



**TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE AGENDA
JANUARY 25, 2021
110 EAST MAIN STREET
LOS GATOS, CA
5:00 PM**

*Marico Sayoc, Mayor
Maria Ristow, Council Member*

**IMPORTANT NOTICE REGARDING THE JANUARY 25, 2021
COUNCIL POLICY COMMITTEE MEETING**

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

PARTICIPATION

To watch or provide oral comments real-time during the meeting, you must join the Zoom webinar at <https://losgatosca.gov.zoom.us/j/95489855859>
<https://us02web.zoom.us/j/85448993204?pwd=ZHRRQitXMtYb2ZodmxHT2xqWUFvZz09>.
Password: 238881.

Or Telephone:

Dial: USA 636 651 0008 US Toll or USA 877 336 1839 US Toll-free
Conference code: 969184

During the meeting:

- When the Chair announces the item for which you wish to speak, click the “raise hand” feature in Zoom. If you are participating by phone on the Zoom app, press *9 on your telephone keypad to raise your hand. If you are participating by calling in, press #2 on your telephone keypad to raise your hand.
- When called to speak, please limit your comments to three (3) minutes, or such other time as the Chair may decide, consistent with the time limit for speakers at a Council meeting.

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

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REMOTE LOCATION PARTICIPANTS

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

MEETING CALL TO ORDER

ROLL CALL

CONSENT ITEMS *(Items appearing on the Consent Items are considered routine and may be approved by one motion. Any member of the Policy Committee or public may request to have an item removed from the Consent Items for comment and action. A member of the public may request to pull an item from Consent by following the Participation Instructions contained on page 2 of this agenda. If an item is pulled, the Chair has the sole discretion to determine when the item will be heard. Unless there are separate discussions and/or actions requested by the Policy Committee, staff, or a member of the public, it is requested that items under the Consent Items be acted on simultaneously.)*

1. Approve Minutes of the October 27, 2020 Policy Committee Meeting.

VERBAL COMMUNICATIONS *(Members of the public are welcome to address the Policy Committee on any matter that is not listed on the agenda consistent with the Participation Instructions contained on page 2 of this agenda. To ensure all agenda items are heard and unless additional time is authorized by the Chair, this portion of the agenda is limited to 30 minutes and no more than three (3) minutes per comment. In the event additional comments were not able to be heard during the initial Verbal Communications portion of the agenda, an additional Verbal Communications will be opened prior to adjournment.)*

OTHER BUSINESS *(Up to three minutes may be allotted for each comment on any of the following items consistent with the Participation Instructions contained on page 2 of this agenda.)*

2. Approve the Town Council Policy Committee Meeting Schedule for 2021.
3. Identify Future Work Plan Items for the Council Policy Committee.

ADJOURNMENT

Writings related to an item on the Town Council meeting agenda distributed to members of the Committee within 72 hours of the meeting are available for public inspection on the official Town of Los Gatos website.



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

MEETING DATE: 01/25/2021

ITEM NO: 1

**DRAFT
Minutes of the Town Council Policy Committee Regular Meeting
October 27, 2020**

The Town Council Policy Committee of the Town of Los Gatos conducted a regular meeting on Tuesday, October 27, 2020, at 5:00 p.m. via teleconference.

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

ROLL CALL

Members Present: Marcia Jensen, Barbara Spector.

Staff Present: Laurel Prevetti, Town Manager; Robert Schultz, Town Attorney; Matt Morley, Parks and Public Works Director; Holly Zappala, Management Analyst.

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

1. Approve the Draft Minutes of August 11, 2020.

Approved.

VERBAL COMMUNICATIONS

None.

OTHER BUSINESS

2. Discuss and Provide Direction to Staff on Oak Meadow Park Bandstand Use.

Matt Morley, Parks and Public Works Director, presented the staff report.

Sharon Childs

- Commented that if the Oak Meadow bandstand were to be spruced up, the Town could rent it out for special events, following the same guidelines as other events in Town, and receive income. She also commented that it would be good for the Town to promote Oak Meadow Park as an additional facility in Town available to use for special events.

After discussion, the Committee agreed to forward a recommendation to the Town Council to approve modifications to the Town Facility Use Policy to allow the Oak Meadow bandstand to

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SUBJECT: Draft Minutes of the Regular Town Council Policy Committee Meeting of October 27, 2020

DATE: January 25, 2021

be rented out for private events with parameters in place. The Committee asked staff to address the following concerns in the report to Town Council: capacity limits of the space, alcohol regulations, and guidelines for confining a special event to the space rented while ensuring the rest of the park is available for public use.

ADJOURNMENT

The meeting adjourned at 5:18 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the October 27, 2020 meeting as approved by the Town Council Policy Committee.

Holly Zappala, Management Analyst



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

MEETING DATE: 1/25/2021

ITEM NO: 2

DATE: January 25, 2021
TO: Council Policy Committee
FROM: Laurel Prevetti, Town Manager
SUBJECT: Approve the Town Council Policy Committee Meeting Schedule for 2021

RECOMMENDATION:

Approve the Town Council Policy Committee Meeting Schedule for the 2021 calendar year.

BACKGROUND:

In 2019 and 2020, the Council Policy Committee met monthly on the fourth Tuesday of the month at 5:00 p.m. Meetings took place in the Town Council Chambers prior to the initial Shelter-in-Place Order going into effect on March 17, 2020 as a result of the COVID-19 pandemic. Subsequent meetings continue to be held remotely via teleconference until further notice.

DISCUSSION:

If the current meeting schedule is continued for the 2021 calendar year, the proposed dates are as follows. Meeting dates are subject to change based on the Committee members' scheduling needs.

February 23	August 24
March 23	September 28
April 27	October 26
May 25	November 23
June 22	December 28
July 27	

PREPARED BY: Holly Zappala
Management Analyst

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

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SUBJECT: 2020 Meeting Schedule

DATE: January 25, 2021

CONCLUSION:

Staff recommends that the Council Policy Committee approve the proposed meeting dates for 2021. Alternatively, the Committee may re-schedule some or all of the proposed meetings.



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

MEETING DATE: 1/25/2021

ITEM NO: 3

DATE: January 25, 2021
TO: Council Policy Committee
FROM: Laurel Prevetti, Town Manager
SUBJECT: Identify Future Work Plan Items for the Council Policy Committee

RECOMMENDATION:

Identify future work plan items for the Council Policy Committee.

DISCUSSION:

On January 28, 2020, the Council Policy Committee identified work plan items for the 2020 calendar year. Since then, the Committee has made recommendations to the Town Council on many policy matters and the Council has adopted policy and ordinance modifications consistent with the work of the Committee.

Given the new year, staff looks forward to the Committee's discussion and identification of topics for the 2021 calendar year. Attachment 1 contains completed, in progress, and potential work plan items.

COORDINATION:

The preparation of this report was coordinated with the Town Manager's Office (including Economic Vitality and the Clerk Department), Community Development Department, Parks and Public Works Department, and the Town Attorney's Office.

Attachment:

1. 2021 Draft Work Plan

PREPARED BY: Holly Zappala
Management Analyst

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

2021 Town Council Policy Committee Potential Work Plan Items

Completed During 2020 with Recommendations to the Town Council

- Modifications to the Below Market Price Housing Program regulations
- Updates to Town outdoor lighting regulations
- Modifications to the Town Code regarding used vehicle sales and rentals
- Hillside Development Standards and Guidelines Visibility Analysis
- Modifications to the Facility Use Policy regarding use of the Oak Meadow Park bandstand

In Process

- None

Potential for 2021

- Rescission of the Los Gatos Boulevard Plan.
- Amendments regarding remote meeting participation to Policy 2-11: Commission Appointments, Residency and Attendance Requirements, and Establishing A Quorum
- Potential updates to the Social Media Policy
- Update the Procurement Policy and consider procurement procedures for declared emergencies
- Update the Town Council Travel Policy to align with the updated regulations for staff
- Continue to consider land use streamlining modifications and review of items in the land use policies binder.
- Consider the definition of “specialty retail”
- Review zoning requirements for banks in the downtown district