LAST NAME:	_____
ADDRESS:	_____	CITY:	_____
		ZIP CODE:	_____
CELL PHONE:	_____	WORK PHONE:	_____
EMAIL ADDRESS:	_____	HOME PHONE:	_____
EMPLOYER:	_____	JOB TITLE:	_____

HOW LONG HAVE YOU LIVED IN LOS GATOS? _____

*If appointed your name, phone number, and email address will be made available to the public.

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

CONTINUE TO PAGE 3

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

Page 34 either the Community Design
Element or the Safety Element of the
General Plan. Provide a response

detailing your understanding of the element and your comments on it.
<https://www.losgatosca.gov/2138/2020-General-Plan>

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?

CONTINUE TO PAGE 4

CONTINUE TO PAGE 5

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

How would you describe your philosophy on planning?

CONTINUE TO PAGE 6

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.

<https://www.losgatosca.gov/46/Community-Development>

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

CONTINUE TO PAGE 7

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.

All applicants are required to be interviewed to be considered for appointment as a Commissioner.

Applicants will be notified by email of the interview date and time.

Signature: _____

Date: _____

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.

Submit Via Email

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
COUNCIL POLICY COMMITTEE REPORT**

MEETING DATE: 08/24/2021

ITEM NO: 3

DATE: August 19, 2021
TO: Council Policy Committee
FROM: Laurel Prevetti, Town Manager
SUBJECT: Provide Direction on Potential Modifications to the Flag Policy and/or a New Policy for Artwork or Symbols on Town Property, Including Streets

RECOMMENDATION:

Provide direction on potential modifications to the Flag Policy and/or a new policy for artwork or symbols on town property, including streets.

BACKGROUND:

In 2016, the Town Council adopted a Flag Policy to document the procedures for raising and lowering all flags on Town properties. In 2018, the Policy was amended to address the appearance of the Town flag.

In the past, residents have approached the Town about flying flags that would demonstrate the Town's support of various causes. For example, the Town has been asked to fly the flag of Ireland in recognition of the Town's Sister City relationship with Listowel and in support of the Los Gatos Irish Writers Festival. The Town has also been asked recently to fly the Rainbow Pride flag.

DISCUSSION:

The Town's Flag Policy does not contain criteria to guide the consideration of flying additional flags. The Policy Committee should determine if consideration for additional flags should be addressed in the Flag Policy, and if so, discuss and provide direction on potential amendments to the Policy. Staff would return with a draft updated Flag Policy for the Committee's consideration at a future meeting. The Policy Committee's recommendation(s) would ultimately be forwarded to the Town Council for action.

In addition, the Policy Committee is welcome to discuss parameters for a potential new Council Policy to address artwork or symbols on Town property, including streets. The motivation for

Reviewed by: Assistant Town Manager and Town Attorney

PAGE 2 OF 2

SUBJECT: Flag Policy

DATE: August 19, 2021

DISCUSSION (continued):

this direction is based on the public interest of the rainbow stripes along two Main Street crosswalks. Depending on the Policy Committee's discussion, staff can return at a subsequent meeting with a draft policy for review and comment.

CONCLUSION:

Staff looks forward to the Committee's discussion and direction.

ENVIRONMENTAL ASSESSMENT:

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

Attachment:

1. Flag Policy



TOWN OF
LOS GATOS
CALIFORNIA

COUNCIL POLICY MANUAL

Small Town Service

Community Stewardship

Future Focus

TITLE: Flag Policy

POLICY NUMBER: 5-02

EFFECTIVE DATE: 10/19/16

PAGES: 3

ENABLING ACTIONS:

REVISED DATES: 9/4/18

APPROVED:

PURPOSE

This Policy provides guidelines for the official appearance and colors of the Town flag and Town seal as well as guidelines for gifting or trading the Town flag. This Policy also provides direction for when to lower flags to half-staff and to raise flags flown on Town properties.

SCOPE

The Policy applies to all Town flags and Town seals as well as Town staff, volunteers, and residents managing flags flown on Town properties.

POLICY

TOWN SEAL

The official Town seal shall be in a circular format with a golden outer ring. At the top of the outer ring, bold-face, upper-case, black letters shall read 'TOWN OF' while similarly written letters at the bottom read 'LOS GATOS'. At the bottom and inside the outer ring, smaller, upper-case, regular-face, black letters read 'INCORPORATED 1887' against a white background. The central image features a golden sun radiating narrow golden rays against a white sky peaking out from behind dark and light green mountains. The foreground displays nine rows of dark and light green grape vines on light brown earth. Flanking each side of the central image are two large white cats outlined in black. The cats are modeled after those which guard the entrance to "The Cats" estate just south of Town, sculpted from cement by Robert Trent Paine in 1922.

There is also a black and white version of the color Town seal, which is acceptable for use.



TOWN FLAG

The official appearance of the Town flag shall feature the color Town seal, centered, on a white background. Directly below the seal shall read, in bold-faced, upper-case, dark green letters 'THE GEM OF THE FOOTHILLS'.

LOWERING AND RAISING THE FLAG

The Town of Los Gatos will adhere to the United States Flag Code, along with the California Governor's and the Town of Los Gatos Mayor's discretion on flag status for all flags on Town property.

For background, Title 4, Section 7 of the United States Code describes the United States Flag Code and the President's authority. This Code specifies that only the President can order federal flags to half-staff. The Code also indicates that state governors have the authority to issue flag status proclamations. The Town will follow this Code and the Mayor's discretion when managing the Town's flag procedures.

PROCEDURES

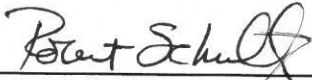
The Town flag may be gifted or traded upon approval from the Town Manager.

The procedures for lowering and raising flags on Town property are as follows.

1. The Town Council will establish the Flag Policy. The Town Manager and his or her designee will provide direction for flag status, and act as the final authority for the application of the policy according to federal and state declarations.

2. The Town Manager's Office is responsible for the day-to-day operation of administering direction for flag status.

APPROVED AS TO FORM:



Robert Schultz, Town Attorney