TOWN OF LOS GATOS
COMPLETE STREETS AND TRANSPORTATION COMMISSION
AGENDA
NOVEMBER 12, 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
Jeff Suzuki, Commissioner
Vacant, 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.

Commissioner Khanal will be participating from a teleconference location at 1-5 Spencer St, Docklands VIC 3008, Australia pursuant to Government Code Section 54953(b)(3). The teleconference location shall be accessible to the public and the agenda will be posted at the teleconference location 72 hours before the meeting.

CALL MEETING TO ORDER

ROLL CALL

CONSENT ITEMS *(Items appearing on the Consent are considered routine Town business and may be approved by one motion. Members of the public may provide input on any Consent Item(s) when the Chair asks for public comment on the Consent Items. 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 October 8, 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. Youth Commission Report (Verbal Report)
3. Safe Routes to School Quarterly Report (Verbal Report)

4. Review Safe Streets & Roads for All (SS4A) Grant Implementation Work Plan (Written Report)
5. PPW Department Updates
   a. Project Updates (Verbal Report)
   b. Future Agenda Items (Attachment)
6. VTA BPAC Report – Jeff Suzuki - Term expires June 2028 (Verbal Report)

COMMISSIONER REPORTS

ADJOURNMENT Next meeting scheduled: December 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

DRAFT MINUTES
OF THE
COMPLETE STREETS & TRANSPORTATION COMMISSION
REGULAR MEETING
OCTOBER 8, 2026

The Complete Streets & Transportation Commission of the Town of Los Gatos conducted its Regular monthly meeting on Thursday, October 8, 2026, at 7:30 a.m.

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

ROLL CALL

Present: Chair Erik Miller, Commissioners Sanem Alkan, Nigel Chandler (Remote) and Bill Ehlers
Absent: Vice Chair Prahdeep Khanal and Commissioner Jeff Suzuki

CONSENT ITEMS

1. Approve Complete Streets & Transportation Commission Minutes of September 10, 2026. (Attachment)
   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 Report (Verbal Report)
   None. They will be meeting next Tuesday, 10/13/2026.

Commissioner Suzuki arrived at 7:33 a.m.

3. Wildfire Evacuation Planning Project (Written Report and Presentation)
   PPW Director Burnham introduced Town Emergency Manager Chris Todd. Emergency Manager Todd presented the staff report and presentation. Commission asked questions.

Vice Chair Khanal arrived at 7:38 a.m.

4. PPW Department Report
   PPW Director Burnham verbally reported on the following:
   One Bay Area Grant Round 4 for Hwy 17 Overcrossing at Blossom Hill Road and Attendance Policy.

a. Project Updates (Verbal Report)
Town Engineer Heap verbally reported on the following projects: Paving, Shannon Road Repair and Fantasy of Lights. Commissions asked questions on the last item. Commission also inquired about the 09/15/2026 Town Council Study Session: Hwy 17 Corridor Congestion Relief Project. PPW Director verbally reported on this item.
b. Future Agenda Items (Attachment)
No discussion.

5. VTA BPAC Report – Jeff Suzuki - *Term expires June 2028* (Verbal Report)
No new report.

COMMISSIONER REPORTS

- Commissioner Suzuki verbally reported on the Ride & Taste Program.
- Youth Commissioner Asheghian verbally reported on a free VTA bus pass program.

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 October 8, 2026, Regular Meeting as approved by the Complete Streets & Transportation Commission.

_____

/s/ Nicolle Burnham, PPW Director

DATE: November 12, 2026

TO: Complete Streets and Transportation Commission

FROM: Nicolle Burnham, Parks and Public Works Director

SUBJECT: Receive the Work Plan and Provide Feedback on the Implementation of the FY 2022-23 Safe Streets and Roads for All (SS4A) Grant to Develop the Town of Los Gatos Comprehensive Safety Action Plan and Conduct Blossom Hill Road Corridor Study

RECOMMENDATION:

Staff recommend that the Commission receive the work plan for implementation of the FY 2022-23 Safe Streets and Roads for All grant to develop the Town of Los Gatos Comprehensive Safety Action Plan and Blossom Hill Road Corridor Study, and provide feedback on the proposed schedule and project approach.

BACKGROUND:

The Safe Streets and Roads for All (SS4A) discretionary grant program was established by the Infrastructure Investment and Jobs Act (IIJA) to fund regional, local, and Tribal initiatives that prevent roadway fatalities and serious injuries. On June 20, 2023, the Town Council authorized staff to submit an SS4A Planning and Demonstration Grant application to update the Town's Local Roadway Safety Plan (LRSP), originally adopted on April 19, 2022, into a federally compliant Comprehensive Safety Action Plan (CSAP) and to conduct a corridor safety study along Blossom Hill Road from Union Avenue in Los Gatos to Camden Avenue in the City of San José. The City of San José supported the joint application and committed to sharing the required 20 percent local match equally with the Town.

On December 13, 2023, the U.S. Department of Transportation (USDOT) notified the Town of Los Gatos of a grant award in the amount of $640,000. While the initial grant application included a temporary safety demonstration component such as temporary quick-build safety improvements, staff requested and received federal approval to convert the demonstration component into a comprehensive engineering study, as temporary safety installations and modifications along the corridor may not be feasible without detailed operational and safety analysis.

On June 16, 2026, the Town Council adopted Resolution 2026-038 accepting the FY 2022-23 SS4A Grant Agreement and authorizing the Town Manager to execute the agreement. The total

PREPARED BY: Prahallad Badami
Senior Transportation Planner

eligible project budget is $800,000, consisting of $640,000 (80 percent) in federal SS4A grant funds and a $160,000 (20 percent) non-federal match split equally between the Town of Los Gatos ($80,000) and the City of San José ($80,000) under Capital Improvement Program (CIP) Project No. 4118147 (Blossom Hill Road – Union to Camden Project; Legacy CIP No. 811-0010). Following coordination with the Federal Highway Administration (FHWA) California Division, the Grant Agreement (Federal Award No. 693JJ32640465) was fully executed on September 11, 2026, establishing a 36-month Period of Performance through September 10, 2029.

DISCUSSION:

With the SS4A Grant Agreement executed on September 11, 2026, staff has developed a 36-month Work Plan (Attachment 1) to guide project delivery, interagency coordination, consultant procurement, technical analysis, community engagement, and plan adoption ahead of the September 10, 2029 Period of Performance deadline.

Project Scope Overview

- Task 1 – Town of Los Gatos CSAP: Revising and updating the Town's 2022 LRSP to meet current FHWA Safe System Approach and SS4A Action Plan standards, including safety and equity analysis, high-injury network mapping, policy and process updates, and a prioritized multimodal project list. Completing the CSAP will position the Town to competitively pursue future federal and state implementation grant funding.
- Task 2 – Blossom Hill Road Corridor Study (Union Avenue to Camden Avenue): Conducting multimodal traffic counts, speed surveys, engineering safety assessments, traffic modeling, community engagement, and development of engineering alternatives along the Blossom Hill Road arterial corridor between Union Avenue (Los Gatos) and Camden Avenue (San José) to identify actionable safety improvements.

Attachments:

1. FY 2022-23 Safe Streets and Roads for All (SS4A) Grant Implementation Work Plan

Project Title: Town of Los Gatos Comprehensive Safety Action Plan & Blossom Hill Corridor Study

Period of Performance (POP): September 11, 2026 – September 10, 2029 (36 Months)

Project Phase	Work Plan Task / Activity	Target Timeframe	Milestone / Deliverables
Phase I: Project Initiation	Grant Execution	Sep 2026	Sep 11, 2026 / Executed SS4A Grant Agreement (36-month POP through 09/10/2029)
	Development of Work Plan	Oct – Nov 2026	Nov 13, 2026 / Finalized 36-Month Implementation Work Plan
	Formation of Technical Advisory Committee	Nov 2026	Nov 13, 2026
	Development of Scope of Work (SOW)	Nov 2026	Nov 27, 2026 / Final Technical Scope of Work for Task 1 (Comprehensive Safety Action Plan) and Task 2 (Blossom Hill Corridor Study)
	Development of RFP/RFQ	Nov – Dec 2026	Dec 11, 2026 / Finalized RFP/RFQ Solicitation Package
	Development of Memorandum of Understanding (MOU) with City of San José	Nov 2026 – Jan 2027	Jan 08, 2027 / Finalized MoU on Interagency Cost-Share & Project Governance Alignment
Phase II: Procurement	Advertisement and Solicitation	Dec 21, 2026 - Jan 31, 2027	Jan 31, 2027
	Evaluation of Proposals/Qualifications, Consultant Selection and Contract Negotiation	Feb - Mar 2027	Mar 05, 2027 / Finalized Contract Agreement
	Consideration of MOU with City of San José and Contract Agreement for Contractual Services by the Town Council	Apr 2027	Apr 06, 2027 / Town Council Staff Report, Resolutions, Consultant Contract Award, Finalized MOU with City of San José
	Contract Execution	Mar – Apr 2027	Apr 16, 2027
Phase III: Technical Execution	Task 1 - Execution of Tasks to Develop Town of Los Gatos Comprehensive Safety Action Plan (CSAP)	Apr 2027 – Apr 2029	Apr 2029 / Updated Collision Database & Geospatial High-Injury Network (HIN) Maps; Systemic Risk & Equity Analysis; Town-Wide Public Engagement Summary; Policy & Process Audit; Prioritized Multimodal Project List; Draft CSAP Report

	Task 2 - Execution of Tasks to Undertake Engineering Study of Blossom Hill Corridor (Union Ave. to Camden Ave.)	Jun 2027 – Oct 2028	Oct 2028 / Multimodal Traffic Counts & Speed Data Package; Traffic Model; Community Outreach Summary; Engineering Alternatives & Cost Estimates; Draft Corridor Study Report
Phase IV: Peer Review & Adoption	Optional Peer Review of Draft Reports (Blossom Hill Corridor Study & CSAP)	Oct – Dec 2028 (Task 2) & Apr – Jul 2029 (Task 1)	Jul 2029 / Peer Review Comment Matrices, Technical QA/QC Response Logs, Final Blossom Hill Corridor Study Report, and Final CSAP Report
	Feedback and/or Adoption of Blossom Hill Corridor Study & CSAP by Town Council	Jan – Mar 2029 (Task 2) & Jul – Sep 2029 (Task 1)	Sep 2029 / CSTC Recommendations, Town Council Adopting Resolutions, Public Website Publication of Final CSAP
Phase V: Grant Closeout	Grant Financial Reconciliation & Performance Measurement Closeout	Sep 2029 – Jan 2030	Jan 2030 / Reimbursement Packages and Reports as required

DATE: November 12, 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:

December	Police Department Quarterly
	2027 Meeting Schedule
January 2027	2027 Commission Work Plan
	2027 Chair and Vice Chair Nominations

FISCAL IMPACT:

No Fiscal Impact

Attachments:
1. None

PREPARED BY: Nicolle Burnham
Director, Parks and Public Works