



**TOWN OF LOS GATOS  
ARTS AND CULTURE COMMISSION AGENDA  
JANUARY 15, 2025  
100 VILLA AVENUE, LIBRARY CONFERENCE ROOM  
4:00 PM**

*Maureen Cappon-Javey, Chair  
Cristiano Colantoni, Commissioner  
Anne Lamborn, Commissioner  
Rebecca Navid, Commissioner  
Thomas Spilsbury, Commissioner  
Janet Wolf, Commissioner  
Kaedon Chun, Youth Commissioner  
Arthur Wang, Youth Commissioner*

**HOW TO PARTICIPATE**

The Town of Los Gatos strongly encourages your active participation in the public process. If you are interested in providing oral comments during the meeting, you must attend in-person, complete a speaker's card, and return it to the staff. If you wish to speak to an item on the agenda, please list the item number on the speaker card. The time allocated to speakers may change to better facilitate the meeting. If you are unable to attend the meeting in-person, you are welcome to submit written comments via email to [rbaker@losgatosca.gov](mailto:rbaker@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 [rbaker@losgatosca.gov](mailto:rbaker@losgatosca.gov) with the subject line "Public Comment Item #\_" (insert the item number relevant to your comment). Persons wishing to submit written comments to be included in the materials provided to the Commission must provide the comments as follows:

For inclusion in the agenda packet: by 11:00 a.m. the Thursday before the Commission meeting.

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

For inclusion in a desk item: by 11:00 a.m. the day of the Commission meeting.

Persons wishing to make an audio/visual presentation on any agenda item must submit the presentation electronically, either in person or via email by 3:00 p.m. the day of the meeting.

## **CALL MEETING TO ORDER**

## **ROLL CALL**

## **COMMISSIONER REPORTS**

**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.)*

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

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

- [1.](#) Select a Chair and a Vice Chair for 2025 to lead the Arts and Culture Commission meetings
- [2.](#) Review Recommended Arts and Culture Commission Work Plan Items for 2025 and Make a Recommendation to the Town Council

## **ADJOURNMENT**

**ADA NOTICE** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk's Office at (408) 354-6834. Notification at least two (2) business days prior to the meeting date will enable the Town to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR §35.102-35.104]



**TOWN OF LOS GATOS  
ARTS AND CULTURE COMMISSION  
AGENDA REPORT**

MEETING DATE: 01/15/2025

ITEM NO: 1

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DATE: January 15, 2025  
TO: Arts and Culture Commission  
FROM: Ryan Baker, Library Director  
SUBJECT: Select a Chair and a Vice Chair for 2025

**RECOMMENDATION:**

Select a Chair and a Vice Chair for 2025 to lead the Arts and Culture Commission meetings.

**PREPARED BY:** Ryan Baker  
Library Director



**TOWN OF LOS GATOS**  
**ARTS AND CULTURE COMMISSION**  
**AGENDA REPORT**

MEETING DATE: 01/15/2025

ITEM NO: 2

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DATE: January 12, 2025  
TO: Arts and Culture Commission  
FROM: Ryan Baker, Library Director  
SUBJECT: Review Recommended Arts and Culture Commission Work Plan Items for 2025 and Make a Recommendation to the Town Council

**RECOMMENDATION:**

Recommended the Arts and Culture Commission Work Plan items for 2025 for Town Council approval.

**REMARKS:**

To provide the Arts and Culture Commission clarity from the Town Council regarding its work, the proposed 2025 Work Plan will be taken to the Town Council for review and approval. This will ensure Council support, and sufficient staff resources in 2025.

In coordination with other Town Departments, staff has reviewed the Work Plan below, taking workload, time commitment, and alignment with Council priorities into consideration. Staff recommends the six items listed below to constitute the 2025 Work Plan. Staff believes that with existing resources, it is reasonable that these six items can be accomplished in 2025.

The Commission may discuss, provide input, and ultimately make a recommendation to the Town Council. Staff will evaluate the Commission's recommendation based on current staff and budget capacity and present its recommendation to the Town Council for consideration.

**Arts and Culture Commission 2025 Work Plan**

**1. Public Arts Master Plan draft for Council review and approval in 2026.** Estimated to be completed over a two-year period, this document will address 2040 General Plan items PFS 25.1 through PFS 25.7, as well providing a guiding document and framework for implementation of the Town's Public Arts Fund Ordinance Chapter 25, Article VII, Section 25.70.000. The following steps of the process are estimated to be completed in 2025.

**PREPARED BY:** Ryan Baker  
Library Director

- a. Conduct a community survey in an online format to incorporate more public feedback in the Public Arts Master Plan.
- b. Draft objective standards for public art in private development based on best practices from neighboring jurisdictions.
- c. Draft arts policies based on best practices from other jurisdictions for:
  - i. Call for Artists and Artist Selection Process
  - ii. Public Art Maintenance Requirements and Limitations
  - iii. Murals on Town property
- d. Draft the Master Plan section for incorporation of public art in Town parks and infrastructure.

**2. Gateway Project.** This project is nearing completion with the commissioned gateway sculptures already in production by the artist.

- a. Identify a location for Gateway Sculpture Phase 4 and Phase 5, and confirm locations with PPW.
- b. Installation of Gateway Sculpture Phase 4 with a target date of June 2025, and Phase 5 with a target date of December 2025. This will close out the project.

**3. Outside the Box, utility box art wraps.** This is an annual project which is funded to cover four utility boxes each year with artwork through an open community call for artists.

- a. Identify locations for the next round of the Outside the Box program, and confirm locations with PPW.
- b. Open the application for artists and review submissions for judging.

**4. Art in the Council Chambers.** This is slated as an ongoing annual project to rotate three exhibits in the Council Chambers each year.

- a. Review applications for Art in the Council Chambers exhibits through an open call for artists.
- b. (Subcommittee assignment) Install a new exhibit every four months, and host an opening reception.

**5. Finish creating a brochure with information about the Commission** (project started in 2024).

6. (As needed or requested) **Provide input on projects** that incorporate public artwork per the Town's Public Arts Fund Ordinance, and provide input when requested by PPW on CIP projects that incorporate public art.