



**TOWN OF LOS GATOS
COMPLETE STREETS AND TRANSPORTATION COMMISSION
AGENDA
AUGUST 14, 2025
41 MILES AVENUE
RJ BRYANT SERVICE CENTER
7:30 AM**

*Jeff Suzuki, Chair
Erik Miller, Vice Chair
Bill Ehlers, Commissioner
Pradeep Khana, Commissioner
Alice Miano, Commissioner
Elisabeth Tabinski, Commissioner
Rushil Sharma, Youth Commissioner*

HOW TO PARTICIPATE

The Town of Los Gatos strongly encourages your active participation in the public process. If you are interested in providing oral comments during the meeting, you must attend in-person, complete a speaker's card, and return it to the staff. If you wish to speak to an item on the agenda, please list the item number on the speaker card. The time allocated to speakers may change to better facilitate the meeting. If you are unable to attend the meeting in-person, you are welcome to submit written comments via email to ppwcomment@losgatosca.gov.

Public Comment During the Meeting:

When called to speak, please limit your comments to three (3) minutes, or such other time as the Chair may decide, consistent with the time limit for speakers at a Town meeting.

Speakers at public meetings may be asked to provide their name and to state whether they are a resident of the Town of Los Gatos. Providing this information is not required.

Deadlines to Submit Written Comments:

If you are unable to participate in person, you may email ppwcomment@losgatosca.gov with the subject line "Public Comment Item #_" (insert the item number relevant to your comment). Persons wishing to submit written comments to be included in the materials provided to the Commission must provide the comments as follows:

For inclusion in the agenda packet: 11:00 a.m. the Friday before the Commission meeting.
For inclusion in the agenda packet supplemental materials: by 11:00 a.m. on the day before the Commission meeting.

CALL MEETING TO ORDER

ROLL CALL

CONSENT ITEMS *(Items appearing on the Consent are considered routine Town business and may be approved by one motion. Members of the public may provide input on any Consent Item(s) when the Chair asks for public comment on the Consent Items.)*

1. Approve Complete Streets & Transportation Commission Regular Meeting Minutes of June 12, 2025

VERBAL COMMUNICATIONS *(Members of the public are welcome to address the Complete Streets and Transportation Commission on any matter that is not listed on the agenda and is within the subject matter jurisdiction of the Commission. To ensure all agenda items are heard, this portion of the agenda is limited to 30 minutes. In the event additional speakers were not able to be heard during the initial Verbal Communications portion of the agenda, an additional Verbal Communications will be opened prior to adjournment. Each speaker is limited to three minutes or such time as authorized by the Chair.)*

OTHER BUSINESS *(Up to three minutes may be allotted to each speaker on any of the following items.)*

2. Youth Commission Report (Verbal Report if Youth Commissioner present)
3. Police Department Quarterly Report (Verbal Report)
4. Parking Program Update (Written Report)
Recommendation: Receive an Update on the Town's Parking Program
5. Holiday Parade Bike Valet (Verbal Report)
6. Discussion of Potential New Ad Hoc Committees (Attachment - CSTC Work Plan)
7. PPW Department Report
 - a. Project Updates (Verbal Report)
 - b. Future Agenda Items (Attachment)
8. BPAC Report (Erik Miller - Term expires June 2026)

COMMISSIONER REPORTS

ADJOURNMENT Next meeting scheduled: 09/11/2025

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
COMPLETE STREETS &
TRANSPORTATION COMMISSION
REPORT**

MEETING DATE: 08/14/2025
ITEM NO.: 1.

**DRAFT MINUTES
OF THE
COMPLETE STREETS & TRANSPORTATION COMMISSION
REGULAR MEETING
JUNE 12, 2025**

The Complete Streets & Transportation Commission of the Town of Los Gatos conducted its Regular monthly meeting on Thursday, June 12, 2025, at 7:30 a.m.

MEETING CALLED TO ORDER AT 7:30 A.M.

ROLL CALL

Present: Chair Jeff Suzuki, Vice Chair Erik Miller, Commissioners Bill Ehlers, Alice Miano (remote), Pradeep Khanal, Elisabeth Tabinski.

Absent: Youth Commissioner Sharma.

CONSENT ITEMS

1. Approve Complete Streets & Transportation Commission Minutes of May 08, 2025.

MOTION: **Motion by Chair Suzuki** to approve the minutes with the stated amendment of Oak Road is corrected to Oka Road.

Seconded by Commissioner Ehlers.

VOTE: **Motion passed: 6-1; Absent Youth Commissioner Sharma.**

OTHER BUSINESS

2. Youth Commission Report (Verbal Report if Youth Commissioner present)
No report.

Chair Suzuki moved to address Item 6.a. before Item 3. and preserve all other agenda items in order.

6. June 2024 – June 2025 Ad Hoc Committee Discussion
 - a. Discuss and Adopt the Final Beach Traffic Measures Report (Written Report)
Recommended Action: *Endorse the Report and Recommend that Staff Share with Town Council*

Chair Suzuki provided an overview of the Final Beach Traffic Measures Report.

Commissioner Ehlers provided feedback on this matter.

MOTION: **Motion by Commissioner Ehlers** to approve the Report as is and have staff present to the Town Council.

Seconded by Chair Suzuki.

VOTE: **Motion passed: 6-1; Absent: Youth Commissioner Sharma.**

3. Letter of Support for SSA4A Grant Application for Highway 17 Overcrossing (Attachment)
Director Burnham provided an overview of the Highway 17 Overcrossing project, including the design timeline, funding needs, and upcoming grant opportunities. Staff is seeking additional funding through the Safe Streets for All (SSA4A) Grant Program and requested a letter of support from the Commission.

Commissioners asked questions, provided comments and feedback.

MOTION: **Motion by Vice Chair Miller** to authorize the Town to send the letter with the discussed edits; removing “and inclusive” from the last sentence on the last page.

Seconded by Commissioner Khanal.

VOTE: **Motion passed: 5-1-1; Commissioner Miano voted no,**
Absent: Youth Commissioner Sharma.

4. Safe Routes to School Quarterly Report (Verbal Report)
SR2S Coordinator Riggs verbally reported on student bike and pedestrian education efforts, including field trips and balance bike classes.

Commissioners further discussed this matter.

5. Senior Services Roadmap Transportation Section (Presentation by Community Health and Senior Services Commission)
Commissioners Gentile and Konrad along with Community Member Buxton from the Community Health & Senior Services Commission presented the Town Council approved Senior Services Roadmap, highlighting the transportation section and ongoing task force work. They discussed VTA education programs, potential transportation subsidies, the HUB resources, and future initiatives such as expanding the RIDE program, exploring shuttle options, and seeking additional grants.

Commissioners discussed this matter.

Commissioner Khanal left at 8:15 a.m.

MOTION: **Motion by Chair Suzuki** to appoint himself and Commissioner Tabinski as liaisons to the Community Health and Senior Services Commission task force, with the appointment subject to clarification from the Town Attorney.

Seconded by Commissioner Ehlers.

VOTE: **Motion passed: 5-2.**
Absent: Youth Commissioner Sharma and Commissioner Khanal.

6. June 2024 – June 2025 Ad Hoc Committee Discussion

- b. VTA Bus Passes – Chair Suzuki, Commissioner Miano and Youth Commissioner Sharma (Written Report)
Recommended Action: Endorse the Report and Recommend that Staff Share with Town Council

Chair Suzuki provided an overview of each recommendation. The Commissioners provided questions and comments.

MOTION: **Motion** by **Chair Suzuki** for the Commission to endorse the Report and send it to Town Council.

Seconded by **Vice Chair Miller**.

VOTE: **Motion passed: 5-2;**
Absent Youth Commissioner Sharma and Commissioner Khanal.

MOTION: **Motion** by **Chair Suzuki** for the Commission to recommend Town Council pursue the LGHS VTA Pass Pilot Program from August 13, 2026 to February 13, 2027. Before and during this period, the Commission recommends that the Town communicate to seek a change in the latter's fare policy and conduct a Title VI Fare Equity Analysis to extend this pilot program.

Seconded by **Commissioner Miano**.

VOTE: **Motion passed: 5-2;**
Absent Youth Commissioner Sharma and Commissioner Khanal.

MOTION: **Motion** by **Chair Suzuki** for the Commission to recommend Town Council formally consider one of two programs. The first program entails distributing 120 Paper/Flash passes over the course of a year in the Ride & Taste LG Program. The second policy option would provide all future Ride & Taste LG participants with a prepaid Senior Clipper Card, which would have an account value higher than the current \$25.

Seconded by **Commissioner Miano**.

VOTE: **Motion passed: 4-1-2; Commissioner Ehlers voted no,**
Absent: Youth Commissioner Sharma and Commissioner Khanal.

- c. Motion to Close the Beach Traffic and VTA bus Pass Ad Hoc Committees

MOTION: **Motion** by **Chair Suzuki** to close the Beach Traffic Ad Hoc Committee and the VTA Bus Pass Ad Hoc Committee.

Seconded by **Vice Chair Miller**.

VOTE: **Motion passed: 5-0-2;**
Absent: Youth Commissioner Sharma and Commissioner Khanal.

- d. Discussion of Potential New Ad Hoc Committees (Attachment – CSTC Work Plan)
The Commissioners discussed this matter.

7. PPW Department Report

Director Burnham shared that the Town received the APWA Silicon Valley Chapter Project of the Year Award for the Trailhead Connector Project, and staff member Sean Rose, Project Manager, received the Technical Staff of the Year Award.

Director Burnham also noted that the Town's new Emergency Manager, Chris Todd, is working on grant applications for evacuation route modeling with plans to integrate this work into town-wide traffic modeling.

- a. Project Updates (Verbal Report)

Town Engineer Heap reported that the Shannon Road Bicycle and Pedestrian Project is complete except for the roadway paving. Sidewalks, curbs, and gutter work are currently underway on the east side of Los Gatos, and the Shannon Road Reconstruction Project in that area is upcoming.

- b. Future Agenda Items (Attachment)

Director Burnham noted that a Parking Item is due for a future agenda. Town Engineer Heap highlighted the completion of the Wayfinder Project.

Commissioners asked questions. Commissioner Tabinski mentioned having social media on the agenda.

8. BPAC Report (*Erik Miller - Term expires June 2026*)

Vice Chair Miller reported on the Congestion Management Plan and level of service.

COMMISSIONER REPORTS

No new report.

ADJOURNMENT - Meeting adjourned at 9:12 a.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the June 12, 2025 Regular Meeting as approved by the Complete Streets & Transportation Commission.

/s/ Nicolle Burnham, PPW Director



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

MEETING DATE: 08/14/2025

ITEM NO.: 4.

DATE: August 8, 2025
TO: Complete Streets and Transportation Commission
FROM: Nicolle Burnham, Parks and Public Works Director
SUBJECT: Update on Town Parking Program

RECOMMENDATION:

Receive an Update on the Town's Parking Program

BACKGROUND:

On March 19, 2019, Town Council approved an agreement with DIXON Resources Unlimited (Dixon) for a Comprehensive Downtown Parking Study.

After receiving an update and providing input on the study on August 20, 2019, the Town Council received the final Parking Roadmap¹ on December 17, 2019. Implementation of the Roadmap has been ongoing since that time and addressing concerns related to Downtown parking remains a Town Council priority.

On August 15, 2023, Town Council received a report on Parking Program Implementation and acted on certain items. Those items included changes to the residential permit parking program charges, eliminating employee parking permit fees for the Olive Zone, and allocating up to \$200,000 for to fund a limited-term (one-year) Parking Coordinator position to continue implementing the Downtown Parking Program.

On March 5, 2024, Town Council authorized the Town Manager to execute an agreement with Dixon in the amount of \$168,955 to provide parking management services for the Town of Los Gatos for a period of 17 months in lieu of hiring the limited dated Parking Coordinator. Through

¹ <https://www.losgatosca.gov/DocumentCenter/View/23807/Los-Gatos-Parking-Roadmap>

PREPARED BY: Nicolle Burnham
Parks and Public Works Director

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

that agreement Dixon has provided support to the Town for a flat monthly fee and Dixon staff has been serving as an extension of Town staff since April 2024.

On March 4, 2025, Town Council received a report on the progress of the parking initiatives since March 2024 and authorized staff to continue using Dixon's services in lieu of hiring a Parking Coordinator as a Town Employee, and took actions related to timed parking on the Downtown area.

DISCUSSION:

Since the April 2024 inception of this current agreement with Dixon, the parking program has accomplished the following:

1. Begun the transition of parking program management from the Los Gatos Monte Sereno Police Department to the Parks and Public Works Department (with enforcement remaining with the Police Department);
2. Transitioned primary support for parking permit processing to the existing provider, Turbo Data Systems, to enhance the permit application process for residential and employee parking permit holders and reduce the burden on staff;
3. Updated the Town's parking-related web site to clarify and streamline the information being provided;
4. Converted the Downtown employee parking program to an annual permit program;
5. Extended Downtown employee parking permit restrictions to include Saturdays and coordinated the installation of redesigned employee parking signage in all Downtown Parking lots;
6. Supported the installation of the Downtown Wayfinding and Signage project;
7. Assessed parking regulations and related signage throughout Downtown and the Olive Zone and reconciled via Town Council Resolution;
8. Responded to numerous concerns and assessed the business parking impacts in the Olive Zone;
9. Prepared a comparable cities analysis of parking violations, fines, and related fees; and
10. Completed a review of the Town's Residential Parking Permit (RPP) program's policies to prepare for the development of updated policies and regulations to optimize program management and enhance services to the community.

This work has been accomplished as a collaboration between the Los Gatos Monte Sereno Police Department and the Los Gatos Parks and Public Works Department. Significant efforts have been made to relieve the LGMSPD of the management responsibility of parking, but this effort has been slow given the long history of their staff managing residential permits, employee parking permits and other aspects of the program.

Future Work Items

On August 5, 2025 Town Council heard an item that proposed three enhancements to the parking program. These include: 1) Continued use of Dixon as the Town's consultant; 2) Data collection to assess existing parking occupancy; and 3) formalized transition planning of the parking program.

Continued Use of Dixon

Staff recommended the continued use of Dixon to manage the Town's parking program through Fiscal Year 2027/28 (pending future budget authorizations). This will provide for continuity within the program.

Data Collection

Modern parking management policy development is rooted in up-to-date parking utilization data. Data collected in 2019 during development of the Parking Roadmap was completed by manual counts. During and following the COVID pandemic we know that driver and consumer habits have changed considerably, which may have changed parking demand in the Downtown. The data collection task would allow for updated occupancy counts in a study area extending from Broadway in the south to past Blossom Hill Road in the north; and from approximately Tait Avenue to the west and Loma Alta Avenue in the east.

The proposed data collection plan would leverage the Town's existing parking enforcement license plate recognition (LPR) equipment to gather parking utilization data over the course of 30 days. That data collection will be combined with a targeted two-day data collection effort using a secondary mobile LPR device, provided by DIXON. The study would gather parking occupancy, turnover, and length of stay information across the study area, which includes some of the most congested commercial and residential on- and off-street parking areas near downtown Los Gatos.

Vehicle license plate information will be strictly anonymized to maintain privacy, and the data collected will be coupled with aerial imagery, collected by FAA-certified drone operators, to capture a detailed understanding of parking dynamics near downtown. The data collected will be transmitted direction to Dixon for their use in modeling and will not be received or managed by the Town.

The collected information will be modeled to assess parking occupancy and length of stay. This information will then be used to determine parking policies and congestion management strategies, such as time-limited spaces and permit parking policies.

Transition Planning

Town staff have requested that Dixon prepare a parking program management transition and implementation plan. The process of transitioning the parking program management from PD to PPW was started in 2024 and is ongoing. With a series of retirement-related staffing changes anticipated in PD within the next six to 12 months it has become critical to complete the transition of program management to PPW, and staff have requested Dixon's support in this effort.

The transition plan would identify key roles and responsibilities and provide critical dates and milestones to finalize the necessary changes. The plan will provide guidance on multiple facets of the transition, planning for anticipated staff retirements and opportunities to expand and/or enhance contracted services to reduce administrative demands for Town staff. The plan will also include recommendations related to the procurement and implementation of parking technology that can better serve the parking needs of the Los Gatos community.

Building on the data collection work mentioned above updated financial modeling and revenue estimates will be prepared to assist Town staff in exploring parking revenue sources and examining costs and benefits related to the recommended parking technologies and solutions.

Recommended 2025 CSTC Commission Work Plan

1. Commission to review staff's recommendations regarding improvements and modifications to the Downtown Parking Program and Residential Permit Parking Programs. (Relates to Mobility Element Implementation Program S).
2. Commission to review staff's work relating to reducing cut through traffic, building on the work completed by the Beach Traffic Ad Hoc that will sunset in June 2025. (Relates to Mobility Element Implementation Program N)
3. Commission to continue work of the Bus Pass Ad Hoc to evaluate potential subsidized public transit fares for seniors and students (Relates to Public Facilities, Services and Infrastructure Implementation Program KK).
4. Commission to receive presentations regarding proposed transportation related capital projects and provide feedback and recommendations to staff for consideration.
5. Commission to receive updates regarding staff coordination with Santa Clara County Parks Departments regarding Fantasy of Lights event and its impact on Town of Los Gatos transportation assets, including Los Gatos Creek Trail.



TOWN OF LOS GATOS
COMPLETE STREETS &
TRANSPORTATION COMMISSION

MEETING DATE: 08/14/2025

ITEM NO.: 7.b.

DATE: August 8, 2025
TO: Complete Streets and Transportation Commission
FROM: Nicolle Burnham, Parks and Public Works Director
SUBJECT: Future CSTC Agenda Items

RECOMMENDATION:

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

BACKGROUND:

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

ANALYSIS:

September	Safe Routes to School Quarterly Report
	Shannon Road Repair Project Status
October	
September	

FISCAL IMPACT:

No Fiscal Impact

Attachments:

1. None

PREPARED BY: Nicolle Burnham
Director, Parks and Public Works