



**TOWN OF LOS GATOS
COMPLETE STREETS AND TRANSPORTATION COMMISSION
AGENDA
AUGUST 13, 2026
41 MILES AVENUE
RJ BRYANT SERVICE CENTER
7:30 AM**

Erik Miller, Chair
Pradeep Khanal, Vice Chair
Sanem Alkan, Commissioner
Nigel Chandler, Commissioner
Bill Ehlers, Commissioner
Tanya Stafford, Commissioner
Jeff Suzuki, Commissioner

IMPORTANT NOTICE

This meeting will be held in person at the location listed above. Members of the public may provide written or oral comments on agenda items by following the instructions listed at the end of the agenda.

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. Each speaker is limited to three minutes or such time as authorized by the Chair.)*

1. Approve Complete Streets & Transportation Commission Regular Meeting Minutes of June 11, 2026 (Attachment)

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. During special meetings, members of the public are welcome to address the Commission only on items listed on the agenda. Town resources may not be used to facilitate audio or visual presentations. 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 *(Each speaker is limited to three minutes or such time as authorized by the Chair.)*

2. Los Gatos Monte Sereno Police Department Potential Service to Saratoga (Verbal Report)
3. Safe Routes to School Quarterly Report (Verbal Report)
4. Receive and Review Draft Administrative Guidelines and Policies for the Town's Residential Preferential Parking (RPP) and Employee Preferential Parking (EPP) Programs and Provide Feedback to Staff (Written Report & Attachments)

5. PPW Department Report
 - a. Project Updates (Verbal Report)
 - i. Townwide Speed Study Work Plan
 - ii. Speed Limit in School Zones Considerations
 - b. Future Agenda Items (Attachment)
6. VTA BPAC Report – Jeff Suzuki - Term expires June 2028 (Verbal Report)

COMMISSIONER REPORTS

ADJOURNMENT Next meeting scheduled: September 10, 2026

ADA NOTICE - In compliance with the Americans with Disabilities Act, if you require special assistance to participate in this meeting, please contact the Clerk's Office at (408) 354-6834. Please notify the Clerk's Office at least two (2) business days prior to the meeting so that reasonable arrangements can be made to ensure accessibility in compliance with 28 CFR §35.102-35.104 and related provisions.

NOTICE REGARDING SUPPLEMENTAL MATERIALS - Materials related to an item on this agenda submitted to the Commission after initial distribution of the agenda packets are available for public inspection in the Clerk's Office at Town Hall, 110 E. Main Street, Los Gatos, and on the Town's website at www.losgatosca.gov. Town Commission agendas and related materials can be viewed online at <https://losgatos-ca.municodemeetings.com/>.

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). Deadline to submit comments are:

11:00 a.m. the day the agenda packet is posted for inclusion in the agenda packet.

1:00 p.m. each business day after the agenda is posted until the day before the meeting will be distributed as supplemental materials.

Comments received after 1:00 p.m. the day before the Commission meeting will not be distributed as a desk item; however public comment may be submitted during the meeting pursuant to Council Policy 2-01.



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

MEETING DATE: 08/13/2026
ITEM NO.: 1.

**DRAFT MINUTES
OF THE
COMPLETE STREETS & TRANSPORTATION COMMISSION
REGULAR MEETING
JUNE 11, 2026**

The Complete Streets & Transportation Commission of the Town of Los Gatos conducted its Regular monthly meeting on Thursday, June 11, 2026, at 7:31 a.m.

MEETING CALLED TO ORDER AT 7:31 A.M.

ROLL CALL

Present: Chair Erik Miller, Vice Chair Prahdeep Khanal, Commissioners Sanem Alkan, Bill Ehlers and Tanya Stafford

Absent: Commissioners Nigel Chandler and Jeff Suzuki

CONSENT ITEMS

1. Approve Complete Streets & Transportation Commission Minutes of May 14, 2026.

MOTION: Motion by **Commissioner Ehlers** to approve the minutes.

Seconded by **Commissioner Alkan**.

VOTE: Motion passed unanimously.

VERBAL COMMUNICATIONS

None.

OTHER BUSINESS

2. Youth Commission (Verbal Report)
No report due to summer break.
3. Police Department Quarterly Report (Verbal Report)
Sgt. Kauweloia verbally reported on this item. Commission asked questions.

Commissioner Suzuki arrived at 7:35 a.m.
4. Letter for Support of Town of Los Gatos Grant Applications to One Bay Area Grant Program and Active Transportation Grant Program (Written Report)
Recommendation: Authorize the Commission Chairperson to sign a letter of support for each grant program

Senior Transportation Planner Badami presented the report.

MOTION: Motion by **Commissioner Ehlers** to support Chair Miller in the signing of the grant letters as presented.

Seconded by **Commissioner Stafford**.

VOTE: Motion passed unanimously.

5. PPW Department Report

a. Project Updates (Verbal Report)

Town Engineer Heap verbally reported on the following projects: Curb, Gutter & Sidewalks, Paving, Shannon Rd Repair and Oak Meadow Park Bandstand.

b. Future Agenda Items (Attachment)

No new report. Next meeting August 13, 2026

6. VTA BPAC Report - *Erik Miller - Term expires June 2026* (Verbal Report)

Chair Miller verbally reported on the 06/10/2026 meeting.

COMMISSIONER REPORTS

- Commissioner Suzuki met with the Students & Seniors Taskforce. He indicated there was vacancy for taskforce if anyone was interested.
- Commissioner Alkan met with Lyft and Tesla about micro transit options.

ADJOURNMENT - Meeting adjourned at 8:30 a.m.

This is to certify that the foregoing is a true and correct copy of the minutes of June 11, 2026, Regular Meeting as approved by the Complete Streets & Transportation Commission.

/s/ Nicolle Burnham, PPW Director



TOWN OF LOS GATOS
COMPLETE STREETS AND
TRANSPORTATION COMMISSION
REPORT

MEETING DATE: 08/13/2026

ITEM NO: 4.

DATE: August 13, 2026
TO: Complete Streets and Transportation Commission
FROM: Nicolle Burnham, Parks and Public Works Director
SUBJECT: Receive and Review Draft Administrative Guidelines and Policies for the Town's Residential Preferential Parking (RPP) and Employee Preferential Parking (EPP) Programs and Provide Feedback to Staff.

RECOMMENDATION:

Receive and review draft Administrative Guidelines and Policies for the Town's Residential Preferential Parking (RPP) and Employee Preferential Parking (EPP) Programs, and provide feedback for staff to consider.

BACKGROUND:

On December 17, 2001, Town Council adopted Resolution No. 2001-145 (Attachment 1), approving the Downtown Parking Management Plan (Plan). The Plan directed the development of a zone-based enforcement approach for on- and off-street public parking in downtown and near Los Gatos High School, including recommended time limits, exemptions, enforcement days and hours, and resident and employee permit programs and fees.

The current Neighborhood Parking Plan Process (Attachment 2) has been in place since February 2010, governing the establishment of neighborhood residential preferential parking restrictions. It outlines five stages: 1) resident petition, 2) data collection, 3) informational neighborhood meeting, 4) additional meetings or modification, and 5) implementation. This policy had been used to evaluate requests for new or expanded RPP zones in Los Gatos, including in 2016, when it was used to establish six-month RPP pilot locations in the Alpine Avenue and Whitney Avenue neighborhoods.

On March 7, 2017, the Town Council approved staff recommendations to: A) discontinue the Neighborhood Parking Plan Process; B) maintain all existing parking permit areas; C) expand and rename the eastside parking permit area to the High School Zone; and D) absorb the Alpine and Whitney Avenue preferential parking pilots into the High School Zone with 90-minute

PREPARED BY: Elliott Holt / Prahallad Badami
Dixon Resources Unlimited / Senior Transportation Planner

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

BACKGROUND (continued):

parking restrictions enforced only during the school year. These recommendations recognized student parking as a major contributor to congestion near the high school and cited staffing limitations affecting enforcement and administration of expanded RPP programs.

On April 4, 2017, the Town Council repealed its March 7, 2017, action on residential preferential parking, instead approving the Alpine and Whitney Avenue RPP pilot programs as permanent and freezing the Neighborhood Parking Permit Process pending further discussion of costs and prioritization. Staff continue to receive requests for new RPP areas throughout Town, but has declined to evaluate these due to the 2017 Town Council actions.

On March 20, 2018, the Council approved staff's recommendation to solicit consultant services for a comprehensive analysis of downtown parking, including recommendations on residential and employee preferential parking programs and related policies.

On March 19, 2019, the Town Council approved an agreement with Dixon Resources Unlimited (DIXON) for a Comprehensive Downtown Parking Study, leading to the Parking Roadmap (<https://www.losgatosca.gov/DocumentCenter/View/23807/Los-Gatos-Parking-Roadmap>) (Roadmap), adopted on December 17, 2019. The Roadmap has been under implementation since then, and addressing Downtown parking remains a Town Council priority.

On recommendation of the Roadmap was to implement dedicated Downtown Employee Permit Parking Program. This recommendation was implemented as a pilot and continues to be available today. Through this program certain spaces in the Downtown lots are signed as employee spaces and employees can secure a free permit. Employee parking is enforced by Parking Control Officers.

On December 6, 2022, the Town Council received an update on the parking program, covering progress on Council priorities: wayfinding and signage, implementation of the Downtown employee parking program, parking program staffing, and efforts to introduce paid parking Downtown.

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

On March 5, 2024, the Town Council authorized the Town Manager to enter into an agreement with Dixon Resources Limited (Dixon) for Parking Program management. Under this agreement, Dixon has provided support to the Town for a flat monthly fee, serving as staff augmentation.

BACKGROUND (continued):

A steering committee for the Town's Parking Program management, consisting of staff from Parks and Public Works, Economic Vitality, and Los Gatos-Monte Sereno Police Department, has been collaborating regularly with Dixon since April 2024 to address Roadmap recommendations, including those prioritized by Town Council.

On February 13, 2025, the Complete Streets and Transportation Commission (CSTC) received a report on the proposed 2025 Parking Program Work Plan (Attachment 3), which included multiple Roadmap recommendations identified as Town Council priorities, along with proposed updates to the Town's Residential Parking Permit (RPP) and employee parking programs and policies.

On September 11, 2025, the CSTC received a status update on the 2025 Parking Program Work Plan. Staff highlighted completion of several Roadmap priorities and noted the ongoing review of residential and employee preferential permit policies and ordinance language. That review was completed in late 2025, resulting in draft Administrative Guidelines and Policy documents (Guidelines) to support ongoing implementation of the residential and preferential permit parking programs.

DISCUSSION:

Since September 11, 2025 CSTC meeting, the parking steering committee has continued developing Guidelines for the Town's RPP and EPP. These revised Guidelines are intended to modernize and replace the existing Neighborhood Parking Plan Process, providing administrative and operational policies that support improved permit program management and service delivery to Los Gatos residents, businesses and their employees.

RPP Administrative Guidelines and Policies

The draft RPP Administrative Guidelines and Policies (Attachment 4) formalize a structured process for establishing, maintaining, and dissolving RPP zones based on demonstrated need. Central to this policy update are the reinstatement of a resident-initiated petition process, a review and data collection cycle to support project prioritization, minimum zone size requirements to reduce spillover parking, and minimum participation rates to ensure ongoing utilization and cost recovery. Key elements of the revised RPP Guidelines include:

1. RPP zone designation criteria requiring evidence of recurring external, non-neighborhood resident parking impacts and a determination that alternative parking strategies are not feasible.

DISCUSSION (continued):

2. Three (3) initiation pathways: 1) Town Council direction, 2) Town Manager/staff-initiated review, or 3) resident-led petition—the latter requiring documented support from at least 51% of households within the proposed RPP zone.
3. A recommended minimum zone size of four contiguous blocks (approximately 2,000 linear feet of frontage) with existing RPP zones exempted from this sizing requirement.
4. A minimum 75% average parking occupancy rate during a parking utilization study is required before a proposed RPP zone may proceed for further consideration.
5. Formal Town Council action by resolution to designate a zone, defining its boundaries, restrictions, and permit eligibility criteria.
6. Public notification criteria to provide education to residents living within the boundaries of proposed or newly established RPP zones.
7. A request consideration and data collection cycle and one (1) year moratorium on re-evaluating invalid requests or newly established or dissolved zones.
8. Three (3) permit types: 1) Residential, 2) Guest, and 3) Temporary, with vehicle eligibility restrictions that exclude oversized vehicles, trailers, and RVs, and that bar vehicles with delinquent parking citations from receiving a permit.
9. An optional reduced-price permit component for income-qualified residents for future consideration by Town Council.
10. A minimum 51% household participation rate required both to activate a new RPP zone and to keep an existing RPP zone active at each renewal period.
11. Administrative authority for the Town Manager or designee to dissolve a zone that falls below participation thresholds or no longer demonstrates external parking impact, without requiring separate Council action.

EPP Administrative Guidelines and Policies

The draft EPP Administrative Guidelines and Policies (Attachment 5) follow a parallel structure to the RPP Guidelines above but are customized to support businesses and their employees in congested commercial areas of Los Gatos, such as Downtown and the Civic Center (Olive Zone) area.

The proposed EPP Guidelines incorporate current regulations for Downtown and Olive Zone employee parking and follow industry best practices for preferential permit parking rules for employees in commercial locations wherever possible. Key elements of the proposed EPP Guidelines include:

1. Designation criteria tied to employee parking impacts on customer and visitor availability, insufficient on-site parking supply, and a determination that alternatives such as shared parking or congestion demand management measures are not feasible.

DISCUSSION (continued):

2. Two (2) initiation pathways: 1) Town Council direction, or 2) Town Manager/staff-initiated review. EPP zones do not include a specific petition mechanism, reflecting the administrative nature of EPP parking restrictions on the public right-of-way and in public parking facilities.
3. A minimum 75% average parking occupancy rate during a parking utilization study is required for at least 51% of the available public parking supply within a proposed EPP zone before a proposed EPP zone may proceed for further consideration, highlighting that EPP parking restrictions may be used to shift parking demand and provide higher parking availability for customers.
4. Formal Town Council action by resolution to designate a zone, defining its boundaries, restrictions, and permit eligibility criteria.
5. Public notification criteria to provide education to residents and businesses within the boundaries of proposed or newly established EPP zones.
6. A request review and data collection cycle and one (1) year moratorium on re-evaluating invalid requests or newly established or dissolved zones to allow staff to prioritize workload.
7. Two (2) permit types: 1) Business Owner, and 2) Employee, with eligibility for company or leased vehicles.
8. An optional reduced-price permit component for income-qualified residents for future consideration by Town Council.
9. Administrative authority for the Town Manager or designee to dissolve an underutilized or no-longer-necessary EPP zone.

Working Drafts

The Guidelines presented here are working drafts and staff are seeking input on the proposed policies and requirements. They reflect the current status of the Town's RPP and EPP programs based on existing policy or operating procedures where appropriate. Where no policy currently exists, industry best practices are used, drawing from similar regional programs in the Bay Area, such as Palo Alto, San Bruno, and San Mateo.

Preferential Permit Parking Ordinance Update

As part of ongoing RPP and EPP program updates, staff have reviewed relevant State and local municipal ordinances related to preferential permit parking and prepared a draft ordinance to modernize the Town Code. The draft ordinance establishes Town Council-adopted Administrative Guidelines as the framework for ongoing permit program operations and management.

DISCUSSION (continued):

Permit Program Cost Recovery

Staff anticipate completing a cost recovery evaluation to understand the operational and administrative costs of implementing additional preferential parking zones, installing signs and markings, and performing related enforcement. One option under consideration is a one-time application fee or deposit, payable by the applicant. This is a cost recovery tool used by various California cities and may reflect staff time for reviewing and processing applications, mailing public notices, conducting data collection and analysis, manufacturing and installing signage and markings, and providing parking enforcement and related technology for permit zones.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Resolution 2001-145 (Downtown Parking Management Plan)
2. Neighborhood Parking Plan Process
3. Review and Discuss Recommended Parking Program Work Plan Items for 2025 (CSTC Commission Item)
4. Draft RPP Administrative Guidelines and Policies
5. Draft EPP Administrative Guidelines and Policies

RESOLUTION 2001 - 145

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS
IMPLEMENTING A DOWNTOWN PARKING MANAGEMENT PLAN WHICH
ESTABLISHES SPECIFIED TIME LIMITS, A RESIDENTIAL PERMIT PROGRAM, AN
EMPLOYEE PERMIT SYSTEM, SETS PERMIT FEES AND FINES FOR PARKING
VIOLATIONS, AND RESCINDING PRIOR RESOLUTIONS IN CONFLICT HEREWITH

THE TOWN COUNCIL OF THE TOWN OF LOS GATOS HEREBY RESOLVES:

WHEREAS, the Town of Los Gatos recognizes there is a thriving historic downtown business district, and

WHEREAS, the continued success of the historic downtown business district is dependent on sufficient parking for customers, employees, business owners, and visitors, and

WHEREAS, there is a perception that there is a shortage of parking for visitors, customers, employees and business owners, and

WHEREAS, this is causing problems in the surrounding residential areas, and

WHEREAS, it is becoming increasingly challenging to meet the parking demand for both the downtown historic business district as well as the surrounding neighborhoods, and

WHEREAS, as a result of the above existing conditions the Town entered into an agreement with Kaku and Associates to develop a long term Parking Management Plan, and

WHEREAS, Kaku and Associates has submitted a long term Parking Management Plan (Exhibit A) which benefit is to meet the parking demand for both the Downtown Historic Business District as well as the surrounding neighborhoods, and

WHEREAS, Pursuant to Town Code Section 15.40.080 which authorizes that by resolution the Town Council may establish preferential parking zones, as well as California Vehicle Code Section 22507, which authorizes local regulation of parking prohibition during certain hours,

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Los Gatos in the County of Santa Clara, State of California, adopt Exhibit A attached hereto.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 17th day of December, 2001 by the following vote:

COUNCIL MEMBERS:

AYES: Steven Blanton, Sandy Decker, Steve Glickman, Joe Pirzynski,
Mayor Randy Attaway.

NAYS: None

ABSENT: None

ABSTAIN: None

SIGNED: /s/ Randy Attaway
MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST:

/s/ Marian V. Cosgrove
CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

TOWN OF LOS GATOS DOWNTOWN PARKING MANAGEMENT PLAN

December 17, 2001

Exhibit A

DOWNTOWN PARKING MANAGEMENT PLAN

Overview Summary

The charm and unique character of downtown Los Gatos draws large numbers of people who enjoy the shopping, entertainment and recreational opportunities offered in the community. This popularity causes high levels of vehicle traffic and parking congestion throughout the downtown district and in the adjacent residential neighborhoods. The parking congestion is brought on by a number of factors: a vibrant business district, excellent employment opportunities, popular recreational trail system, and a variety of outstanding restaurants and entertainment facilities to name just a few. In addition, many of the homes in the surrounding residential areas do not have off street parking which necessitates that residents park their vehicles on the public streets. As a result, members of the community have expressed a strong desire for the Town to adopt a new parking management plan which will ease the demand on the current parking inventory in the core downtown business district and to provide reasonable protection in the adjacent residential neighborhoods.

The challenge of addressing these competing needs is complex and requires the shared participation of residents, business owners, employees and visitors. The following parking management plan brings together elements that include, but are not limited to, residential permits, employee permit program, time limits in public lots and on the public streets, and designated enforcement zones.

Parking Management

This plan establishes a parking management system that is designed to make better use of the current parking inventory through time restrictions, permit parking, and enhanced enforcement. The parking resources on the public streets and in the public lots are a limited resource. Therefore, the cost of providing special permit privileges in the residential areas and of providing special employee parking is designed to be equitable, with the cost of implementing the program shared by those who receive the benefits. In addition, the ease and frequency of violating the regulations designed to provide access to the businesses in the downtown has been an on-going problem. This plan is designed to minimize the opportunity to ignore the parking regulations and includes penalties designed to motivate compliance.

(See attached map of entire Downtown Parking District–Attachment 1)

On-Street Parking in the Downtown Commercial District

West of Pageant Street

In reviewing the operation of the Town's current on-street program, it is apparent that the time restricted parking in the commercial area west of Pageant is ineffective because there is not a managed system for encouraging employees to use the long term parking provided in outlying areas. As a result, the relatively large number of visitors and employees seeking convenient parking frequently spills over into the residential areas surrounding the downtown. Therefore, all public streets and lots in the core downtown commercial area will be converted to a zone system of enforcement with two (2) hour time restrictions on the streets and three (3) hour restrictions in the lots to provide a reasonable amount of time to shop or dine, and to encourage turnover. These parking spaces are considered prime spots due to the fact that they are immediately adjacent and the most convenient to the core business district.

Enhanced enforcement similar to the system used by other cities will be used as a means to manage the on-street program. Features will include the following elements:

- Two (2) hour maximum street parking per zone between the hours 9:00 a.m. and 9:00 p.m.
- Six (6) zones have been created to facilitate this program. A vehicle may only park once per day in a zone during the hours of enforcement
- No time restriction after 9:00 p.m. on the non-residential public streets and the public lots
- Residential permits are not valid in any public lot or on any public street outside the designated residential zone
- Days of enforcement will be six (6) days per week, except Sundays and holidays
- Time limit violations for non-residential public street and public lot violations will be \$35.00
- Residential permit areas will allow two (2) hour parking without a permit from 9 a.m. to 6 p.m. and will be enforced 7 days per week
- Residential time and permit violations will be \$45.00

Parking spaces located in front of the Post Office on Montebello will remain 30 minutes and will not be included in the zone enforcement.

Loading zones and short term 30 minute spaces will be distributed throughout the downtown area and will not be included in the zone enforcement. Staff will monitor this resource at the start of the program for compliance and any needed expansion will be submitted for review by the Parking Commission.

(See attached map of the area—Attachment 2)

East of Pageant Street

The public streets in the business and residential areas east of Pageant Street are primarily impacted by the large number of students from Los Gatos High School who choose to park their vehicles off campus. In addition, a new hotel under construction across the street from the high school, the presence of the Recreation District, services provided to senior citizens at the Neighborhood Center, the Town Library, and Civic Center all add to the impact on the limited parking resources. To mitigate this problem, the following parking management elements will be implemented:

- 90 minute maximum parking on non-residential public streets and public lots within the zone between the hours 7:00 a.m. and 4:00 p.m.
- No time restriction after 4:00 p.m.
- Days of enforcement will be Monday through Friday, except holidays
- Residential permit areas will allow 90 minute parking without a permit from 9 a.m. to 6 p.m. and will be enforced 7 days per week
- Residential permits are not valid in any public lot or on any public street outside the designated residential zone
- Employee permits will allow unlimited parking in designated areas
- Time limit violations on non-residential public streets and public lots will have a fine of \$35.00
- Residential time limit and permit violations will have a fine of \$45.00

(See attached map of the area—Attachment 3)

Off-Street Public Lots

The long term public lots are the most under-used parking resource within the business district. The zone concept used in conjunction with employee permits and enhanced enforcement will eliminate the current practice of:

- All day parking with the user coming out once or twice a day and moving the vehicle or removing the enforcement chalk from the tire
- Overflow parking in the residential areas when the main streets are at full occupancy

Zoned time parking in all the surface lots will use the same format as on street parking with a few modifications:

- Lots 1, 2, 3 & 6, three (3) hour time limit per zone, except with employee permit in designated areas
- Upper Lot 4, three (3) hour time limit per zone
- Lower Lot 4, three (3) hour time limit per zone, except with premium employee permits
- Lot 5 will be three (3) hour time limit, with no employee permits allowed
- Hours of enforcement will be 9:00 a.m. to 9:00 p.m.
- Days of enforcement six (6) days per week, except Sundays and holidays
- Designated lots/spaces will allow unlimited employee permit parking
- Lot 8, 90 minute time limit from 7:00 a.m. to 4:00 p.m., Monday through Friday, except holidays
- The fine for all off-street time and permit violations will be \$35.00

(See attached map of the affected lots that also shows the employee parking area—Attachment 4)

Residential Zones

This plan includes three residential areas that will be referred to as the Almond Grove, Edelen, and Eastside. The Almond Grove and Edelen areas are adjacent to the main downtown area. The Eastside area is adjacent to Los Gatos High School. Because of the unique factors affecting these areas, time limits and enforcement hours have been designed to accommodate the needs of the areas.

There are a number of issues that factor into the residential component:

1. Six churches that are located in the downtown and residential areas
2. The proximity of the downtown to the residential area
3. Businesses located in residential areas
4. Employees parking all day in the residential neighborhoods
5. Limited on-site parking at Los Gatos High School
6. A relatively large new hotel is being built across the street from the high school

The above issues are cause for parking concerns especially by the residents who live in the affected areas. The streets are public and can be used by anyone, but homeowners and their guests should be able to park near their respective dwellings.

The residential zones will be restricted to residential permit parking only, with 2 hour non-permit parking allowed in the Almond Grove and Edelen areas and 90 minute non-permit parking allowed in the Eastside area between 9:00 a.m. and 6:00 p.m., except Sunday and holidays. Enforcement of residential permits will be seven (7) days per week including holidays.

Residential Permits will be sold to residents living in these residential zones at a cost of \$25.00 per vehicle. Each residence would be eligible for two (2) guest passes free of charge after the purchase of one permit. Residents will have to provide proof of residency before a permit is issued. A \$10 fee will be charged to replace lost visitor permits. Damaged permits will be replaced free of charge if the damaged permit is returned. Additional one (1) day guest passes will also be available for special events such as parties at a non-refundable fee of \$5 for the first permit and \$1 for each additional permit. Guest passes are for temporary use only and are not valid for permanent parking.

Permits for the residential areas will have a unique designation in the same fashion as is currently done. Using different residential area designations gives the residential permit program more control. Permits for one area are not valid in other residential areas. Each area will have separate renewal dates for better administrative service.

The following residential streets will be included within the on-street residential permit/time zone parking component:

West of Pageant

Residential area known as Almond Grove

Two (2) hour parking 9:00 a.m. to 6:00 p.m. except by residential permit and parking by residential permit only from 6:00 p.m. to 9:00 a.m. seven days a week (unless otherwise stated or where other parking restrictions apply).

West Main Street: From 222 W. Main St. on the north side and the west property line of the Village Inn on the south side of Main St. to Bayview Avenue.

Bean Avenue: On the North side only of Bean Ave. from 212 Bean at Victory Lane to Wilder.

Nicholson Avenue: On the North side only of Nicholson Ave. from Victory Lane to Wilder and on both sides from Wilder Avenue to the alley.

Bachman Avenue: From 222 Bachman on the North side and 211 on the South side to Massol Avenue.

Almendra Avenue: From 216 Almendra on the North side and 231 on the South side to Massol Avenue.

Wilder Avenue: From Bean to Bachman on both sides of the street.

Tait Avenue: From Nicholson Avenue on both sides of the street to the south property lines of the Shell station and the Diner restaurant which are at Highway 9.

Broadway Avenue: From 25 Broadway on the south side and 30 Broadway on the north side to Bayview Avenue. Broadway will have unique restrictions from the rest of the Almond Grove because of a Church located in the neighborhood. The restrictions will be 2 hour parking 9:00 a.m. to 6:00 p.m. except with residential permit on weekdays. There will be no daytime restrictions on Saturday and Sunday to accommodate the needs of the Church. Seven (7) days per week from 6:00 p.m. to 9:00 a.m. will be by residential permit only.

Residential area known as Edelen

Two (2) hour parking 9:00 a.m. to 6:00 p.m. except by residential permit and parking by residential permit only from 6:00 p.m. to 9:00 a.m. seven days a week (unless otherwise stated or where other parking restrictions apply).

Edelen Avenue: On both sides of the street from Miles Avenue to Bentley Avenue.

Miles Avenue: On both sides of the street from University Avenue to the Los Gatos Creek bridge.

Bentley Avenue: On both sides of the street from University Avenue to Edelen Avenue.

Mullen Avenue: Parking on the North side of Mullen Avenue between University Avenue to 64 Mullen Avenue will be 2 hour parking 9:00 a.m. to 9:00 p.m. with no restrictions after 9:00 p.m. From 64 Mullen to Edelen Avenue will be 2 hour parking 9:00 a.m. to 6:00 p.m. except by Residential Permit and from 6:00 p.m. to 9:00 a.m. by Residential Permit only.

The 100 block of Edelen Avenue from Miles Avenue south to Mullen Avenue will remain 24 hour permit parking by residential permit only because the roadway is a dead end street with no turn around.

East of Pageant

Residential area known as Eastside

90 minute parking 9:00 a.m. to 6:00 p.m. except by residential permit and parking by residential permit only from 6:00 p.m. to 9:00 a.m. seven days a week (unless otherwise stated or where other parking restrictions apply).

New York Avenue: On both sides of the street from Pleasant to the beginning of Bella Vista Avenue.

Bella Vista Avenue: On both sides of the street from New York Avenue to Charles. (No Parking signs will be added to both sides of the road at the curve where Bella Vista meets New York Avenue because the road is too narrow to allow safe parking).

The fines for residential zone parking violations are higher than the public street and public lot violations to further discourage encroachment into the residential neighborhoods. The fines will be \$45.00 for time and permit violations, and \$100.00 for the fraudulent use of any permit and the revocation of the permit for one (1) year.

(See attached map that shows the residential zones—Attachment 5)

Employee Permit Program

Currently there are limited incentives to encourage employees who work in the business district to park all day in the long term lots. The preferred option appears to be moving the vehicle from space to space within the prime parking areas to comply with time restrictions, removing the chalk marks to avoid a citation or parking in the residential neighborhoods. The implementation of parking zones combined with the use of employee permits and enhanced enforcement will mitigate this problem.

Each employee of the downtown business area will be eligible to purchase an employee parking permit. These permits will allow the user to park all day in designated surface lots without being subject to the time limits.

All designated employee areas will still be available to all vehicles. The permits will exempt the vehicle from the time limitations.

These permits will be sold on a monthly and annual basis depending on the user's needs and will be sold on a first come first serve basis:

1. Premium Permits - Lower Lot 4 Employee Permits - \$35.00 per month or \$300.00 annually
2. Standard Permits - which would include all other designated employee parking areas in Lots 1,2,3, & 6 - \$25.00 per month or \$200.00 annually

(See attached map of affected area—Attachment 6)

Free Unlimited Parking

Free unlimited parking will be available to employees who do not wish to purchase permits and to visitors who wish to park for periods longer than 3 hours in the Park and Ride lot on the north side of Highway 9, the Miles/Balzer Park lot off of Miles Avenue, Lot 7 off of Park Avenue south of Main Street, and the new public lot leased from Verizon off of Montebello Ave.

Table of Parking Restrictions, Fines and Permit Fees

PUBLIC STREET AND PUBLIC LOT TIME ZONES

<u>Location</u>	<u>Time Restrictions</u>
Public streets-west of Pageant	2 hours per zone 9:00 a.m. - 9:00 p.m. except Sundays and holidays
Public streets-east of Pageant	90 Minute limit 7:00 a.m. - 4:00 p.m. Monday through Friday, except holidays
Public lots 1, 2, 3, 4, 5 & 6	3 hours per zone 9:00 a.m. – 9:00 p.m. except Sundays and holidays
Public lot 8	90 Minute limit 7:00 a.m. – 4:00 p.m. except Sundays and holidays

FINES

<u>Violation</u>	<u>Fee</u>	<u>Late Fee</u>
Timed Parking	\$35.00	\$17.50
Residential Permit Violation	\$45.00	\$22.50
Fraudulent use of permits	\$100.00	\$50.00

PERMIT FEES

<u>Permit Type</u>	<u>Fee</u>
Residential Permit (2 Guest permits)	\$25.00
Lost guest permit replacement	\$10.00
One (1) day guest permit	\$ 5.00 for 1 st permit, \$1.00 for ea. additional permit
Standard Employee Permit	\$25.00 per month or \$200.00 per year
Premium Employee Permit	\$35.00 per month or \$300.00 per year

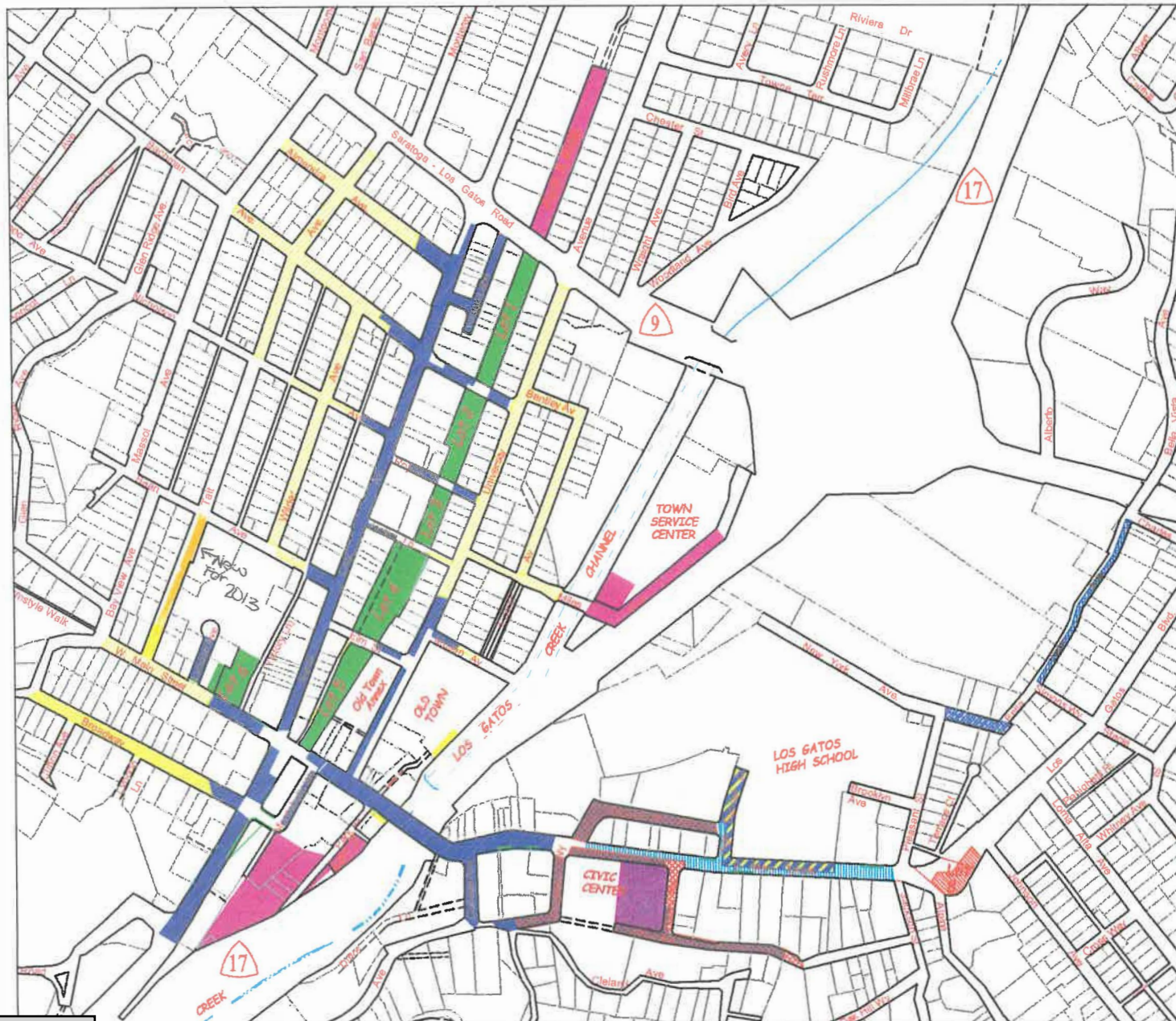
December 12, 2001



Town of Los Gatos Downtown Parking Management Plan

The dark outline on the map defines the areas that
will be included in the Parking management Plan.





Residence Permit Parking

- EW** - Employee Permit West
- EE** - Employee Permit East (TB Permit Allowed)
- FE** - Fronting Employee Permit (Lower Level)
- TE** - Town Employee Permit
- LGHS** - Los Gatos High School Permit

Public Parking Lots Lots 1, 2, 3, 4, 5, & 6. (See lot 8)

- 3 Hour Parking** 9:00a.m. to 9:00p.m. except Sundays & Holidays
Except by Employee Permit
No overnight parking 3:00a.m. to 5:00a.m.
- Lot 8 - 90 Minute Parking** 7:00a.m. to 4:00p.m.
Monday through Friday except Holidays
No overnight parking 3:00a.m. to 5:00a.m.

First Daily Long Term Parking

- No overnight parking** 3:00a.m. to 5:00a.m.
Park & Ride Lot (Needs to be renewed)
Millen Avenue Lot
Various Post Office Lot
Lot (7) Seven

Public Street/Non-Residential East Main Street Zone

- 90 Minute Parking** 7:00a.m. to 4:00p.m. Monday through Friday
Except Holidays.
- 90 Minute Parking** 7:00a.m. to 4:00p.m. Monday through Friday
Except by "Designated" Employee Permit and
Except Holidays. (Includes Town Employee Permit)

Civic Center Lot

- 90 Minute Parking** 7:00a.m. to 4:00p.m. Monday through Friday
Except Holidays and Except by Town Employee Permit.
(Does not include other employee permits.)

Los Gatos High School Permit Parking

- Parking by LGHS Permit Only** from 7:00a.m. to 4:00p.m. Monday through Friday when school is in session.
Except Holidays and when school is not in session.

ZONES

- Gold Zone - Almond Grove Residential Area**
- Blue Zone - Elston Residential Area**
- Purple Zone - Business Zone 1**
- Green Zone - Business Zone 2**
- Cyan Zone - Business Zone 3**
- Red Zone - East Business and Residential Area**

Residential/Commercial Parking Permit Areas (Almond Grove & Elston)

- 2 Hour Parking** 9:00a.m. to 6:00p.m. except by residential permit and parking by residential permit only from 6:00p.m. to 9:00a.m. seven days a week (unless otherwise stated or where other parking restrictions apply)
- Boundary Avenue** (See exception)
- 100' block of Elston Avenue** (See exception)

Residential/Commercial Permit Parking (East Main Street Residential Area)

- 90 Minute Parking** 9:00a.m. to 6:00p.m. except by residential permit, and parking by residential permit only from 6:00p.m. to 9:00a.m. seven days a week.

Public Street/Non-Residential

- 2 Hour Parking** 9:00a.m. to 9:00p.m. except Sundays & Holidays
- 50 Minute Parking Zones**
- No Parking Zones**
- Loading Zone**



Employee Permit Parking

- **EW** = Employee Permit West
- **EE** = Employee Permit East (TE Permit Allowed)
- **PE** = Premium Employee Permit (Lower Level)
- **TE** = Town Employee Permit
- **LGHS** = Los Gatos High School Permit



- Residential Preferential Parking Permit Areas (Almond Grove & Edelen)**
-  2 Hour Parking 9:00a.m. to 6:00p.m. except by residential permit and parking by residential permit only from 6:00p.m. to 9:00a.m. seven days a week (unless otherwise stated or where other parking restrictions apply)
 -  Broadway Avenue (See exception)
 -  100 block of Edelen Avenue (See exception)
- Residential Preferential Permit Parking (East Main Street Residential Area)**
-  90 Minute Parking 9:00a.m. to 6:00p.m. except by residential permit and parking by residential permit only from 6:00p.m. to 9:00a.m. seven days a week.



Public Parking Lots Lots 1, 2, 3, 4, 5, & 6. (See lot 8)

3 Hour Parking 9:00a.m. to 9:00p.m. except Sundays & Holidays.
Except by Employee Permit

No overnight parking 3:00a.m. to 5:00a.m.

Lot 8 - 90 Minute Parking 7:00a.m. to 4:00p.m.

Monday through Friday except Holidays.

No overnight parking 3:00a.m. to 5:00a.m.

Free Daily Long Term Parking

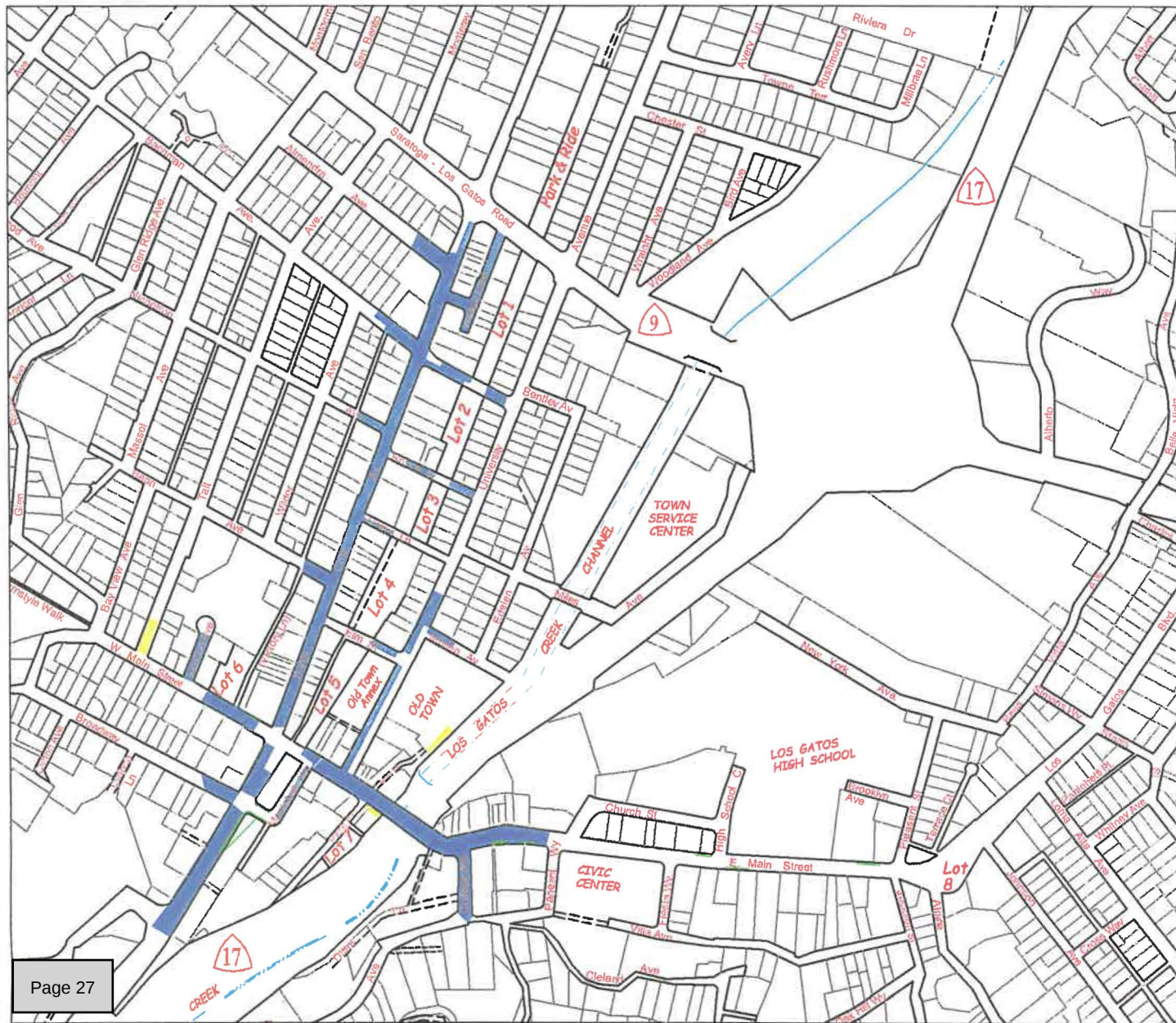
No overnight parking 3:00a.m. to 5:00a.m.

Park & Ride Lot (Needs to be returned)

Miles Avenue Lot

Verano/Post Office Lot

Lot (7) Seven



Public Streets/Non-Residents!

2 Hour Parking 9:00 a.m. to 9:00 p.m. except Sundays & Holidays

30 Minute Parking Zones

No Parking Zones

Loading Zone



Public Streets/Non Residential
Best Main Street Zone

 90 Minute Parking 7:00a.m. to 4:00p.m. Monday through Friday Except Holidays.

 90 Minute Parking 7:00a.m. to 4:00p.m. Monday through Friday Except by "Designated" Employee Permit, and Except Holidays. (Includes Town Employee Permit)

Civic Center Lot

 90 Minute Parking 7:00a.m. to 4:00p.m. Monday through Friday Except Holidays and Except by Town Employee Permit (Does not include other employee permits.)

Los Gatos High School Permit Parking

 Parking by LGHS Permit Only from 7:00a.m. to 4:00p.m. Monday through Friday when school is in session. Except Holidays and when school is not in session.



Neighborhood Parking Plan Process

Requests for consideration of neighborhood parking plans must be submitted via a written petition to the Town. Upon acceptance of a petition, initial data may be gathered to establish a better understanding of the reported issues. A determination will be made if there are safety issues requiring immediate attention. If no immediate safety issues are present, Town staff may request a future meeting with the petitioning neighborhood to discuss the gathered data and possible parking modifications. Proposed changes require agreement from 67% of the affected residential households prior to being considered by staff as a possible parking modification. Non preferential parking modifications may not require council approval for final implementation, while any neighborhood preferred parking modification will require council approval prior to final implementation. Any approved parking modifications will be placed on a project list sequentially in an existing series of projects. Projects may be re-prioritized by the Police Chief or Department of Public Works Director.

Process

1. Petition

A Neighborhood Petition is required to begin the parking plan process. The petition must include signatures of at least 50% of the affected residential households. Staff retains the right to define the affected areas. The petition will need to state what specific problems exist, at what time the problems occur, on what days of the week the problems are most significant and suggested potential modifications. Petitions will be reviewed, prioritized and placed on a list. The petition will be discussed with the Transportation and Parking Commission at a scheduled meeting.

2. Data collection

Town staff will collect data to evaluate the request. Items that will be considered during data collection are parking compaction, hours of impact, availability for residential off-street parking, engineering issues such as roadway narrowness, design of the street and general safety issues. Contributing causes to the parking conditions that will be considered are the proximity to a business district, school, or a church and the likelihood that parking controls will negatively affect an adjoining area.

2. Informational Neighborhood Meeting:

If staff determines that there are issues that justify consideration, they will schedule a neighborhood meeting. The neighborhood meeting will be an information and feedback session. Staff will present the data gathered by the Town and establish the boundaries to define the neighborhood. The neighborhood will be included in the development of

possible solutions and potential parking modifications. Additional analysis may need to be conducted after this initial meeting. The meeting should be attended by representatives from the Police and Parks and Public Works Departments and may include representatives from the Transportation and Parking Commission.

4. Additional Meetings and Proposed Modifications

After review of any proposed modifications, staff may convene additional neighborhood meetings to discuss alternatives, determine neighborhood preference and public consensus. The outcomes of the meetings will refine the development of possible modifications. Requested modifications will need the support of 67% of the affected residential households to be implemented. If the required neighborhood support is not present, staff will identify concerns, report results to the neighborhood and determine the next steps. Prior to staff approval of any parking modifications, staff shall determine if current parking resources have the ability to implement, manage and enforce any increased work load.

5. Implementation of Parking Modifications

Non preferential parking modifications may not require council approval for implementation. Neighborhood preferential parking modification will require council approval. Parking plans may be implemented on a trial basis for a set period of time to be evaluated and considered for permanent implementation. Projects will be placed on a project list sequentially in an existing series of projects. Project costs may be a determining factor in determining whether a project can be implemented.

**Parks & Public Works
(408) 399-5770**

**Police Department
(408) 354-8600**

February 2010

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

MEETING DATE: 02/13/2025

ITEM NO: 4

DATE: February 7, 2025

TO: Complete Streets and Transportation Commission

FROM: Nicolle Burnham, Parks and Public Works Director

SUBJECT: Review and Discuss Recommended Parking Program Work Plan Items for 2025

RECOMMENDATION:

Review and discuss recommended parking program Work Plan items for 2025.

BACKGROUND:

A parking steering committee, consisting of Town staff from Parks and Public Works, Economic Vitality, and LGMSPD, has been collaborating with the Town's parking consultant, Dixon Resources Unlimited (DIXON), to implement recommendations from the [Parking Roadmap](#)¹ (Roadmap) and improve parking management in Los Gatos.

For 2025, several recommended Parking Program Work Plan Items have been identified including:

- Evaluating the benefits of a full-time Parking Analyst position versus contracted services for daily parking program management.
- Updating the Town's Residential Parking Permit (RPP) and employee parking programs and policies.
- Expanding time-limited parking in Downtown municipal lots to include Saturdays.
- Reinstating paid parking at Oak Meadow.
- Utilizing the Town's License Plate Recognition (LPR) technology for parking occupancy data collection and analysis.

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

DISCUSSION:

Parking is often a visitor's first impression of Los Gatos, making an efficient wayfinding and parking program is essential to fostering a positive experience and supporting economic and community vitality. On December 17, 2019, the Town Council accepted the Parking Roadmap developed by DIXON, a multi-phase guide to improving parking management in Los Gatos.

The Roadmap emphasizes the need for significant resources to create a consistent and positive parking experience. When the report was accepted, the Council highlighted the importance of an effective wayfinding program, enforcing timed parking, developing an employee parking permit program, and supporting other key initiatives. It was also acknowledged that successful implementation would require additional staffing.

Since 2019, implementing the Parking Roadmap has been a key Council priority. However, Staff capacity has been stretched too thin to effectively manage existing parking programs while also developing new services. Despite these challenges, progress has been made, including:

- Contracting with Hunt Design to update Downtown wayfinding signage.
- Developing and launching an employee parking program.
- Exploring a "park once" philosophy and the "Pay to Stay" program with the Council.

Staffing

On March 19, 2019, the Town Council approved the agreement with DIXON for a Comprehensive Downtown Parking Study, which resulted in the development of the Roadmap. In June 2020, the first amendment to the Consultant Services Agreement was executed, extending the contract from June 30, 2020, to June 30, 2022, to support the implementation of Roadmap recommendations. A part-time Parking Program Manager (0.25 Full-Time Equivalent, FTE) was hired within the Police Department to assist with implementation. However, this temporary position expired in June 2023, and its funding was not renewed. In June 2022, the Council approved a Second Amendment to the Agreement, extending DIXON's contract through June 30, 2023, to continue providing implementation guidance.

On December 6, 2022, the Town Council received an update on the parking program, which highlighted:

- Hunt Design's progress on the wayfinding and signage program.
- Implementation of the Downtown employee parking program.
- Hiring of a part-time (0.25 FTE) Parking Manager.
- Efforts to introduce a form of paid parking Downtown.

At that meeting, the Town Council provided direction on the next steps for the program.

DISCUSSION (continued):

On August 15, 2023, the Town Council received a report on Parking Program Implementation and approved several key actions, including:

- Adjusting residential permit parking program charges.
- Eliminating employee parking permit fees for the Olive Zone.
- Allocating up to \$200,000 to fund a one-year limited-term Parking Coordinator position to continue implementing the Downtown Parking Program.

However, hiring the Parking Coordinator proved to be difficult and on February 29, 2024, the Town Council approved staff recommendations to:

- Reduce the previously allocated budget in Program 5101 (PPW Administration) from \$200,000 to \$168,955.
- Transfer \$168,955 from Program 5101 (PPW Administration) to the Parking Program Implementation Project (CIP No. 411-813-0242).
- Authorize the Town Manager to execute a new agreement with DIXON for Parking Program Management in the amount of \$168,955 for approximately 17 months (until August 31, 2025), with options to extend on a month-to-month basis.

DIXON was tasked with supporting the Town in developing a classification for a Parking Analyst position. The classification was developed and Staff are currently evaluating the fully burdened costs of hiring a full-time (1 FTE) Parking Analyst to manage parking program and continue to support the implementation of Parking Roadmap recommendations, as compared to the costs of continuing to contracting those services to a parking consultant on an ongoing basis

Updating RPP and Employee Permit Parking Policies and Fees

At the August 15, 2023, Town Council meeting, the Council unanimously voted to:

- Eliminate the fee for employee parking in the Olive Zone (previously \$248) with the condition that paid parking will apply universally when it is implemented.
- Adjust the RPP fee schedule to be \$52 per year for the first vehicle and \$72, \$92, and \$112 per year for the second, third, and fourth vehicles, respectively.
- Implement annual fee adjustments based on the Consumer Price Index (CPI).

Staff presented the RPP fee schedule recommendations at the September 9, 2023, Town Council meeting, which were approved by Council and the rates took effect on January 1, 2024.

DISCUSSION (continued):

Staff are exploring options to reintroduce a nominal fee for employee parking permits to achieve cost recovery for program management, application processing, and fulfillment. These services are included in a Consultant Services Agreement with Turbo Data Inc. which includes both citation and permit processing services. Staff are also exploring ways to streamline parking permit program management and reduce staff workload, working closely with DIXON to evaluate policy and code adjustments for both the Residential Parking Permit (RPP) and employee parking programs.

Saturday Time Limits

Time-limited parking in downtown Los Gatos has been a long-standing concern, particularly during highly attended weekend events. On October 10, 2018, the Transportation and Parking Commission reviewed five scenarios for adjusting Saturday parking limits:

- No enforcement of Saturday time limits on weekends during downtown events at the request of the event organizer.
- No enforcement of Saturday time limits on weekends only in municipal lots during events, while maintaining and enforcing on-street limits.
- Eliminate Saturday time limits in municipal lots completely, while continuing to enforce them on-street.
- Eliminate all Saturday parking time limits downtown year-round.
- Maintain the status quo, enforcing Saturday time limits both on- and off-street downtown.

The matter was referred to the Policy Committee, which reviewed it on October 18, 2018. Both the Transportation and Parking Commission and the Policy Committee supported Option 3, removing Saturday time limits in municipal lots while keeping on-street restrictions. The Town Council approved this recommendation on October 30, 2018. At the time, an estimated \$30,000 in annual citation revenue was attributed to enforcing Saturday time limits in municipal lots.

On August 16, 2023, the Council directed staff to extend employee permit parking restrictions to Saturdays, with updated signage taking effect in January 2024. Existing signage was updated in mid-2024, and redesigned signage is included in the ongoing wayfinding and signage improvement project, set for installation by late February 2025.

As a result of this change, downtown employee permit holders and visitors can park all day on Saturdays in public parking spaces in downtown municipal lots, while designated employee permit parking only spaces remain restricted. To address potential abuse and promote parking turnover, Staff are considering a recommendation to the Council to reinstate time limits in

DISCUSSION (continued):

Downtown municipal lots on Saturdays, aligning with the expanded employee permit parking restrictions.

Oak Meadow Parking Fee

The Town of Los Gatos authorizes a parking fee of \$6.00 per vehicle at Oak Meadow Park, under the current Park Use fee schedule. The Parks and Public Works Department manages parking at Oak Meadow Park and fee collection has traditionally been handled by Park Services staff using a booth located on-site. During COVID, the fee was temporarily waived to encourage outdoor activity, and the fee continues to not be collected due to staffing constraints.

In recent planning discussions, the City Manager has expressed interest in reinstating the parking fee at Oak Meadow Park and has directed staff to begin evaluating options for implementing paid parking there. This evaluation will explore ways to limit the demand on staff and will focus on paid parking technologies and services, such as pay-on-foot kiosks and mobile payment solutions, to streamline fee collection and integration with parking enforcement.

LPR and Parking Occupancy

In 2019, the Town procured fixed-mount license plate recognition (LPR) hardware and services from Tannery Creek Systems Inc. through a sole-source contract to optimize and enhance parking enforcement activities. This LPR-based enforcement system enables the Los Gatos-Monte Sereno Police Department to monitor parking time limits and verify license plate-based virtual permits in both residential and employee permit parking areas. The LPR hardware installed on enforcement vehicles collects data as officers patrol the town.

Staff have been actively discussing ways to promote data-driven policy development, leveraging the Town's existing information and tools in a more efficient manner to better inform parking management decision making. DIXON has offered to facilitate an integration of Tannery Creek's LPR data into the DIXON Data Suite's Rapid LPR Tool to analyze the LPR data collected and provide parking utilization information.

The DIXON Rapid LPR Tool has been used in many other municipal organizations throughout the Bay Area to ingest, anonymize and analyze LPR data. This integration offers an additional layer of analysis and insight into parking utilization trends such as occupancy, turnover, and length of stay. Staff are exploring this option and recommend a data collection pilot, leveraging an integration with Tannery Creek and the Rapid LPR Tool to assess real-time parking conditions in downtown, the Olive Zone, and permit parking areas. DIXON has agreed to facilitate this pilot under the terms of the current Consultant Services Agreement, with no additional cost to the Town.

FISCAL IMPACT:

As noted in the Staff Report from the Town Council meeting on October 18, 2018, extending and enforcing time-limited parking on Saturdays in downtown municipal parking lots could generate approximately \$30,000 in additional annual parking citation revenue for the Town.

The costs of procuring and installing paid parking equipment for Oak Meadow Park are currently unknown and will be assessed as staff continue their research. In 2023 DIXON projected revenue of \$125,875 per year could be generated from paid parking at Oak Meadow.

The costs of integrating Tannery Creek LPR data into the DIXON Rapid LPR Tool Suite will be covered under the current Agreement with DIXON, and no additional costs are expected for the duration of the Agreement.

All other proposed actions are policy considerations and have no revenue implications until additional direction is provided.

Los Gatos Town Council Administrative Guidelines and Policies*Residential Preferential Parking (RPP) & Permits***Working Draft****1. Purpose and Intent**

The Town of Los Gatos is committed to preserving the character, livability, and quality of life of its residential neighborhoods

The Residential Preferential Parking (RPP) program is intended to mitigate external parking impacts, e.g., those caused by adjacent commercial zones, schools, parks, municipal facilities, and recreational destinations, where spillover parking limits residents' ability to reasonably access on-street parking near their homes.

By carefully evaluating the external impact, local parking conditions, and the needs of residents in locations considered for an RPP zone, the Town can customize parking restrictions and prohibitions to address specific parking challenges while minimizing impacts on neighborhood residents. This may include setting hours of operation to best manage external parking impacts, such as restrictions during weekday business hours near commercial districts and schools, or restrictions at night or on weekends near busy restaurants, parks or entertainment venues.

Through the establishment of RPP zones, the Town seeks to balance the needs of residents, visitors, and local businesses by regulating on-street parking and issuing permits to eligible residents and their guests.

2. Definitions

For the purposes of this policy, the following words and phrases shall have the meanings respectively ascribed to them by this section. Whenever any words or phrases used herein are not defined but are defined in the California Vehicle Code and amendments thereto, such definition shall apply.

(a) [list of definitions TBD]

3. RPP Zones, Designation Process, and Parking Permits**3.1 RPP Designation Criteria**

Town Council may consider the designation of an RPP zone based upon the following criteria:

- (a) That non-neighborhood resident vehicles do, or may, substantially interfere with the use of on-street or alley parking spaces by neighborhood residents affecting neighborhood quality of life;
- (b) That the interference by the non-neighborhood resident vehicles occurs at regular and frequent intervals, either daily or weekly;
- (c) Other alternative parking strategies are not feasible or practical.

3.2 Methods of Initiation

An RPP zone may be proposed for designation by one of the following methods:

- (a) *Initiation by Town Council:* The Town Council may direct staff to evaluate the establishment of an RPP zone in response to observed parking impacts or resident concerns.
- (b) *Initiation by Town Manager:* The Town Manager or designee may initiate the establishment of an RPP zone based on documented evidence of recurring parking congestion, spillover impacts, or upon recommendation by Town staff.
- (c) *Initiation by Resident Petition:* Property owners and residents may collect signatures to petition for the establishment or modification of an RPP zone using a standardized form provided by the Town (sample attached below).
 - (1) A resident-initiated petition must demonstrate written support from a simple majority (at least 51%) of the households within the proposed zone.
 - (2) Each household in a multi-unit building or rental complex located within the boundaries of the proposed RPP zone shall be included in the calculation of the total number of eligible households within such zone. If each household unit in a multi-unit building is individually owned or rented, each owner or renter may participate in the petition survey.
 - (3) Only one (1) signature per household will be counted.
 - a. In the event that a petition includes signatures from both the property owner and the resident, if not the same individual, of an eligible household within the boundaries of the proposed RPP zone, only one signature will be counted, either the property owner or the resident.
- (d) The Town Manager or designee may establish a recurring review cycle, such as every six (6) months or each Spring and Fall, during which RPP zone establishment or modification requests and resident petitions will be accepted and evaluated. This will allow staff to conduct a preliminary review of the validity of the request and/or resident petition and to determine if staff have the ability to implement, manage, and enforce any increased workload.
 - (1) Further evaluation of valid requests and/or resident petitions for an RPP zone establishment or modification may be placed on a list of existing

projects to allow staff to manage workload and allocate resources effectively. Projects may be re-prioritized at the direction of the Town Manager or designee, or by direction of the Town Council.

- (2) If staff determine a resident petition for an RPP zone establishment or modification to be invalid, the request or resident petition may be rejected. Once rejected, no resident petition for the same proposed RPP zone establishment or modification will be evaluated for a period of one (1) year, unless otherwise authorized by the Town Manager or designee.

3.3 Zone Size and Configuration

- (a) RPP zones shall have a recommended minimum size of four (4) blocks, configured in any orientation. These blocks must be contiguous, must include both sides of the street, and shall constitute a combined minimum street-frontage of approximately 2,000 linear feet. Whenever possible, RPP zone boundaries shall be defined by street intersections and/or neighborhood limits to avoid mid-block zone boundaries.
- (b) Final determination of the proposed RPP zone configuration shall be at the discretion of Town staff.
- (c) Existing RPP zones shall continue without requalification of size or configuration requirements. Existing RPP zones are presumed to meet all other zone eligibility requirements based on prior establishment, utilization rates, and demonstrated external parking impacts.

3.4 Parking Utilization Survey

- (a) Upon receipt of a request to evaluate a proposed RPP zone, Town staff will schedule a parking occupancy survey to determine the utilization of on-street parking demand within the proposed zone. For a proposed zone to be considered for RPP designation, on-street public parking supply within the proposed zone must exhibit an average parking occupancy rate of 75% or greater during the parking utilization study period.
- (b) The Town Manager or designee may establish a recurring cycle for parking utilization studies to be conducted and analyzed, similar to the resident petition review cycle described above.
- (c) If the proposed RPP zone fails to meet the minimum threshold during the parking utilization survey period, the evaluation process will cease and no further resident petitions for the same proposed RPP zone establishment or modification will be evaluated for a period of one (1) year, unless otherwise authorized by the Town Manager or designee.

3.5 Notification and Public Input

Upon verification of parking occupancy exceeding the minimum threshold during the parking utilization study period, the Town shall provide mailed notice to all properties within the proposed RPP zone boundaries. Notices shall describe the proposed zone boundaries, parking restrictions, permit eligibility criteria, the process for providing input, and the anticipated Town Council meeting date(s) where the matter will be set for public hearing.

3.6 Public Hearing and Town Council Action

- (a) Following completion of staff review, parking occupancy analysis, and public notification, the Town Manager or designee will forward a recommendation to Town Council to consider designation and establishment of the RPP zone.
- (b) Designation of an RPP zone requires Town Council approval by resolution, defining:
 - (1) The boundaries of the RPP zone;
 - (2) Applicable parking restrictions, including, but not limited to, hours and days of enforcement of parking regulations for non-permit holders; and
 - (3) Implementation procedures for permit issuance and enforcement, including permit eligibility criteria, as well as any other matters deemed pertinent by the Council.
- (c) Town Council shall have the authority to approve, modify or deny the designation recommendation. The Town shall provide mailed notice to all properties within the proposed RPP zone boundaries indicating the action taken by Town Council.
 - (1) If approved, notices shall describe the approved RPP zone boundaries, parking restrictions, and permit eligibility criteria, and explaining any modifications made by Town Council, if applicable. Notices shall also describe the minimum participation rate necessary for the RPP zone to become active and the process for purchasing preferential parking permits.
- (d) Once final action has been taken by the Town Council, no substantive changes or requests for major modifications for this RPP zone will be considered for a minimum period of one (1) year.

3.7 Minimum Participation Rate

- (a) After notification of an approved RPP zone has been provided, the zone must achieve a minimum participation rate to become active. The minimum participation rate requires a simple majority (at least 51%) of eligible households to purchase one (1) or more residential parking permits.
- (b) An evaluation timeline of ninety (90) days after notification will be established to confirm compliance with the minimum participation rate requirement.

- (c) If, during the specified evaluation timeline, the minimum participation rate is not achieved, the evaluation process will cease and no further requests or resident petitions for the same proposed RPP zone establishment or modification will be evaluated for a period of one (1) year, unless otherwise authorized by the Town Manager or designee.
- (1) In such an event, permit fees associated with the proposed RPP zone being evaluated may be refunded to the purchaser(s) at listed permit price at the time of purchase.

3.8 RPP Zone Implementation

Final implementation of an approved RPP zone, including the installation of signage and markings providing notice of the approved parking restrictions and prohibitions, shall not occur until the zone has achieved the minimum participation rate within the specified evaluation period. Enforcement will begin upon installation of appropriate signs and markings.

4. RPP Permit Types, Eligibility and Term

The following permit types may be available for purchase by eligible applicants within a designated RPP zone. Restrictions on the type of permits available for purchase and limitations on the quantity of permits available per household may be established by Town Council resolution. Possession of an RPP permit does not guarantee a parking spot within the applicable RPP zone. The renewal conditions of each permit type shall be identified in the neighborhood-specific resolution, adopted by Town Council, for each RPP zone.

- (a) *Residential Parking Permit*: Residents living within the boundaries of an RPP zone are eligible to purchase a residential parking permit for that zone. The Town may limit the number of residential parking permits per household based on the conditions present in the RPP zone, such as one (1) residential parking permit per licensed driver, up to a maximum of four (4) per household.
- (b) *Guest Parking Permit*: Residents living within the boundaries of an RPP zone are eligible to purchase up to two (2) guest parking permits for use by their guests to park within the same RPP zone.
- (c) *Temporary Parking Permit*: Residents living within the boundaries of a designated RPP zone are eligible to purchase temporary parking permits for use by visitors, guests, in-home care providers, contractors or other service workers to park within that zone. The Town may limit the number of temporary parking permits allowed to be issued based on the conditions present in the RPP zone, such as maximums limits of permits allowed per day, issued on a first-come-first-serve basis, or a defined maximum number of permits issued per household per month or per year.

4.2 Reduced-Price RPP Permit (Optional Component)

- (a) The Town may establish a reduced-price permit for residents meeting low-income criteria, based on minimum hourly wage or household income thresholds consistent with existing government-operated or -regulated programs within the Town or Santa Clara County (e.g., a utility program). Otherwise, the Town can set an income threshold, such as the State's minimum wage level or according to Santa Clara County's income limits.
- (b) Proof of income, such as two recent consecutive wage statements or offer of employment signed within the previous 60 days, must be provided at the time of purchase, including during permit renewal periods, and information may be audited at any time by the Town.

4.3 Vehicle Eligibility

Unless otherwise authorized by the Town Manager or designee:

- (a) Only vehicles with valid California vehicle registration currently registered to the applicant, and/or other members of the applicant's household, are eligible for residential preferential parking permits.
- (b) Oversize vehicles, commercial trucks, work-type commercial vehicles (taxis, limousines, etc.), trailers, boat trailers, and RV's (camping trailers, motor homes, etc.) are not eligible for residential preferential parking permits.
- (c) Vehicles exceeding maximum weight limits per Town Code Section 15.40.070(b) or maximum height limits per Town Code Section 15.40.115 are not eligible for residential preferential parking permits.
- (d) Vehicles with delinquent parking violations are not eligible for residential preferential parking permits. Proof of payment may be required before an application for a residential preferential parking permit is considered for a vehicle with outstanding parking citation fines or fees.

4.4 Permit Management System

The Town uses a third-party Permit Management System (PMS) to issue and manage virtual parking permits linked to a specific vehicle license plate for enforcement purposes. Residents may apply for, purchase, and manage their virtual parking permit(s) through the PMS's online permit portal. Town staff will review applications and supporting documentation, track and manage virtual parking permits, and process permit payments and refund requests within that system.

4.5 Application Process

Permit applications shall be completed online through the Town's online permit portal. Each application for a residential preferential parking permit must include:

- (a) The applicant's name, address and contact information;
- (b) Proof of residency (e.g., driver's license, recent utility bill, lease, or property tax statement);
 - (1) (Optional) Proof of income, if applying for a reduced-price permit (e.g. two recent wage statements or offer letter) or proof of eligibility or participation in an equivalent program (e.g. CalFresh, WIC, etc.); and
- (c) Current DMV vehicle registration for each vehicle the applicant is requesting a parking permit; and
- (d) Any applicable supporting documentation (e.g., proof of employment for live-in caregivers).

4.6 Permit Term

EPP permits are issued on an annual basis and valid September 1st to August 31st of each year.

5. Permit Fees

Permit fees shall be adopted annually by Town Council resolution. Permit fees shall reflect administrative and operational costs of program management and enforcement.

6. Enforcement, Violations, and Redressal

6.1 Permit Validity

- (a) Residential preferential parking permits are valid only within the designated RPP zone for which they are issued and do not exempt a vehicle from posted parking regulations, including, but not limited to, overnight parking or street sweeping restrictions, unless clearly specified on such signs or markings.
- (b) Permits do not exempt a vehicle from the 72-hour maximum parking limit established under Town Code Section 15.40.065 and California Vehicle Code Section 22651(k).

6.2 Display of Permits

- (a) Virtual parking permits are strictly associated with a vehicle's license plate number and are non-transferable, unless otherwise specified.
- (b) When applicable, physical parking permits must be displayed in a clearly visible manner as directed by the Town. Lost or damaged permits may be replaced upon payment of the applicable replacement fee.

6.3 Misuse and Revocation

- (a) Misuse of a permit, including the transfer, sale, or use by ineligible vehicles, is prohibited and constitutes an infraction under Town Code Section 15.40.080(c).
- (b) The Town reserves the right to revoke current permits, apply fines and/or deny future permits to individuals or households found in violation of program policies.

7. Program Evaluation and Dissolution

7.1 Program Evaluation

The Town Manager or designee shall periodically evaluate each RPP zone's performance, including participation, permit utilization, and enforcement data, as well as community feedback and concerns, and may recommend modifications to the Town Council as appropriate.

7.2 Ongoing Minimum Participation Rate

- (a) Once designated by Town Council resolution, an RPP zone must maintain a minimum participation rate to remain active. This ongoing minimum participation rate requires a simple majority (at least 51%) of eligible households to purchase one (1) or more residential parking permits after each renewal period.
- (b) The Town Manager or designee may establish a specific evaluation timeline during renewal periods, such as three (3) months after renewal notifications are issued, to confirm compliance with the ongoing minimum participation rate requirement.

7.3 Petition to Dissolve Zone

- (a) Residents may petition for dissolution of an existing RPP zone using a standardized form provided by the Town (sample Residential Preferential Parking (RPP) Petition Form attached below), with support from a simple majority (at least 51%) of affected households.
- (b) Once adopted by the Town Council, no petition to dissolve an RPP zone will be considered for a minimum period of one (1) year, unless otherwise authorized by the Town Manager or designee.

7.4 Administrative Dissolution

The Town Manager or designee is authorized to administratively dissolve an RPP zone without additional Town Council action under one or more of the following criteria:

- (a) The zone fails to meet the minimum participation rate threshold;
- (b) External parking impacts are no longer present; or

- (c) Parking occupancy no longer exceeds the minimum threshold during subsequent parking utilization study.

8. Administrative Authority

The Town Manager or designee shall have the authority to interpret, administer, and enforce the provisions of these guidelines and policies and to develop procedures necessary for the effective implementation of residential preferential parking programs consistent with Town Council direction.

DRAFT

Attachment A: Sample Residential Preferential Parking (RPP) Program Request Form

The purpose of this form is to enable neighborhoods to request the initiation of a Residential Preferential Parking (RPP) program zone in accordance with the Town of Los Gatos' adopted RPP Administrative Guidelines and Policies. This request form must be filled out in its entirety and submitted with any petition form to:

Town of Los Gatos
Parks and Public Works Department
41 Miles Ave, Los Gatos, CA 95030

Please attach additional documentation as necessary, including any pictures, maps, or other attachments pertinent to this request.

1. Primary Contact / Request Organizer Information:

Name: _____
Address: _____
Phone Number: _____
Email (optional): _____

2. Please describe the nature of the parking problem in your neighborhood.

Please include when the problem started and what streets are impacted.

3. Is there an external parking impact that is causing the parking problem?

Please include the frequency of the problem (e.g. peak hours observed) and if it is periodic (e.g. varies by day, month or another period?)

4. Please indicate how you believe an RPP program in your neighborhood will address the external parking impact. Please include your desired parking restrictions (e.g. time-limited daytime parking or permit-only overnight parking).

5. Is there neighborhood support for a formal petition to request the initiation of a RPP Program? Please identify if your neighborhood has a HOA or Neighborhood Association.

6. Additional Comments

Please use this space for any additional comments pertinent to the request.

Notes

- Submission of this request does not guarantee creation of an RPP zone.
- The Town reserves the right to modify the proposed RPP zone boundaries or parking restrictions based on field analysis, parking data, and community input.
- A minimum of 51% of eligible households in a designated RPP zone must purchase a parking permit for the zone to be active each year.
- Request information is considered a public record and may be subject to disclosure under the California Public Records Act.

7. For Town Use Only:

Staff Reviewer: _____ Date Received: _____

Attachment B: Sample Residential Preferential Parking (RPP) Program Petition Form

The purpose of this form is to enable neighborhoods to request the initiation of, or dissolution of, a Residential Preferential Parking (RPP) zone on the residential streets listed below, in accordance with the Town of Los Gatos adopted RPP Administrative Guidelines and Policies. This form must be filled out in its entirety and submitted with any request to:

Town of Los Gatos
Parks and Public Works Department
41 Miles Ave, Los Gatos, CA 95030

By signing this petition, residents indicate their support for the Town to evaluate and, if appropriate, recommend to the Town Council the creation of, or dissolution of, an RPP zone to regulate non-resident parking on public streets in the neighborhood.

1. Primary Contact / Petition Organizer Information:

Name: _____
Address: _____
Phone Number: _____
Email (optional): _____

2. Eligibility and Petition Instructions

- (a) Each signer must be a resident and/or owner of an eligible household within the proposed RPP zone boundaries.
- (b) Only one (1) signature per household will be counted in the petition total.
- (c) For rental units and multi-unit buildings, only one signature will be counted if both the owner and the resident participate in the survey.
- (d) Petitions with fewer than 51% verified support will not be considered.
- (e) All information must be clearly printed and completed petitions must be submitted for Town verification.

3. RPP Zone Information (Proposed or Current)

Street(s) Included	From (Intersection)	To (Intersection)

4. Petition Statement

We, the undersigned residents or property owners, do hereby agree that the primary contact person identified in Section 1 represents the neighborhood as a facilitator between the neighborhood residents and Town of Los Gatos in matters pertaining to the following request that the Town evaluate the parking conditions in our neighborhood and consider the following action:

☐ Establish a new RPP zone

☐ Dissolve the existing RPP zone

Signatures of Residents / Property Owners (Limit one per household):

	Name (please print)	Address	Phone Number	Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				
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21.				
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23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				

(Attach additional sheets as necessary.)

Page ___ of ___

5. Additional Comments

Please use this space for any additional comments pertinent to the petition.

Notes

- Submission of this petition form does not guarantee the creation or dissolution of an RPP zone.
 - The Town reserves the right to modify the proposed boundaries or parking restrictions based on field analysis, parking data, and community input.
 - A minimum of 51% of eligible households in an RPP zone must purchase a parking permit for the zone to be active and remain active each year.
 - Petition information is considered a public record and may be subject to disclosure under the California Public Records Act.
-

6. For Town Use Only:

Staff Reviewer: _____ Date Received: _____

Verification Checklist

Petition submitted by eligible resident/owner	☐ Yes ☐ No
Minimum 51% support threshold met	☐ Yes ☐ No
Streets are contiguous and meet the minimum size/configuration req.	☐ Yes ☐ No
Parking occupancy exceeds minimum requirement	☐ Yes ☐ No
Collection date/time _____	
Collection date/time _____	
Minimum participation rate threshold met	☐ Yes ☐ No
Staff field verification complete	☐ Yes ☐ No
Public hearing scheduled	☐ Yes ☐ No
Town Council Resolution No. _____	
Date Adopted: _____	

Los Gatos Town Council Administrative Guidelines and Policies*Employee Preferential Parking (EPP) & Permits***Working Draft****1. Purpose and Intent**

The Town of Los Gatos is committed to supporting local businesses by managing public parking resources efficiently. The goal of this effort is to reduce congestion, improve parking availability for customers and visitors, and provide convenient, cost-effective, all-day parking options for business owners and their employees working in high-demand commercial areas. This includes, but is not limited to, the Downtown Zone and the Civic Center Zone (currently the Olive Zone) located near Los Gatos High School).

Employee Preferential Parking (EPP) programs are intended to designate specific public parking facilities or zones located within busy commercial corridors for use by business owners and employees. By shifting employee parking to less congested areas, the Town can provide desirable parking spaces for customers, improve turnover in customer spaces, and better align parking supply with business needs.

2. Definitions

For the purposes of this policy, the following words and phrases shall have the meanings respectively ascribed to them by this section. Whenever any words or phrases used herein are not defined but are defined in the California Vehicle Code and amendments thereto, such definition shall apply.

(a) [list of definitions TBD]

3. EPP Zones, Designation Process, and Parking Permits**3.1 EPP Designation Criteria**

Town Council may consider the designation of an EPP zone based upon the following criteria:

- (a) That employee vehicles do, or may, substantially interfere with the use of publicly available on- or off-street parking locations used by residents, visitors, or customers, including parking locations within a commercial zone;
- (b) That the interference by employee vehicles occurs at regular and frequent intervals, either daily or weekly, and is consistent with typical business operating hours or shift schedules;

August XX, 2026

- (c) On-site parking supplies are limited or insufficient to accommodate employee parking needs such that employees must utilize public parking locations for regular daily use.
- (d) Other alternative parking strategies, including but not limited to, off-site parking, shared parking agreements, micromobility, or other congestion demand management measures are not feasible or practical.

3.2 Method of Initiation

- (a) The establishment or modification of an EPP Zone may be initiated by the Town Manager or designee, or by direction of the Town Council in response to observed parking impacts or community concerns.
- (b) The Town Manager or designee may establish a recurring review cycle, such as every six (6) months or each Spring and Fall, during which EPP zone establishment or modification requests will be accepted and evaluated. This will allow staff to conduct a preliminary review of the validity of the request and to determine if staff have the ability to implement, manage, and enforce any increased workload.
- (1) Further evaluation of valid requests for an EPP zone establishment or modification may be placed on a list of existing projects to allow staff to manage workload and allocate resources effectively. Projects may be re-prioritized at the direction of the Town Manager or designee, or by direction of the Town Council.

3.3 Zone Configuration

- (a) Whenever possible, EPP zone boundaries should be contiguous and logically defined by street intersections or commercial zone limits, unless otherwise authorized by the Town Manager or designee.
- (b) Final determination of the proposed EPP zone configuration shall be at the discretion of Town staff.
- (c) Existing EPP zones shall continue without requalification of configuration requirements. Existing EPP zones are presumed to meet all other zone eligibility requirements based on prior establishment, utilization rates, and demonstrated need.

3.4 Parking Utilization Survey

- (a) Upon receipt of a request to evaluate a proposed EPP zone, Town staff will schedule a parking occupancy survey to determine the utilization of on- and/or off-street parking locations within the proposed zone. For a proposed zone to be considered for EPP designation, at least 51% of the available public parking supply within the proposed zone must exhibit an average

parking occupancy rate of 75% or greater during the parking utilization study period.

- (b) The Town Manager or designee may establish a recurring cycle for parking utilization studies to be conducted and analyzed, similar to the request evaluation cycle described above.

3.5 Notification and Public Input

Upon verification of parking occupancy exceeding the minimum threshold during the parking utilization study period, the Town shall provide mailed notice to all commercial and residential properties within the proposed EPP zone boundaries. Notices shall describe the proposed zone boundaries, parking restrictions, permit eligibility criteria, the process for providing input, and the anticipated Town Council meeting date(s) where the matter will be set for public hearing.

3.6 Public Hearing and Town Council Action

- (a) Following completion of staff review, parking occupancy analysis, and public notification, the Town Manager or designee will forward a recommendation to Town Council to consider designation and establishment of the EPP zone.
- (b) Designation of an EPP zone which includes public streets and alleys, requires Town Council approval by resolution, defining:
 - (1) The boundaries of the EPP zone;
 - (2) Applicable parking restrictions, including, but not limited to, hours and days of enforcement of parking regulations for non-permit holders; and
 - (3) Implementation procedures for permit issuance and enforcement, including permit eligibility criteria, as well as any other matters deemed pertinent by the Council.
- (c) Town Council shall have the authority to approve, modify or deny the designation recommendation. The Town shall provide mailed notice to all commercial and residential properties within the proposed EPP zone boundaries indicating the action taken by Town Council.
 - (1) If approved, notices shall describe the approved EPP zone boundaries, parking restrictions, and permit eligibility criteria, and explaining any modifications made by Town Council, if applicable. Notices shall also describe the process for purchasing preferential parking permits.
- (d) Once final action has been taken by the Town Council, no substantive changes or requests for major modifications of the EPP zone will be considered for a minimum period of one (1) year.

3.7 EPP Zone Implementation

Final implementation of an approved EPP zone, including the installation of signage and markings providing notice of the approved parking restrictions and prohibitions, shall proceed after Town Council approval. Enforcement will begin upon installation of appropriate signs and markings.

4. EPP Permit Types, Eligibility and Term

The following permit types may be available for purchase by eligible applicants within a designated EPP zone. Restrictions on the type of permits available for purchase and limitations on the quantity of permits available per business may be established by Town Council resolution. Possession of an EPP permit does not guarantee a parking spot within the applicable EPP zone and reassignment of employee preferential parking permits may be allowed with prior authorization by the Town Manager or designee.

- (a) *Property/Business Owner Parking Permit:* Owners of businesses or properties located within the boundaries of an EPP zone are eligible to purchase a property/business owner parking permit for that zone. The Town may limit the number of property/business owner permits per business or by district based on the conditions present in the EPP zone, such as one (1) property owner permit per building and/or one (1) business owner permit per business.
- (b) *Employee Parking Permit:* Employees working at businesses within the boundaries of an EPP zone are eligible to purchase an employee parking permit for that zone. The Town may limit the number of employee parking permits available in an EPP zone based on the conditions present in the zone, such as one (1) employee permit per licensed driver or a defined maximum per business.

4.2 Reduced-Price EPP Permit (Optional Component)

- (a) The Town may establish a reduced-price permit for employees meeting low-income criteria, based on minimum hourly wage or household income thresholds consistent with existing government-operated or -regulated programs within the Town or Santa Clara County (e.g., a utility program). Otherwise, the Town can set an income threshold, such as the State's minimum wage level or according to Santa Clara County's income limits.
- (b) Eligibility for such reduced-price permit may be established via proof of income, such as two recent consecutive wage statements or offer of employment signed within the previous sixty (60) days, or participation in an equivalent program, such as enrollment documentation or benefit card. Valid documents must be provided at the time of purchase, including during permit renewal periods, and information may be audited at any time by the Town.

4.3 Vehicle Eligibility

August XX, 2026

Unless otherwise authorized by the Town Manager or designee:

- (a) Only vehicles currently registered to the applicant are eligible for employee preferential parking permits.
- (b) Commercial trucks and vehicles, including, but not limited to, company cars or leased cars, may be eligible for employee preferential parking permits with prior authorization by the Town Manager or designee.
- (c) Trailers, boat trailers, and RV's (camping trailers, motor homes, etc.) are not eligible for employee preferential parking permits.
- (d) Vehicles exceeding maximum height limits per Town Code Section 15.40.115 are not eligible for employee preferential parking permits.
- (e) Vehicles with delinquent parking violations are not eligible for employee preferential parking permits. Proof of payment may be required before an application for an employee preferential parking permit is considered for a vehicle with outstanding parking citation fines or fees.

4.4 Permit Management System

The Town uses a third-party Permit Management System (PMS) to issue and manage virtual parking permits linked to a specific vehicle license plate for enforcement purposes. Business owners and their employees may apply for, purchase, and manage their virtual parking permit(s) through the PMS's online permit portal. Town staff will review applications and supporting documentation, track and manage virtual parking permits, and process permit payments and refund requests within that system.

4.5 Application Process

Applicants must be an employee or an owner of a business or property located within the designated EPP zone. Permit applications shall be completed online through the Town's parking permit portal. Each application for an employee preferential parking permit must include:

- (a) The applicant's name, address and contact information;
- (b) Proof of employment (e.g., W-2, employer verification letter, or recent wage statements);
 - (1) (Optional) Proof of income, if applying for a reduced-price permit (e.g. two recent wage statements or offer letter) or proof of eligibility or participation in an equivalent program (e.g. CalFresh, WIC, etc.); and
- (c) Current DMV vehicle registration for each vehicle the applicant is requesting a parking permit.

4.6 Permit Term

August XX, 2026

EPP permits are issued on an annual basis and valid April 1st to March 31st of each year.

5. Permit Fees

Permit fees shall be adopted annually by Town Council resolution. Permit fees shall reflect administrative and operational costs of program management and enforcement.

6. Enforcement, Violations, and Redressal

6.1 Permit Validity

- (a) Employee preferential parking permits are valid only within the designated EPP zone for which they are issued and do not exempt a vehicle from posted parking regulations, including, but not limited to, overnight parking or street sweeping restrictions, unless clearly specified on such signs or markings.
- (b) Permits do not exempt a vehicle from the 72-hour maximum parking limit established under Town Code Section 15.40.065 and California Vehicle Code Section 22651(k).

6.2 Display of Permits

- (a) Virtual parking permits are strictly associated with a vehicle's license plate number and are non-transferable, unless otherwise specified.
- (b) When applicable, physical parking permits must be displayed in a clearly visible manner as directed by the Town. Lost or damaged permits may be replaced upon payment of the applicable replacement fee.

6.3 Misuse and Revocation

- (a) Misuse of a permit, including the transfer, sale, or use by ineligible vehicles, is prohibited and constitutes an infraction under Town Code Section 15.40.080(c).
- (b) The Town reserves the right to revoke current permits and/or deny future permits to individuals or households found in violation of program policies.

7. Program Evaluation and Dissolution

7.1 Program Evaluation

The Town Manager or designee shall periodically evaluate each EPP zone's performance, including permit utilization, enforcement data, and community feedback, and may recommend modifications to the Town Council as appropriate.

7.2 Administrative Dissolution

August XX, 2026

The Town Manager or designee is authorized to administratively dissolve an EPP zone without additional Town Council action if the zone is determined to be ineffective or no longer necessary, or parking occupancy no longer exceeds the minimum threshold during subsequent parking utilization study.

8. Administrative Authority

The Town Manager or designee shall have the authority to interpret, administer, and enforce the provisions of these guidelines and policies and to develop procedures necessary for the effective implementation of employee preferential parking programs consistent with Town Council direction.



TOWN OF LOS GATOS
COMPLETE STREETS AND
TRANSPORTATION COMMISSION

MEETING DATE: 08/13/2026

ITEM NO.: 5.b.

DATE: August 13, 2026
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 with a summary of 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	PD Quarterly
	Townwide Traffic Surveys and School Zone Speed Limits
October	
November	SR2S Quarterly

FISCAL IMPACT:

No Fiscal Impact

Attachments:

1. None

PREPARED BY: Nicolle Burnham
Director, Parks and Public Works